



**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:** 2018-2019

**Date Report Submitted:** May 28, 2019

**Report Submitted by:** Marta Klesath

**Number of Times Committee Met:** 15 out of 15 Scheduled Meeting Times

**Link to Minutes:** [2018-2019 UCCC Minutes](#)

**SUMMARY OF DISCUSSION ITEMS/ACTIVITIES OF COMMITTEE**

The following tables reflect actions taken by the University Courses and Curricula Committee in the 2018-19 year.

The University Courses and Curricula Committee (UCCC) met a total of fifteen (15) times for 1-2 hours per session, during the 2018-19 academic year. Two of these meetings, January 9, 2019 and April 10, 2019, the committee approved extending the committee meeting time to finish discussing actions.

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 (CAL, 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 2018-19 academic year, a total of 741 actions (532 course actions as well as 209 curricula actions 2 of which were single memos covering multiple curricula) were considered and processed. The committee also acknowledged 8 notifications throughout the year. **Table 1.1** indicates a breakdown of these actions. Cross-listed/dual-level courses are considered one action.

**Table 1.1**

ACTION	UCCC 2018-2019
New Courses	<b>62</b>
Revised Courses	<b>438</b>
Dropped Courses	<b>32</b>
New Curricula	4 New Minors + 4 New Concentrations + 1 New Certificate +1 New Plan = <b>10</b>
Revised Curricula	107 Revisions + 84 Minor Revisions = <b>191</b>
Discontinuations	6 BS Plan/Subplans + 1 Minor + 1 Course Prefix = <b>8</b>
120 Credit Hour updates	1 Multi-curricula memo + 18 Minor Revisions + 67 Revisions = <b>86</b>

*\*No new honors programs came forward in the academic year.*



Other business included:

- Rudi Seracino was elected as Chair for the 2019-2020 school year and served as Chair for one meeting in this term (*September 12, 2019*).
- The Vice-Chancellor and Dean sent out a memo informing College Deans about the UNC Board of Governors amendment to UNC Policy 400.1.5 (January 26, 2018) indicating “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...”. The memo explained 188 degree plans/sub-plans are over the 120 credit hour limit out of a total of 250 plans & subplans. Curricular actions moved through the approval process throughout the course of the year and as of Fall 2019, NCSU will be in compliance. (*March 2018*)
- The updated approval process for courses with GEP attributes (existing courses with GEP changes going to CUE first, UCCC second) was implemented this year as indicated in the [Process Map](#).
- Because past actions “Approved Pending” (returned to a college contact for required but basic functional issues to be moved forward without committee re-review) resulted in some actions lying dormant with the college for extended periods of time, beginning in 2018 Fall s, these actions were given a two-week deadline to make updates.
  - “Approved Pending” is a version of “Tabled” (returns to the college for action then back to UCCC for re-review), if the deadline passes without result, the action reverts to its tabled state and is rolled back to the college level for action. These actions would then return, with changes, to the university level for the committees to review again.
- The business of UCCC was significantly impacted by the 120-credit hour UNC-SO requirement as well as the GER>GEP project, resulting in almost doubling the number of actions in this 2018-2019 year in comparison to previous years (306 course actions and 96 individual and combined curricula actions were considered and processed in the 2017-2018 academic year).
- A training session and ten Committee/Approval Process Training videos were developed over the Summer (2018) in preparation of the 2018-2019 academic year and the anticipated influx in actions. The videos were published on the [OUCCAS training page](#) at the beginning of the Fall 2018 semester and were sent to committee members at the end of summer.
  - The training materials greatly reduced the number of questions, particularly reducing the number of follow up questions about committee membership throughout the year and empowered members to discuss relevant topics related to the committee’s perview.
  - The Office of Assessment also provided a training presentation at the first UCCC Meeting explaining the importance of aligning objectives, outcomes, and measures.
- Robert’s Rules procedures for amending a motion continued to be applied, clarifying the approval process/discussion for all involved, and allowing for fair discussion and dissent when an amendment to an action is proposed.
- The University’s “Disability Service Office” was renamed to “Disability Resources Office” and relocated on campus and its building was renamed. This led to a number of pending course actions needing the updated “statement for students with disabilities” with the correct location and name in syllabi until section 2.15 of [REG 02.20.07](#) was updated. (*October 10, 2018*)

## SUMMARY OF DISCUSSION ITEMS AND RECOMMENDATIONS:

- Members noted throughout the year that many courses indicate “see syllabus” in a variety of fields in CIM. This folded into a conversation occurring at other levels in the university regarding the place and review of course syllabi and college/university review responsibilities. At the end of the year, the Senior Associate Dean for University College provided some updates regarding this discussion on behalf of the Associate Deans of Academic Affairs of the colleges and asked for input from committee members. *(April 24, 2019)*
- The committee confirmed that information indicated in the CIM form must match the information in the syllabus, such as titles and grading evaluation method types (with specificity and not interchangeability in component nomenclature - i.e., quizzes should be called quizzes in both the syllabus and in CIM), etc. *(April 10, 2019)*
- Members discussed that curricula that list a range (eg, 2-3 credit hours) for a requirement when no 2-credit hour courses are available is misleading. *(October 24, 2018)*
- Throughout the year, members discussed the clarity, functionality, and fairness of credit/contact hours in both CIM and the syllabus. They confirmed that the component type and listed hours should match between the two *(April 10, 2019)*, that zero-contact-hour components should not be used for scheduling purposes if they are not instructional time *(March 6, 2019)*, and that courses should use the [Credit/Contact Hour guidelines](#) to correctly calculate the minimum contact time required for the credit amount desired for the course *(September 12, 2018)*.
- Members discussed and confirmed the decision from past years that students should be able to determine how to earn 100% in attendance/participation per section 2.11.1 of the [Syllabus Regulation](#). Faculty may explain how to achieve this using such methods as prose or a rubric. *(August 29, 2018)*
- In order to illustrate and support the importance of college representative engagement in the work of the committee, the Chair (in conjunction with the support team) established a [protocol](#) regarding member absences and proxies and informed the committee. This provides a mechanism for ensuring active representational support for the colleges wherein increasing levels of communication are pursued by the Chair, and if no positive action is taken, the non-active member is replaced by someone else previously approved by the CoC. *(October 24, 2018)*
- Numerous discussions about the design and usage of grading scales and curves arose at a number of meetings this year. The committee affirmed that the use of bell curve grading was acceptable as long as students are able to interpret how the curve will be applied to their final grades. *(January 9, February 20, April 10, and April 24, 2019)*
- Members discussed the concern that certain accommodations might bring attention to a student’s DRO status; however, discussion with DRO indicated that while accommodations are guaranteed, anonymity is not and that a student’s DRO status should still not negatively affect their experience in the course *(January 9, January 23, 2019)*



**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

- Study abroad courses were often discussed this year. Given the unique pedagogical structures required for a study abroad course, members expressed a desire for study abroad instructors to attend meetings where their courses are reviewed. It was also confirmed that while a single study abroad course may take students to different countries, a single unifying set of student learning outcomes should bind all sections of that course. The representative from Study Abroad also provided confirmation that fees may vary by study abroad experience and that vaccination requirements are set by the home and destination countries and not the Office or the instructor of the course. (*October 24, 2018 and January 23, 2019*)