

Agenda
Subcommittee on Curriculum
Thursday, October 3, 2019
3:30 PM Room 208 University Center

Members: Nikki Agee (LETT to 2021), Camille Goins (EDUC to 2021), Deborah Hummer (CHS to 2020), Bishwa Koirala (SBS to 2021), Katrina Harrison (Student Government Rep), Tiffany Joyner (Student Government Rep), Diana Lee, Chair (LETT to 2020), Naomi Lifschitz-Grant (ARTS to 2020), J. Porter Lillis, Secretary (SBS to 2020), Elizabeth Normandy (Office of AA Rep), Rosemarie Pilarczyk (NSM to 2020), Christina Reeves (Registrar), Mabel Rivera (EDU to 2020), Jesse Rouse (NSM to 2021), Mark Tollefsen (ARTS to 2021), Marian Wooten (CHS to 2021)

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Approval of Minutes of April 4, 2019** (Error! Reference source not found.)
- 4. Old Business**
- 5. New Business**
 - i. Discuss expectations for committee members**
 - ii. Review Curriculog Sign in process for Committee Members**
- 6. Announcements**
- 7. Adjournment**

Appendix A: Curriculum Development and Revision Process

The University of North Carolina at Pembroke has a clearly defined process for the development of curriculum, including degree programs, tracks, concentrations, minors, and individual courses:

The UNC Board of Governors must approve proposals for new degree programs. These proposals must be prepared according to specified guidelines of the UNC Academic Program Development Procedures.

All graduate programs must be submitted to the UNC Graduate Council for review and approval and to the UNC Board of Governors for approval.

Curriculum development and revisions proposals are initiated by the faculty of the academic departments by completing one of three standardized curriculum forms: Course Proposal Forms, General Education Course Proposal Forms, and Program Proposal Forms.

Curriculum proposals are reviewed by the department and signed by the Department Chair.

In the case of proposals affecting other departments, including the cross-listing of courses, the proposal form should be submitted by the originating department. The votes of affected departments are recorded, and the Chairs of affected departments also review and sign the proposal. If the cross-listed course affects a program in the affected department, the affected department must submit a program proposal documenting the change to the program. Crosslisted course numbers must be approved by the Registrar's office.

If the development or change affects Teacher Education, the Teacher Education Committee reviews the proposal and the Chair of that Committee signs it. Graduate curriculum proposals and new graduate programs must first be approved by the Graduate Council before being submitted to the Curriculum Subcommittee. Graduate Teacher Education proposals should be submitted to the Teacher Education Committee before being submitted to the Graduate Council.

The Registrar, the appropriate Dean, and the Provost and Vice Chancellor for Academic Affairs must also sign the proposal.

Proposals involving any aspect of the General Education Program are submitted to the Curriculum Subcommittee before being submitted to the General Education Subcommittee. The only exceptions are proposals involving existing courses with no modifications seeking inclusion in the General Education Program.

All other proposals are submitted only to the Curriculum Subcommittee.

Proposals involving the creation of new courses, revisions to existing courses or course deletions are submitted on Course Proposal Forms.

Proposals involving new courses must attach sample syllabi to the electronic submission only. (A hard copy of the syllabus is not required with the signed form.) New course numbers must be approved by the Registrar's office.

In instances where an identical change is made to multiple courses, (i.e., deleting or adding prerequisites or changing credit hours for courses), one form may be used for multiple proposals. Otherwise, each course proposal requires a separate form.

Proposals involving one or more changes to degree programs, tracks, concentrations or minors, etc., are submitted on the Program Proposal Form. Program proposals involving changes to the catalog must attach a revised catalog description to the electronic submission. A hard copy of the revised catalog description must be attached to the signed form.

Electronic forms are due to the Chair of Curriculum 10 days (two Mondays) prior to the Curriculum meeting, which usually meets on the first Thursday of every month. (The Curriculum Committee does not meet in January and at times adjusts the March meeting date, depending on the spring break schedule.)

