COMMITTEE RESOURCE PACKET
2014-2015

The UCCC website

TABLE OF CONTENTS

Welcome Letter
Committee Charge
Member Roster
General Information for Members
Member Responsibilities
Responsibilities if assigned to present an action
List of College Liaisons
UCCC Meeting and Submission dates for Actions
Checklists for Course and Curricular Review
List of links to relevant websites, academic policies and regulations
Robert’s rules of order
Dear UCCC Members,

Welcome new and returning members to the 2014-2015 term of the University Courses and Curricula Committee (UCCC). The first meeting is Wednesday, **August 27**th at 12:30 in Witherspoon Center room 201. A complete list of the meeting dates is located on the UCCC website under the agendas link.

The Provost has charged this committee with the responsibility of approving all undergraduate courses and curricula consistent with related university policies, regulations and rules.

This resource packet provides information about your responsibilities as a committee member as well as guidelines and resources. This packet and committee detail, including agendas, is posted on the UCCC 2014-2015 website.

**As a representative of your College**, you serve as the liaison and will be responsible for presenting course and curricular actions and discussion items that come forward from your College as well as being a point of contact for UCCC related questions. Also, depending on the discussion item, members may be asked to seek feedback from their college or representative group, such as the Student Senate, and present this feedback to the Council. A description of member responsibilities is listed in this resource packet.

Your attendance at UCCC meetings is vital to the ability of the committee to function since we must have quorum to approve agenda items. If you will not be able to attend a meeting, please contact me as early as possible. You may be required to find a proxy who can substitute in your absence.

I will notify members via email of the upcoming agenda one week prior to each meeting. The email will include a link to the UCCC website so that you may access and download the agenda and actions being reviewed as well as any discussion items.

Although actions will be available for viewing on a projection screen at the meeting, please bring your laptop and/or a copy of the actions to reference as needed. Hard copies will not be provided.

Thank you in advance for your contributions to this committee and if you should have any questions, please contact me, UCCC committee coordinator, at Catherine_Freeman@ncsu.edu 515-9769 or this year’s committee chair, Dr. David Auerbach, College of Humanities and Social Sciences.

*Catherine Freeman,*  
*Director, Office of Undergraduate Courses and Curricula and University Academic Standards*
UNIVERSITY COURSES AND CURRICULUM COMMITTEE
(UCCC)
2014-2015

Committee Chair:  Dr. David Auerbach, Assistant Professor, Dept. of Philosophy & Religious Studies
Committee Coordinator:  Catherine Freeman, Director, Office of UG Courses and Curricula
Committee Support:  Gina Neugebauer, Administrative Assistant, Office of UG Courses and Curricula
Administration:  Dr. Barbara Kirby, Associate Vice-Provost, Academic Programs & Services, DASA

Committee Charge:

1. In consultation with the Vice Provost for Academic Programs and Services and the Vice Chancellor and Dean of the Division of Academic and Student Affairs, advise the Provost in matters relating to courses and curricula.
2. Review undergraduate course and curriculum proposals, including academic minors, honors programs, and non-degree certificate programs.
3. In consultation with the college curriculum committees and the college deans, develop policies and procedures for this purpose except that, when reviewing the proposals that involve the General Education requirements in any undergraduate curriculum, the committee shall follow regulations established by the Provost on the recommendation of the Council on Undergraduate Education.
4. Develop guidelines and conduct periodic review of courses.
5. The UCCC will interface with the Academic Policy Committee of the Faculty Senate on development of policies and procedures regarding courses and curricula.

Website URL:  http://www.provost.ncsu.edu/governance/standing-committees/courses-curricula/2014-2015/
# 2014-2015 UCCC MEMBERSHIP
*(Click here for most updated list)*

