

## 1. Faculty committees of the Senate

[Motion 10-01-02]

Passed by the Faculty Senate and approved by the Interim Provost on September 8, 2009

### p. University Curriculum Committee

- i. **Duties.** To review all proposals for the following: the establishment, dissolution, division, or consolidation of academic departments or other degree-granting entities; the establishment or dissolution of academic degrees, including majors, minors, and certificate programs; the revision of academic degrees when these revisions directly affect any academic unit outside of the revising department's school or college; policies for maximum and minimum hours required for majors, minors, and certificates; total number of hours required for graduation; university-wide requirements other than University Studies; course prefixes; any curricular conflicts between schools and/or colleges; and other general curricular policies which have total university impact. The committee shall submit all such proposals, along with the committee's recommendations, to the Senate for consideration. [Revised January 2001; January 2005; September 2009. See [previous duties](#).]  
[A description of the process of [curricular change](#) is found in the Faculty Handbook.]
- ii. **Membership.** Nine faculty members, including at least five from the College of Arts and Sciences, at least one from the College of Health and Human Services, at least one from the Cameron School of Business, at least one from the Watson School of Education, and one other from the faculty at large. Term of membership shall be three years with staggered terms so that one-third of the committee terms expire in a given year. A member may serve a second consecutive term. At the initial Fall meeting the Committee shall elect a vice-chair who will normally assume the role of chair in the following year. The chief academic officer, the Dean of the University College, the University Librarian or a representative from the library faculty, the deans of the professional schools and college (or their delegates), and the vice-chair of the University Studies Advisory Committee shall be ex-officio non-voting members. [revised April, 2001; September 2009. See [previous membership](#).]

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## 1. Faculty committees of the Senate

[Motion 10-10-02]

Passed by Faculty Senate and approved by the Provost on September 8, 2009

### q. University Studies Advisory Committee

- i. **Duties.** To review existing and proposed content of University Studies curriculum and corresponding catalog copy. To receive analysis of basic studies assessment results from the Learning Assessment Council and formulate recommendations as appropriate to the Faculty Senate for curricular changes based on assessment findings. To coordinate efforts to refine University Studies offerings to promote the academic mission of the university. To work with academic units to ensure that University Studies courses are offered on a reasonable and regular basis.
- ii. **Membership.** Nine faculty members, including at least five from the College of Arts and Sciences, at least one from the College of Health and Human Services, at least one from the Cameron School of Business, at least one from the Watson School of Education, and one other from the faculty at large. Term of membership shall be three years

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with staggered term so that one-third of the committee terms expire in a given year. A member may serve a second consecutive term. At the initial Fall meeting the Committee shall elect a vice-chair who will normally assume the role of chair in the following year. The chief academic officer, the Dean of the University College, [the University Librarian](#) or a representative from the library faculty, [the vice-chair from the University Curriculum Committee](#), and the Early College Liaison shall be ex-officio non-voting members.

### Curricular change

Changes in university curricula may be initiated by the department, the Faculty Senate, the deans or directors, and they require official approval. Curricular changes may not be listed in the catalogue until approved.

### Changes to undergraduate curricula

Faculty involvement in proposed changes in the undergraduate curricula is accomplished through the following committee structure:

- Curriculum committees within the College of Arts and Sciences, the Cameron School of Business Administration, the Donald R. Watson School of Education, and the College of Health and Human Services review all proposed curricular changes within their respective colleges and schools and make recommendations to the respective deans.
- The University Curriculum Committee (UCC), a standing committee of the Faculty Senate, reviews [all proposals for the following](#): ~~the establishment, dissolution, division, or consolidation of academic departments or other degree-granting entities; the establishment or dissolution of academic degrees, including majors, minors, and certificate programs; the revision of academic degrees when these revisions directly affect any academic unit outside of the revising department's school or college; policies for maximum and minimum hours required for majors, minors, and certificates; total number of hours required for graduation; university-wide requirements other than University Studies; course prefixes; any curricular conflicts between schools and/or colleges; and other general curricular policies which have total university impact. The committee shall submit all such proposals, along with the committee's recommendations, to the Senate for consideration.~~
- The University Studies Advisory Committee (USAC), a standing committee of the Faculty Senate, reviews existing and proposed content of University Studies curriculum and corresponding catalog copy; receives analysis of basic studies assessment results from the Learning Assessment Council and formulates recommendations as appropriate to the Faculty Senate for curricular changes based on assessment findings; coordinates efforts to

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refine University Studies offerings to promote the academic mission of the university; and works with academic units to ensure that University Studies courses are offered on a reasonable and regular basis.

Recommendations of college and school curriculum committees are first submitted to the appropriate dean for approval. Approved recommendations regarding individual courses and all other curricular matters not subject to review by the University Curriculum Committee or the University Studies Advisory Committee are submitted directly to the chief academic officer for official approval.

Recommendations of college and school curriculum committees involving matters subject to review by the UCC or USAC are submitted to that committee upon approval by the dean. However, the college or school may submit proposals to the UCC or USAC prior to the completion of its review process if simultaneous consideration is necessary to meet a deadline, such as for the publication of the following year's catalogue. Recommendations of the UCC and USAC are first submitted to the Faculty Senate and, if approved, are submitted to the chief academic officer for official approval.

Forms for proposing new courses or for changing or deleting existing courses are available [online](#). Forms for proposing changes in existing university studies courses and for proposing additions (or deletions) of existing courses to (from) university studies are available [online](#).

Proposals may be submitted at any time, but faculty should keep the following in mind:

- The normal deadline for submissions to Academic Affairs for the catalogue is November 13 each year. Proposals submitted in the spring of the year have a high assurance of making the November catalogue deadline, if approved. Courses submitted in the fall close to the deadline are unlikely to pass through the review and approval process in time to meet the November 13 deadline for the following year's catalogue.
- Proposals are reviewed by the college and school curriculum committees before going to the appropriate dean for approval.
- Proposals regarding majors, minors, and certificate programs additionally involve review by the University Curriculum Committee and approval by the Faculty Senate.
- Proposals for changes in courses that are already approved for university studies require approval by the college and school curriculum committees and their deans before they can be considered by the University Studies Advisory Committee and the Senate.
- Proposals to create new courses must reflect the Credit Hour Definition policy.
- Proposals to plan new undergraduate degree programs must be reviewed by the appropriate college or school curriculum committee, the University Curriculum Committee, the Faculty Senate, and the chief academic officer before notice of intent to plan can be submitted to the Office of the President.

### **Changes to graduate curricula**

The Graduate Council initiates, reviews, and makes recommendations concerning graduate education and reviews and makes recommendations on all curriculum requests at the graduate level. Changes in the graduate curricula that originate in the departments require approval by the Graduate Council. The Graduate Council also reviews and makes recommendations on all proposals for new degree programs or program tracks at the graduate level as well as program deletions. Recommendations on changes in degree programs or program tracks are also reviewed by the Graduate Dean, Dean of the appropriate College or School, and the chief academic officer.

#### **UNC system review**

In all cases, proposals for new degree programs, requests to change the name of existing programs, and requests for discontinuation of degree programs must be reviewed by the Office of the President following procedures published by that office. Both the notice of intent to plan and, if approved by the Office of the President and the Board of Governors, the Request for Authorization to Establish a New Degree Program are subject to the campus approval process described above.