



Division of Academic and Student Affairs Office of Undergraduate Courses & Curricula Oucc.dasa.ncsu.edu courses-curricula@ncsu.edu	Campus Box 7105 211A Park Shops Raleigh, NC 27695 P: 919.515.5627
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ANNUAL REPORT

University Standing Committee: University Courses and Curricula Committee
Academic Year Covered by Report: 2016-2017
Date Report Submitted: May 19, 2017
Report Submitted by: Andrew Nowel
Number of Times Committee Met: 18 out of 18 Scheduled Meeting Times
Link to Minutes: [2016-17 UCCC Meeting Minutes](#)

SUMMARY OF DISCUSSION ITEMS/ACTIVITIES OF COMMITTEE

The following tables reflect actions taken by the University Courses and Curricula Committee in the 2016-17 year.

The University Courses and Curricula Committee (UCCC) met eighteen (18) times for 1-2 hours per session during the 2016-17 academic year. The committee had appropriate representation to carry out its charge with 20 voting members and a number of ex officio members that included:

- 1 voting member from each College and 2 from the largest colleges (CALs, CHASS, COE, COS).
- 1 voting member each representing DELTA, University Libraries, and Faculty Senate.
- 1 voting student members each representing Student Senate, Undergraduate, and Graduate levels
- Ex-officio, non-voting members from DELTA, Registration and Records, and DASA

The membership and its quorum (minimum of 11 voting members) worked diligently each meeting period. In the 2016-7 academic year, a total of 431 individual and combined actions were considered and processed. **Table 1.1** indicates a breakdown of these actions. Crosslisted/dual level courses are considered one action.

Table 1.1

ACTION	UCCC 2016- 2017
New Courses	79
Revised Courses	174
Dropped Courses	41
New Degrees	1
New Certificates	2
New Concentrations	3
New Honors Programs	1
Revised Curricula	85



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Discontinued Curricula	4
New Course Prefixes	1
BMME Courses Added	40

Other business included:

- The movement of all course actions through CourseLeaf’s Course Inventory Management System (CIM).
- The dual-listing of undergraduate and graduate dual-level course records in CIM for more seamless review, approval, and listing in the course catalog.
- The approval of the addition of courses from the joint BME department from Chapel Hill to the NCSU catalog for students jointly enrolled in both institutions as a part of the development of the BME joint degree program.
- The use of Google hangouts was continued so that members not present physically could weigh in, vote, and ask questions electronically.
- OUCC and the Chair of the Service Learning Subcommittee from the 2015-16 year met with the Community of Engaged Faculty Fellows as well as the Office of Faculty Development to discuss results from the work of the subcommittee and discuss the process for courses that seek the SVL attribute through the course action process.
- A number of courses came through the process seeking the Service Learning designation. In these cases, if possible a member of the subcommittee was an in-depth reviewer assigned to the course. However, all reviewers were able to review the service learning attribute efficiently with the information provided.
- UCCC endorsed recommendations for subcommittee to include the following:
 - Syllabus Availability Subcommittee

The Syllabus Availability Subcommittee met during the Fall and Spring terms of the 2016-2017 academic year. **Table 1.2** outlines its charge with a brief summary of notes from meetings.

Table 1.2

Syllabus Availability Subcommittee	Subcommittee Charge	<ul style="list-style-type: none"> - Explore options to provide an accessible syllabus or syllabus information. - Options may include various formats, content in documents - Determine the ease of producing such documents - Determine when and how these documents should be available
	Number of Meetings	7



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	Notes	<ul style="list-style-type: none"> - Subcommittee discussed the information provided from the student request, and the student resolution once it was passed in late Fall 2016. - Members investigated syllabus availability policies and systems in other schools and investigated existing processes, systems, and software platforms for functional possibilities. - Any solution will need to be LDAP secured to campus users - Most syllabi are collected/stored in some kind of electronic form. - Making syllabi available to students is a reasonable use of the material under the copyright regulation 01.25.03 section 5.7 - The syllabus tool is not currently heavily-used and a replacement tool generated with the input from faculty is a necessary step towards building a successful syllabus repository for student access.
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SUMMARY OF DISCUSSION ITEMS AND RECOMMENDATIONS:

- In the short term, the University should provide a central source for information regarding how students are able to obtain syllabi for courses (the information will be provided by department or college as appropriate).
- In the long term, a central electronic repository for syllabi should be made to make the information available to students, faculty, staff, and accrediting agencies as necessary
- UCCC sends this recommendation to Dr. Michael Mullen, Dean and Vice Chancellor for Academic and Student Affairs, to forward through official University channels as appropriate for implementation.
- Appoint a follow-up subcommittee to provide feedback on design and implementation of the recommended solutions.
 - Members approved the recommendations put forward by the Syllabus Availability Subcommittee that included: a centrally-located informational website, the revamp of the syllabus tool, and the creation and maintenance of a central syllabus repository.
 - In order to continue the work on these items, a subcommittee of UCCC faculty should be convened in order to provide feedback on design and implementation of these recommended solutions.