Signed hard copies are due to the Chair of Curriculum on the Monday before the Curriculum meeting. It is the responsibility of the proposing department to ensure that all signatures are acquired prior to delivering hard copies to the Chair of Curriculum.

A representative from the department submitting the proposals must be present at Curriculum Subcommittee meetings to address any questions or provisions that may arise. The proposal is reviewed and a vote is taken. If the proposal passes, the Chair of the Subcommittee on Curriculum forwards the curriculum matters to the appropriate office or committee.

The Curriculum Subcommittee is responsible for sending to the Academic Affairs Committee all information pertaining to each individual course that is necessary for the Banner System. The Curriculum Subcommittee shall make recommendations to the Academic Affairs Committee on their adoption, and proposals shall move forward based upon the following policies:

- A. The Subcommittee on Curriculum will treat as minor, and send to the Registrar without Academic Affairs Committee and Senate approval, the following types of proposals: course and program modifications involving changes to prerequisites, course descriptions, course titles, and course deletions; the addition or substitution of one or two electives to a program; and program modifications mandated by changes previously approved by Senate. These will be considered minor changes and forwarded to the Chair of the Academic Affairs Committee for his/her signature, unless the Subcommittee on Curriculum has a compelling reason to forward said revisions to the Academic Affairs Committee.
- B. Approved program modifications involving the addition or deletion of tracks, required courses, or more than two elective options at a time will proceed to the Academic Affairs Committee.
- C. All program modifications described in B, once approved by the Academic Affairs Committee, proceed to the Senate.

- D. All new program proposals (including new degrees, academic majors, concentrations, minors, and certificates), deletions of above programs, new General Education course proposals, and General Education course deletions require Faculty Senate approval.
- E. Individual new courses not part of General Education program require approval by the Academic Affairs Committee but not the Faculty Senate.
- F. All curriculum items not requiring Academic Affairs Committee approval will be reported to the Academic Affairs Committee by the chair of the Subcommittee on Curriculum. All curriculum items not requiring Faculty Senate approval will be reported to the Senate by the chair of the Academic Affairs Committee.

A representative of the department whose proposal is being considered must be present at all committee meetings beyond the Curriculum Subcommittee level as necessary to address questions and concerns regarding their proposal.

This multilevel approval process is used to assess the curriculum and the process for curriculum development and revision. In addition, the curriculum and the process are evaluated as part of the institutional assessment made by the Southern Association of Colleges and Schools Commission on Colleges. Curricula of the various departments and the process used to develop curriculum are assessed by those agencies who accredit particular programs, e.g., at UNC Pembroke, the National Council for Assessment of Teacher Education, the State Department of Public Instruction, the National Association of Schools of Music, and the Council on Social Work Education.

Appendix B:

Minutes Pending Approval Subcommittee on Curriculum Thursday, April 4, 2019 3:30 PM Room 251 University Center

Members Present: Monika Brown (LETT to 2019), Tracy Cooper (SBS to 2019), Diana Lee, Secretary (LETT to 2020), Naomi Lifschitz-Grant (ARTS to 2019), J. Porter Lillis, Chair (SBS to 2020), Elizabeth Normandy (VC of AA Designee), Okuye Whittington (Registrar), Mabel Rivera (EDUC to 2020), Deborah Hummer (NSM to 2019), Nathan Thomas (ARTS to 2020), Marian Wooten (EDUC to 2019)

Members Absent: Rosemarie Pilarczyk (NSM to 2020), (SGA Secretary), (SGA Senator)

Guests: Mary Ash (Biology), Barry O'Brien (Business), James Doyle (Management, Marketing, Int'l Business), Rebecca Gonzalez-Ehnes (Business), Mary Ann Jacobs (AIS), Leon Jernigan (Biology), Joon Jung (Math and Computer Science), Jaime Martinez (History), Lisa Mitchell (Education), Jamie Mize (History/AIS), James Robinson (Interdisciplinary Studies), Summer Woodside (Social Work),

Proposal Details Available in Curriculog System:

<https://uncp.curriculog.com/agenda:100/form>

(note: all faculty and staff can log into Curriculog with a UNCP id & password)

- 1. Call to Order 3:30pm**
- 2. Adoption of Agenda:** Approved
- 3. Approval of Minutes of March 14, 2019:** Approved

4. Proposal from the Department of Art

4.1 Course Proposal: Revise ART - 5810 - Internship in K-12 Art Education

Lisa Mitchell briefly presented.

