

Charge/Purview:

The Subcommittee on Curriculum shall examine all proposals and policies relating to curriculum. This subcommittee is responsible for sending to the Academic Affairs Committee all information pertaining to each individual course which is necessary for the computer data bank. The Curriculum Committee shall make recommendations to the Academic Affairs Committee on their adoption based upon policies disseminated in the Faculty Handbook, Section II, Chapter 5 on Faculty Participation in Academic Policy and Curriculum Development.

Meeting Schedule

Scheduled Meeting	Meeting Date	Time	Room	Notes	Agenda Items Needed By:
First Thursday of Each Month	9/5/2019	3:30 PM	UC 208		08/28/2019
	10/03/2019	3:30 PM	UC 208		09/25/2019
	11/07/2019	3:30 PM	UC 208		10/30/2019
	01/16/2020	3:30 PM	UC 233	Note room and date change	01/08/2020
	02/06/2020	3:30 PM	UC 233		01/29/2020
	03/05/2020	3:30 PM	UC 233		02/26/2019
	04/02/2020	3:30 PM	UC 233		03/25/2020

**Agenda
Subcommittee on Curriculum
Thursday, November 7, 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)

Proposal Details Available in Curriculog System:

<https://uncp.curriculog.com/agenda:111/form>

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

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Approval of Minutes of October 3, 2019** (Error! Reference source not found.)
- 4. Proposals from the Department of Teacher Education**
 - 4.1 Writing Intensive Course Proposal:** EDN 4020 Non-Licensure Internship
- 5. Proposals from the Department of Counseling**

5.1 New Program Proposal: Play Therapy Graduate Certificate

5.2 Course Proposal: CNS 5810 Introduction to Play Therapy

5.3 Course Proposal: CNS 5820 Play Therapy Theories and Techniques

5.4 Course Proposal: CNS 5830 Play Therapy for Specific Challenges

5.5 Course Proposal: CNS 5840 Filial and Family Play Therapy

6. Old Business

7. New Business

8. Announcements

9. 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, October 3, 2019 3:30 PM Room 208 University Center

Members Present: Nikki Agee (LETT to 2021), Camille Goins (EDUC to 2021), Deborah Hummer (CHS to 2020), Katrina Harrison (Student Government Rep), Diana Lee, Chair (LETT to 2020), Naomi Lifschitz-Grant (ARTS to 2020), Rosemarie Pilarczyk (NSM to 2020), Christina Reeves (Registrar), Jesse Rouse (NSM to 2021), Mark Tollefsen (ARTS to 2021), Marian Wooten (CHS to 2021)

Members Absent: Bishwa Koirala (SBS to 2021), Tiffany Joyner (Student Government Rep), J. Porter Lillis, Secretary (SBS to 2020), Elizabeth Normandy (Office of AA Rep), Mabel Rivera (EDU to 2020)

Guests: Jamal Bennett (Student Government Rep), Okoye Whittington (Registrar's Office), Lois Williams (AVC, Enrollment)

1. Call to Order: 3:30pm

2. Adoption of Agenda

Adopted agenda

3. Approval of Minutes of April 4, 2019 (Error! Reference source not found.)

Approved minutes

4. Old Business

No old business

5. New Business

Member Introductions

i. Discuss expectations for committee members

-Review "Charge/Purview" of subcommittee and schedule

-Members cannot miss more than 2 meetings per year

Expectations of committee members:

-Our responsibility to look at curriculum proposals in Curriculog (before coming to meetings)

-Changes: Rather than all members reading all proposals, each member will be assigned a few proposals to review in-depth. That way at least 2-3 members will read every proposal carefully.

ii. Review Curriculog Sign in process for Committee Members

-Chair showed members how to log into Curriculog

-Our job as a committee is to read proposals before curriculum meetings. Chair will send proposal links to Curriculum Sub-Committee members to review before the meeting. Chair will assign specific proposals to members to divide the work and make sure each proposal is read carefully by at least 2-3 people.

Case study: (World of Music)

-click review proposal

Okoye Whittington- Review changes in Curriculog

- Program Revisions (all revisions in programs must be proposed in "new proposals" and one will have to delete "old program"), same for courses changes

- Changes to course run an *Impact Report* so all programs will be updated accordingly
- Demonstrate dhow to run an *Impact Report* for course revisions
- Before making any changes in proposal, make sure you launch your proposal first
- Okoye will contact the person who has created proposal if changes to the proposal are needed.
- Discussion: it was agreed that Registrar's office representatives should schedule workshops (perhaps in Department Meetings?) for faculty who want to launch proposals in Curriculog.

6. Announcements

No announcements

7. Adjournment

Meeting adjourned at 3:55