<table>
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<tr>
<th>Seat Type</th>
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<th>Occupied By</th>
<th>College Affiliation</th>
<th>Departmental Affiliation</th>
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<td>Chair</td>
<td>June 2015</td>
<td>David Auerbach</td>
<td>CHASS</td>
<td>Philosophy &amp; Religious Studies</td>
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<tr>
<td>Past Chair</td>
<td>June 2015</td>
<td>Robert Warren</td>
<td>COS</td>
<td>Chemistry</td>
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<td>FAC MAN</td>
<td>June 2016</td>
<td>Andy Nowel</td>
<td>PCOM</td>
<td>Management-Academic Affairs</td>
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<tr>
<td>FAC CHASS</td>
<td>June 2017</td>
<td>David Berube</td>
<td>CHASS</td>
<td>Communication</td>
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<tr>
<td>FAC CHASS</td>
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<td>Scott Despain</td>
<td>CHASS</td>
<td>Foreign Languages &amp; Literatures</td>
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<td>Peter Hessling</td>
<td>CED</td>
<td>Leadership Policy &amp; Adult &amp; Higher Education</td>
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<td>Charles Hardin</td>
<td>CALS</td>
<td>Biochemistry</td>
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<td>Martha Reiskind <em>(proxy for Frederick Parker)</em></td>
<td>CALS</td>
<td>Applied Ecology</td>
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<td>Santiago Piedrafita</td>
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<td>Graphic &amp; Industrial Design</td>
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<td>COT</td>
<td>Textile &amp; Apparel Technology &amp; Management</td>
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<td>FAC MUS or PE</td>
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<td>Tom Koch</td>
<td>DASA</td>
<td>Music</td>
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<td>Gene Brothers</td>
<td>CNR</td>
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<td>Debbie Currie</td>
<td>NCSU Libraries</td>
<td>DH Hill Library</td>
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<td>Electrical &amp; Computer Engineering</td>
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<td>Rebecca Swanson</td>
<td>DELTA</td>
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<tr>
<td>XONV</td>
<td>No End</td>
<td>Charles Clift</td>
<td>EMAS</td>
<td>Registration &amp; Records</td>
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<tr>
<td>XONV</td>
<td>No End</td>
<td>Brittany Mastrangelo</td>
<td>EMAS</td>
<td>Registration &amp; Records</td>
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<tr>
<td>XONV</td>
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<td>Barbara Kirby</td>
<td>DASA</td>
<td>Academic Programs and Services</td>
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<tr>
<td>XONV</td>
<td>No End</td>
<td>Catherine Freeman</td>
<td>DASA</td>
<td>Academic Programs and Services</td>
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</tbody>
</table>
GENERAL INFORMATION FOR MEMBERS

Attendance:

Regular attendance is required since a quorum is needed to vote on the minutes, course and curricular actions, and because representation from all colleges is needed for most discussions. If you will be unable to attend any meeting, please let the coordinator know at once to determine if a proxy is needed.

Responsibilities as a member include:

- Reviewing and approving courses and curricular actions
- Presenting actions from your College or Division
- Evaluating academic issues related to courses and curricula
- Communicating with and providing input from your college regarding course and curricular issues

Correspondence, Agenda and Actions:

Approximately one week prior to each scheduled meeting, you will receive an email from the committee coordinators (Catherine Freeman or Gina Neugebauer) which will include information and announcements for the upcoming meeting and provide a link to the UCCC website where the meeting agenda, previous meeting minutes, and any actions and discussion items for review will be posted.

Agenda items will be available for viewing on the projection screen at the meeting. The meeting location will have wireless internet connection and outlets for those wanting to bring a laptop to access the agenda or please bring a hard-copy of the agenda items as needed. No hard copies will be provided.

The agenda includes as applicable:

- A copy of the previous meeting's minutes to be voted upon
- Course and curricular actions to be voted upon
- Documents to review for discussion

Your responsibility as a UCCC member will be to:

➢ Review the agenda to determine: (See example of agenda April 30, 2014)

  - If you have been assigned to present an action. (See next section for information about presenting an action).
    - If more than one representative for a College or Program is on the Council then actions to present will be split between the representatives.

  - If you have been assigned to review an action.*
    - If there is a high volume of actions for a given agenda, the coordinator will assign 3-4 committee members to review a particular action.
    - The reviewer will thoroughly evaluate the course/curricular actions to determine compliance with University rules, regulations, and guidelines relevant to course and curricular development including the syllabus regulation. Identify and note any errors and present to the committee when the action is presented.
*Note: In the absence of assigned reviewers on the agenda, all members are to evaluate the action.

- All members should briefly review each action and identify any items that are of concern to programs or departments in your College, such as course overlap or a program requiring a course from your college. If there may be impact, check with the affected program/department if possible and indicate when the action is presented. If consultation is needed, a motion to table may be presented to initiate the consult.

**Checklists** > Course and Curriculum checklists at the end of the packet provide detail about review of actions and what to look for.

- Review the minutes, identify corrections, and arrive ready to vote.

- Review discussion items and identify any issues that may be of concern to units/persons within your college. For items requiring college feedback there will be ample time given to solicit the feedback.

