

## ANNUAL REPORT

<b>University Standing Committee</b>	University Courses and Curricula Committee (UCCC)
<b>Academic Year Covered by Report</b>	2014-2015
<b>Date Report Submitted</b>	June 1, 2015
<b>Report Submitted by</b>	Dr. David Auerbach
<b>Number of Times Committee Met</b>	13 of 17 times scheduled
<b>Link to Committee Minutes</b>	<a href="#">2014-2015 UCCC Minutes</a>

### SUMMARY OF DISCUSSION ITEMS/ACTIVITIES OF COMMITTEE

The University Courses and Curricula Committee (UCCC) met thirteen (13) times for 2 hours each session during the 2014-2015 academic year. The committee had appropriate representation to carry out its charge with 22 voting members that included:

- 1 member from each College and 2 from the largest colleges (CALs, CHASS, COE, COS).
- 1 member each representing Student Affairs, DELTA, University Libraries, and Faculty Senate.
- 3 students: Student Senate, Undergraduate, and Graduate

The membership and its quorum (minimum of 12 voting members) worked proficiently each meeting period. The committee was heavily involved in its biweekly proceedings. These actions included:

- **266 course actions:**
  - 105 New Courses
  - 143 Edited Courses
  - 15 Dropped Courses
  - 3 New Course Prefixes
  
- **92 curricular actions:**
  - 1 New Certificate
  - 1 Dropped Concentration
  - 9 New Concentrations

- 81 Curricular Revisions
- Consolidation of 3 degree programs under *Interdisciplinary Studies BA* (Africana Studies/Self-Design/Women’s and Gender Studies)
- 2 Degree Title Changes
- 3 New Degrees:
  - Joint Degree with University of North Carolina at Chapel Hill: *BS in Biomedical and Health Science Engineering*.
  - Dual Degree with North Carolina Central University (3+2 articulation): *NCCU BS Physics/NCSU BS Electrical Engineering*
  - New Undergraduate Degree: *Bachelor of Arts in Biological Sciences*

Other business included:

- In February 2015, the new CourseLeaf Course Inventory Management system for course processing was implemented. Since its implementation, UCCC has reviewed electronically:
  - 41 Courses
- UCCC endorsed recommendations for subcommittees to include the following:
  - Attendance Policy Subcommittee
  - Instructional Formats Subcommittee
  - Service Learning Subcommittee
- Subcommittees:

<b>Attendance Policy Subcommittee</b>	<b>Subcommittee Charge</b>	<ul style="list-style-type: none"> <li>○ Review the current Attendance Policy Regulation.</li> <li>○ Note inconsistencies between Reg. 02.20.03 and practice (The Attendance Policy Regulation references having to allow for reasonable number of excused absences but in practice instructors do not have to accept excused absences)</li> </ul>
	<b>Number of Meetings</b>	1
	<b>Notes</b>	Subcommittee will continue to meet Summer and Fall 2015.

<b>Instructional Formats Subcommittee</b>	<b>Charge</b>	<ul style="list-style-type: none"> <li>○ Establish Instructional Formats for NC State.</li> </ul>
	<b>Number of Meetings</b>	1
	<b>Notes</b>	<p>Finalized the Instructional Format definitions including courses with formats that require a Course Agreement for Students Enrolled in Non-Standard Courses. UCCC developed the course agreement form and process in response to a the UNC-GA academic integrity policy 700.6.1, to comply with the mandate that <i>“All campuses will have processes and policies to ensure that all forms of individualized instruction conform to the basic guidelines pertaining to other undergraduate courses, including but not limited to a syllabus or learning contract specifying expected student learning outcomes, number of hours of expected work, grading information, and scheduled meeting times with the faculty member.”</i> This requirement has been implemented beginning summer 2015.</p>

<b>Service Learning Subcommittee</b>	<b>Subcommittee Charge</b>	<ul style="list-style-type: none"> <li>○ Establish criteria in determining if a course meets Service Learning designation.</li> <li>○ Evaluate the Service Learning course list provided by Task Force.</li> <li>○ Discuss implementation, including course and transcript designation.</li> </ul>
	<b>Number of Meetings</b>	2
	<b>Notes</b>	Subcommittee will continue to meet Summer and Fall 2015.

- Next Year: Dr. Scott Despain was elected Chair-elect for 2014-2015, and shall serve as Chair for 2015-2016.

## **OUTSTANDING POLICY ISSUE FOR THE PROVOST'S CONSIDERATION**

Since review and approval of night and common exam proposals is currently handled by Registration and Records outside of the scope of UCCC (see Test and Exams regulation 02.20.14), UCCC is not able to address contact hour, student impact, and consistency of application for courses approved to have night/common exams and recommend:

The Provost or appropriate academic administration establish a Task Force to review the associated regulation and criteria for approval of night/common exams and out-of-class components and whether UCCC should be the approving body for exam proposals.

## **RECOMMENDATION FOR REVISION OF CHARGE AND/OR MEMBERSHIP CONFIGURATION (if applicable)**

Encourage student seat to be assigned sooner and encourage consistent attendance. If course conflict arises within the 2 terms, then an alternate/substitute should be appointed.