NC STATE UNIVERSITY	**Office of Undergraduate Courses, Curricula, and Academic Standards** University College - Division of Academic and Student Affairs 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: 2023-2024
Date Report Submitted: May 2024
Report Submitted by: Renee Harrington
Number of Times Committee Met: 17 out of 16 Scheduled Meeting Times. 1 added for a conflicting deadline after the final scheduled meeting of the year.
Link to Minutes: 2023-2024 UCCC Minutes

SUMMARY OF DISCUSSION ITEMS/ACTIVITIES OF COMMITTEE

The University Courses and Curricula Committee (UCCC) met a total of seventeen (17) times for 1-2 hours per session, during the 2023-24 academic year. Sixteen (16) meetings were scheduled and one (1) emergency meeting for a new first year program from the college of sciences was added (May 1, 2024).

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 University Libraries, Faculty Senate, and representing Academies.
- 1 voting student members each representing Student Senate, Undergraduate, and Graduate levels
- Ex-officio, non-voting members from Global Engagement, Office of Assessment and Accreditation, Registration and Records, Office of Instructional Programs, Office of the Executive Vice Chancellor and Provost, and DASA.

The membership and its quorum (minimum of 11 voting members) worked diligently each meeting period. In the **2023-24** academic year, a total of **261** course actions as well as **103** curricula actions went through UCCC for review. **Table 1.1** indicates a breakdown of these actions. Cross-listed/dual level courses are considered one action. Curricular actions covered within one memo are counted individually.

Table 1.1

ACTION	UCCC 2023-2024
New Courses	7+5+5+5+1+7+10+2+11+1+2+5+5+1+3+2=**72**
Revised Courses	2+5+10+16+3+8+14+11+18+4+4+39+16+9+10+14=**183**
Dropped Courses	1+2+1+2=**6**
New Curricula	7 Minors + 4 Certificates + 1 Concentrations + 1 First Year Program + 2 New Prefixes + 2 Org Codes =**17**
Revised Curricula	26 Minors + 24 Concentrations + 1 Non-Degree + 1 Certificates + 30 Majors + 2 Associates Degrees =**84**
Discontinuations	2 Minors=**2**

Other business included:

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- Jonathan Duggins was elected as Chair for the 2024-2025 school year. *(October 18th, 2023)*
- Quorum was established at 11 members. *(August 23, 2023)*
- Reestablished the Zoom standards for voting yes/no/abstain using vote in participants' tab. *(August 23, 2023)*
- A brief training on the committee charge and expectations was provided for the first meeting of the academic year. *(August 23, 2023)*
- Presentation from Assessment's Kaitlyn Mittan about measurable outcomes. *(September 20, 2023)*
- 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.
- Presentation on Assessment and Accreditation Updates by Kaitlyn Mittan. *(September 20, 2023)*
- QEP presentation by Holly Hurlburt *(February 7, 2024)*

SUMMARY OF RECOMMENDATIONS:

- **New XONV member -** In order to increase connections across colleges, members discussed and supported a request to add a non-voting role for the Office of University Interdisciplinary Programs. This seat is filled by Levent Atici. Memo

SUMMARY OF DISCUSSION ITEMS AND ACTIVITIES

- **Ranges in Student Evaluation Methods:** A continuous suggestion throughout the year (*only not spoken of at the November 1, 2023, January 24, 2024, and 1 May 2024 meetings*) was that faculty include ranges in the student evaluation methods in the CIM for Courses record. And on April 3rd 2024 the only mention was confirmation of a pre-meeting suggestion to add ranges to the Student Evaluation Methods. Utilizing ranges in the course recordr meet the need for a central point of information while also providing different faculty teaching the same course the opportunity to use different evaluation methods and/or weighting specific to how they would like students to illustrate mastery of the learning outcomes. As not all courses are shared, and faculty are primarily responsible for their course records, this remained a suggestion. Discussion also arose regarding the level of ranges acceptable in this field - having a number of fields from 0-100% would be quite wide and could result in students' entire grades hinging on a single evaluation method. From the UCCC discussion, OUCCAS wrote up a best practice for the use of this field and put it on their website.

- **Collaborative Suggested Practices Document**: Use of the "Suggested Practices" document continues as an in-progress, collaborative catch-alls document for questions, issues, and discussions about suggestions and requirements. This document is shared among all current CUE and UCCC members to add information throughout the academic year. This practice has led to further communication and clarity in areas such as ungrading, admin save, and more, and will continue to be used as a working document whose resultant information is formatted, summarized, and publicly posted as conclusions are reached in-committee.

- **Admin Save Memo:** Proposed to the committee on September 6th, 2023 via this memo. meeting. Details to the original memo were added during the months when feedback was gathered. The feedback was discussed during the October 18th 2023 meeting, where OUCCAS presented the committee with answers and options moving forward based on the feedback. Further feedback was provided and adjustments to the original memo were discussed at the

November 29th 2023, January 10th 2024, January 24th 2024, and February 7th 2024 meeting dates. The final memo was voted on and approved into action on *February 7th 2024*.
Points of Discussion were as Follows:
- Admin save option under "Change Type" potentially adding to CIM form in the future
- Effect on Major and Minor Actions- Consent agenda still exists
- Admin changes won't trigger larger review
- List is exhaustive, additional items can be added if voted in by future UCCC members
- Potentially adding topics to the memo was discussed, but not added on (*April 3rd 2024*)

Concerns and Solutions Brought into Effect:
- <u>Concern</u>: accidental scheduling changes put forward.
  <u>Solution</u>: Create FYI step before OUCCAS/Grad step for Department and Curriculum Heads, and College Chairs and Deans, then removing all other steps before implementation.
- <u>Concern</u>: Adding courses to elective lists unchecked.
  <u>Solution</u>: Limit of three courses added to an elective list only from the home department to avoid enrollment issues.

Since implementation on February 7th 2024, scheduling changes made by Registration and Records, as a separate practice that had been done for many years, made the college aware of the change earlier than they would have otherwise.

- **Course Delivery Method** definitions and communications. Members discussed the various types of course delivery options and the possibility of removing the field in CIM and how to indicate this. Members confirmed that they do not use the "Course Delivery" field in CIM and the field will be removed in the upcoming CIM update. (September 6, 2023 and Updates were provided on *March 6th 2024*.

- **Double Counting Between Majors and Minors/Certificates** (*November 15, 2023*)
  Members discussed maintaining the integrity of individual academic credentials. Double counting specifically looks at that core, scaffolded experience of at least 27 hours of permanent coursework that provides the framework for student expertise in the discipline of study. If courses in a certificate or minor count towards GEP, for example, those courses do not count toward that double-counting total.

- **Ungrading** was first brought to UCCC's attention for PSY 281 (*August 23, 2023*), and PSY 497 (*September 20, 2023*). On October 18th, 2023 the committee discussed some drafted language to share with stakeholders, which included how similar courses should be entered into CIM. The members confirmed that even if specialized grading methods were used that different types of activities were used in the class and that this grading type itself was not a "student evaluation method." . A subcommittee was suggested and volunteers for the committee were asked on November 1, 2023, and a Spring subcommittee was announced on November 29, 2023.

  At the January 24, 2024 meeting, the subcommittee reported its discussion. As a result, UCCC and OUCCAS worked together to create guidance that is posted on the OUCCAS page to cover current and future coursework and CIM updates.

- **New XONV member -** Non-voting role for the Office of University Interdisciplinary Programs. This seat is filled by Levent Atici. Memo