Passed 8-0-0.

5. Proposal from the Department of Biology

5.1 Course Proposal: Revise SCE - 5810 - Internship in Science Education

5.2 Course Proposal: Revise BIO - 1030 - Basic Human Biology

5.3 Course Proposal: Revise BIO - 1060 - Exploring Life's Diversity

5.4 Course Proposal: Revise ENV - 1100 - Environmental Science

5.5 Program Proposal: Revise Science Education, Earth Science (9-12) Concentration, B.S.

5.6 Program Proposal: Revise Science Education, Middle Grades Science (6-9) Concentration, B.S.

5.7 Program Proposal: Revise Teaching with Middle Grades Science Education Specialization, M.A.T.

5.8 Program Proposal: Revise Teaching with Science Education (9-12) Specialization, M.A.T.

5.9 Program Proposal: Create Biology: Agricultural Science Emphasis

Lisa Mitchell briefly presented on 5.1.

Leon Jernigan briefly presented on 5.2-5.4.

5.1.-5.4:

Passed 10-0-0.

Mary Ash briefly presented on 5.5, 5.6.

5.5, 5.6:

Passed 10-0-0.

Lisa Mitchell briefly presented on 5.7,5.8.

5.7, 5.8

Passed 10-0-0.

Leon Jernigan briefly present on 5.9.

Passed 10-0-0.

6. Proposal from the Writing Intensive Committee

6.1 Program Proposal: Add HST - 1030 - Introduction to African-American History to the list of Writing Enriched Courses

Liz Normandy briefly presented.

Passed 10-0-0.

7. Proposal from the Department of Mathematics and Computer Science

7.1 Course Proposal: Create CSC - 4030 - Introduction to Digital Forensics

7.2 Course Proposal: Revise MAT - 4490 - Internship in Mathematics in the Middle and Secondary School

7.3 Course Proposal: Revise MAT - 4750 - Professional Seminar in Middle and Secondary Mathematics

7.4 Course Proposal: Revise MAT - 5810 - Internship in Secondary Mathematics

7.5 Program Proposal: Create Computer Science, Cyber Security Track, B.S.

7.6 Program Proposal: Revise Computer Science, General Track, B.S.

Joon Jung briefly presented on 7.1, 7.5, 7.6.

7.1

Passed 10-0-0.

7.5

Passed 10-0-0.

7:6:

Passed 10-0-0.

Lisa Mitchell briefly presented on 7.2, 7.3, 7.4.

7.2, 7.3:

Passed 10-0-0.

7.4

Passed 10-0-0.

8. Proposal from the Department of Social Work

8.1 Course Proposal: Revise SWK - 6710 - Advanced Practice with Indigenous Populations

8.2 Program Proposal: Revise Social Work, M.S.W.

Summer Woodside briefly presented.

8.1:

Passed 10-0-0.

8.2

Passed 10-0-0.

9. Proposal from the Department of Accounting and Finance

9.1 Course Proposal: Create BLAW - 5300 - Legal and Ethical Issues for Healthcare Professionals

9.2 Course Proposal: Create FIN - 5260 - Bank Management and Financial Services

9.3 Course Proposal: Create FIN - 5400 - Corporate Finance

9.4 Course Proposal: Revise BLAW - 3180 - Ethical Standards and Commercial Regulations and Their Impact on Business

9.5 Program Proposal: Create Business Administration, M.B.A., Concentration in Finance

9.6 Program Proposal: Revise Business Administration, M.B.A., Concentration in Financial Services

Rebecca Gonzalez-Ehnes and Barry O'Brien briefly presented.

9.1

Passed 9-1-0.

9.2, 9.3

Passed 10-0-0.

9.4

Passed 10-0-0.

9.5

Passed 10-0-0.

9.6

Passed 10-0-0.

