



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
--	--

ANNUAL REPORT

University Standing Committee: University Courses and Curricula Committee

Academic Year Covered by Report: 2017-2018

Date Report Submitted:

Report Submitted by: Helmut Hergeth

Number of Times Committee Met: 15 out of 15 Scheduled Meeting Times, 14 in person, 1 electronic meeting (September 20, 2017).

Link to Minutes: [2017-2018 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 2017-18 year.

The University Courses and Curricula Committee (UCCC) met fourteen (14) times for 1-2 hours per session, and once (1) electronically, totaling fifteen (15) meetings during the 2017-18 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 (CALC, CHASS, COE, COS).
- 1 voting member each representing University Libraries, and Faculty Senate.
- 1 voting student members each representing Student Senate, Undergraduate, and Graduate levels
- Ex-officio, non-voting members from DELTA, Office of International Affairs, Assessment, Registration and Records, and DASA

The membership and its quorum (minimum of 10 voting members) worked diligently each meeting period. In the 2017-18 academic year, a total of 306 course actions and 96 individual and combined curricula 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 2017-2018
New Courses	84
Revised Courses	204 total (68 major revisions, 136 minor revisions)
Dropped Courses	18
New Minors	4
New Concentrations	1
New Certificates	2
Revised Curricula	88 (actions with similar revisions to multiple curricula are considered 1 action)
New Course Prefixes	1 (CSSC)

**No new degrees, new honors programs, nor discontinued curricula came forward in the academic year.*

Other business included:

- Marta Klesath was elected as Chair for the 2018-2019 school year and served as Chair for one meeting in this term.
- The new Senior Associate Dean for University College, Dr. Bret Smith, joined NC State during the Fall 2017 semester.
- Robert's Rules procedures for amending a motion were applied beginning this year, clarifying the approval process/discussion for all involved, and allowing for fair discussion and dissent when an action would be amended.

SUMMARY OF DISCUSSION ITEMS AND RECOMMENDATIONS:

- Members discussed accessibility as a legal requirement, and with input from DSO, has made recommendations to initiators that a syllabus that would be printed to be handed to students that contained colored text should instead use italics, bold, or underlined font to indicate emphases. They also referred a few courses to the DSO for assistance in making a course accessible: <https://dso.dasa.ncsu.edu/accessibility-information/>. (August 23, 2017 and September 6, 2017)
- Committee reaffirmed the syllabus regulation stipulation which states that an explanation of how a student will earn a 100% participation grade must be included in the syllabus and must explain how a student with an excused absence will make up participation work (September 6, 2017).
- In the Spring of 2018, members of UCCC and CUE provided feedback and suggestions for the development of the new syllabus tool based on previous discussions from last year's Syllabus Availability Subcommittee as well as their own user experiences.
- Members agreed on both precedent and a process for electronic voting to ensure smooth operations for course and curricular changes, especially around periods of student enrollment. (October 11, 2017)
 - Committee and chair confirmed on October 25, 2017, that electronic voting would be a rare occurrence in order to honor and make space for the positive connections and networking opportunities or the debate-style discussions inherent in an in-person meeting. The suggested parameters for electronic meetings show; 3 or fewer items outside of the consent agenda (no curricular actions outside of the consent agenda), during Sep/Oct or Mar/Apr due to enrollment. If an agenda met these parameters, OUCCAS would reach out to the presenters and reviewers to verify their consent to do an electronic vote. A notification of the electronic vote would go out with the agenda a week before the in-person meeting would have been. If there were any significant discussion on actions, the action would be pulled from the electronic agenda to be discussed in person at the next meeting.
- Members provided valuable input to the Process Map developed by UC and OUCCAS in conjunction with DASA Communications in the Spring of 2018. The process map is intended to clarify the process for course approval at the Undergraduate level.
- Committee adjusted their review to account for a campus-requested update to the CIM form in CourseLeaf that allows requisites and restrictions to be listed separately for graduate and undergraduate offerings of dual level courses (March 14, 2018).

- Committee discussed how to review curricula actions after the recent (January 26, 2018) policy passed by the UNC Board of Governors that stipulated that “constituent institutions will require no more than 120 semester credit hours for a four-year baccalaureate degree program unless an exception is granted by a board of trustees...”. Members decided not to hold the curricular actions coming through during the Spring of 2018 to the 120 total credit hours ruling as these actions were initiated long before this ruling was passed and returning those actions now would prevent edits needed for student degree planning from being made in a timely manner (March 14, 2018).
-The 120 credit hour ruling will be considered for curricular actions coming in the 2018-2019 academic year as a part of the established process discussed with colleges.
- Members discussed the need for a course syllabus to indicate the acceptable number of absences, unexcused or excused, and referenced regulations 2.1.2.3 and 2.1.2.2 from the policies page (April 11, 2018).