10. Proposal from the Department of Economics and Decision Sciences

10.1 Course Proposal: Create ECN - 5740 - Health Economics

Barry O'Brien briefly presented.

Passed 9-1-0.

11. Proposal from the Department of Management, Marketing, and International Business

11.1 Course Proposal: Create MGT - 5310 - Health Administration and Organization

11.2 Course Proposal: Revise ENTR - 4000 - Planning and Strategy

11.3 Program Proposal: Revise Business Administration, Marketing Track, B.S.

Barry O'Brien briefly presented on 11.1

Passed 9-1-0.

James Doyle briefly presented on 11.2, 11.3.

11.2

Passed 10-0-0.

11.3: Was a hold over, has already been cleared by our committee so no vote was necessary.

12. Proposal from the Department of the M.B.A. Program

12.1 Program Proposal: Create Business Administration, M.B.A, Concentration in Healthcare Administration

12.2 Program Proposal: Revise Business Administration, M.B.A.

Barry O'Brien briefly presented.

12.1

Passed 9-1-0.

12.2

Passed 10-0-0.

13. Proposal from the Department of Educational Leadership and Specialties

13.1 Course Proposal: Revise SED - 5810 - Internship in Special Education

13.2 Program Proposal: Revise Birth-Kindergarten Education (B-K), B.S.

Lisa Mitchell briefly presented.

13.1:

Passed 10-0-0.

13.2:

Passed 10-0-0.

14. Proposal from the Department of Teacher Education

14.1 Course Proposal: Create EDN - 4020 - Non-Licensure Internship

14.2 Course Proposal: Revise EDN - 5810 – Internship

Lisa Mitchell briefly presented.

14.1

Passed 9-0-0.

14.2

Passed 9-0-0.

15. Proposal from the Department of Interdisciplinary Studies

15. 1 Program Proposal: Revise Applied Management Information Systems, Operations Management, B.I.S.

15. 2 Program Proposal: Revise B.I.S. In Criminal Justice Studies

15. 3 Program Proposal: Revise B.I.S. In Public and Non-Profit Administration

15. 4 Program Proposal: Revise Criminal Justice Studies, Applied Information Technology, B.I.S.

15. 5 Program Proposal: Revise Criminal Justice Studies, Forensics, B.I.S.

15. 6 Program Proposal: Revise Criminal Justice Studies, Sociology, B.I.S.

15. 7 Program Proposal: Revise Criminal Justice Studies, Substance Abuse, B.I.S.

15. 8 Program Proposal: Revise Public and Non-Profit Administration, Allied Health Administration, B.I.S.

15. 9 Program Proposal: Revise Public and Non-Profit Administration, Financial Administration, B.I.S.

15. 10 Program Proposal: Revise Public and Non-Profit Administration, General, B.I.S.

15. 11 Program Proposal: Revise Public and Non-Profit Administration, Public Management, B.I.S.

15. 12 Program Proposal: Revise Public and Non-Profit Administration, Substance Abuse, B.I.S.

15.13 Program Proposal: Create Bachelor of Interdisciplinary Studies in Applied Education Studies: Learning and Development

James Robinson briefly presented on 15.1-15.12

15.3,15.5-15.8, 15.10-15.12

Passed 9-0-0.

15.1:

Passed 9-0-0.

15.2, 15.4:

Passed 9-0-0.

15.9:

Passed 9-0-0.

Lisa Mitchell briefly presented on 15.13.

15.13

Passed 9-0-0.

16. Proposal from the Department of American Indian Studies

16.1 Course Proposal: Create HST - 4640 - Colonial Encounters in the Eastern Woodlands

16.2 Course Proposal: Create AIS - 4660 - Indian Slavery in Colonial North America

16.3 Course Proposal: Revise HST - 4660 - Indian Slavery in Colonial North America

16.4 Program Proposal: Revise American Indian Studies, B.A.

Jamie Mize briefly presented on 16.1-16.3

16.1, 16.2, 16.3

16.1

Passed 9-0-0.

16.2

Passed 9-0-0.

16.3

Passed 9-0-0.

Mary Ann Jacobs briefly presented on 16.4

16.4

Note: an amendment was made to add 16.1,16.2 into the Description of Courses as optional courses for the American Indian Studies B.A. in the Histories and People focus (will be completed in curriculog by John P. Lillis)

Passed 9-0-0.

17. Proposal from the Department of History

17.1 Course Proposal: Create AIS - 4660 - Indian Slavery in Colonial North America

17.2 Course Proposal: Create HST - 2000 - Introduction to African American Studies

17.3 Course Proposal: Create HST - 3550 - China: Confucius to the Ming Dynasty

17.4 Course Proposal: Create HST - 3560 - State and Society in East Asia

17.5 Course Proposal: Create HST - 4470 - The Making of Modern China

17.6 Course Proposal: Create HST - 4570 - History of the Caribbean

17.7 Course Proposal: Create HST - 4580 - Disease and Disaster in Latin America

17.8 Course Proposal: Create HST - 4640 - Colonial Encounters in the Eastern Woodlands

17.9 Course Proposal: Create HST - 4840 - Public History Internship

17.10 Course Proposal: Create HST - 5740 - Introduction to Public History

17.11 Course Proposal: Create HST - 5840 - Public History Internship

17.12 Course Proposal: Create SSE - 5100 - Principles of Social Studies Education

17.13 Course Proposal: Revise HST - 4660 - Indian Slavery in Colonial North America

17.14 Course Proposal: Revise HST - 5000 - Historiography

17.15 Course Proposal: Revise SSE - 4100 - Principles of Teaching Social Studies

17.16 Course Proposal: Revise SSE - 4350 - Social Studies Curriculum Development and Purposes

17.17 Course Proposal: Revise SSE - 4500 - Methods of Teaching Social Studies

17.18 Course Proposal: Revise SSE - 5810 - Internship in Social Studies Education

17.19 Program Proposal: Revise African American Studies Minor

17.20 Program Proposal: Revise History, General History, B.A.

17.21 Program Proposal: Revise History, Social Studies Education, B.A.

17.22 Program Proposal: Revise Social Studies Education, History Concentration, M.A.

17.23 Program Proposal: Revise Teaching with Middle Grades Social Studies Education Specialization, M.A.T.

17.24 Program Proposal: Revise Teaching with Social Studies Education (9-12) Specialization, M.A.T.

17.25 Program Proposal: Revise History Academic Concentration

17.26 Program Proposal: Create Social Studies Education, Social Sciences Concentration, M.A.

17.27 Program Proposal: Create Social Studies Pedagogy Core: 15 Sem. Hrs.

Jamie Martinez presented.

17.1, 17.8, 17.13 do not need further vote (see 16.1,16.2,16.3 above).

17.2-17.7

Passed 9-0-0.

17.9-17.12

Passed 9-0-0.

17.14-17.18

Meeting extended for 15 minutes

Passed 9-0-0.

17.19, 17.20, 17.21

Passed 8-0-0.

17.22

Passed 8-0-0.

17.26

Passed 8-0-0.

17.27

Passed 8-0-0.

17.23, 17.24, 17.25

Passed 8-0-0.

18. Proposal from the Department of Political Science and Public Administration

18.1 Course Proposal: Delete PAD - 5350 - Small Business Management

18.2 Course Proposal: Delete PAD - 5400 - Operations Management

18.3 Course Proposal: Delete PAD - 5510 - Advanced Public Administration

18.4 Course Proposal: Delete PAD - 5590 - Seminar in Public Management

18.5 Course Proposal: Delete PAD - 5880 - Advanced Quantitative Analysis in Administration

Tracy Cooper briefly presented.

18.1-18.5

Passed 8-0-0.

19. Proposal from the Department of Health and Human Performance

19.1 Course Proposal: Revise EXER - 5810 - Internship in Health and Physical Education

Lisa Mitchell briefly presented.

19.1

Passed 8-0-0.

20. Old Business: none

21. New Business: none

22. Announcements: Thank you committee for hard work!

24. Adjournment: 5:14pm