**RESPONSIBILITIES IF YOU ARE ASSIGNED TO PRESENT AN ACTION**

Each action shall be introduced by a representative from the college where the action originated. The assigned representative will serve as liaison between the college/department/program that submitted the action and UCC. If more than one representative for a College or Program is on the committee then actions to present will be split between the representatives.

**If you are assigned an action and cannot attend**, please contact another UCC representative from your college to present these actions or secure a proxy who can attend in your absence. In the event you are the only representative from your college and no proxy is available, notify the coordinator immediately.

**If you are assigned an action to present,**

- **Examine the action** and if you note anything questionable, please contact the department/program for clarification or ask the department/program to send a representative to the meeting to field questions that may arise. If you deem the action should be withdrawn and presented at a future meeting, notify the committee coordinator prior to or before the meeting starts if possible.

- **Present the action** at the upcoming meeting in the form of a motion *(Ex: “I move to approve the revision to SOC 202“)*. We will address actions in the order they appear on the agenda.
  - You may be asked to say a few words describing the action or to clarify a specific item in the action.
  - Please note any changes/corrections needed to the action that as requested by the committee.

- **Communicate results** of the committee’s action to the applicable persons/groups in your college. It is suggested that you notify the College liaison (see listing) and the department/program/unit responsible for the action.
  - If the **action is approved by the committee as submitted** no further action is required.
  - If the **action is approved contingent upon changes** (approved pending), notify the department of
the required changes.

- Please be aware that the **action does not have final approval and will not take effect** until all contingent items have been resolved.

- The **required changes needed for final approval of the action are to be submitted** to committee assistant Gina Neugebauer. Please have the preparer coordinate with the College liaison for submission of the revised action via email attachment. The documentation with revisions should be in Word format if possible.

- **Do not send changes directly to Registration & Records.** The Office of Undergraduate Courses and Curricula (OUCC) will send the final signed action to Registration and Records for processing.

  - ➢ If the **action is tabled**, notify the department as to what is necessary for the action to return to the committee agenda. The College Liaison will need to submit the action to the OUCC to be placed on the next CUE agenda.

  - ➢ If the action is **denied or withdrawn**, notify the department of the reason.

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**College Liaisons 2014-2015**

<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>LIAISON</th>
<th>E-MAIL</th>
<th>PHONE</th>
<th>FAX</th>
<th>CAMPUS BOX</th>
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</thead>
<tbody>
<tr>
<td>CALS</td>
<td>Robin Clements</td>
<td><a href="mailto:robin_clements@ncsu.edu">robin_clements@ncsu.edu</a></td>
<td>515-9706</td>
<td>515-5266</td>
<td>7642</td>
</tr>
<tr>
<td>DESIGN</td>
<td>Christie Chronister</td>
<td><a href="mailto:christie_chronister@ncsu.edu">christie_chronister@ncsu.edu</a></td>
<td>515-8302</td>
<td>515-9780</td>
<td>7701</td>
</tr>
<tr>
<td>CED</td>
<td>Mary Martin</td>
<td><a href="mailto:mary_martin@ncsu.edu">mary_martin@ncsu.edu</a></td>
<td>515-5517</td>
<td>515-7868</td>
<td>7801</td>
</tr>
<tr>
<td>COE</td>
<td>Mazie Lewis</td>
<td><a href="mailto:mdlewis@ncsu.edu">mdlewis@ncsu.edu</a></td>
<td>515-3263</td>
<td>515-8702</td>
<td>7904</td>
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<tr>
<td>CNR</td>
<td>Yvonne Lee</td>
<td><a href="mailto:yvonne_lee@ncsu.edu">yvonne_lee@ncsu.edu</a></td>
<td>515-5741</td>
<td>515-7231</td>
<td>8001</td>
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<tr>
<td>CHASS</td>
<td>Hope Ziglar</td>
<td><a href="mailto:hope_ziglar@ncsu.edu">hope_ziglar@ncsu.edu</a></td>
<td>513-1831</td>
<td>515-9419</td>
<td>8101</td>
</tr>
<tr>
<td>COM</td>
<td>Andy Nowel</td>
<td><a href="mailto:andy_nowel@ncsu.edu">andy_nowel@ncsu.edu</a></td>
<td>515-6937</td>
<td>515-5564</td>
<td>8614</td>
</tr>
<tr>
<td>COS</td>
<td>Cheryll Bowman-Medhin</td>
<td><a href="mailto:clbowma2@ncsu.edu">clbowma2@ncsu.edu</a></td>
<td>515-7833</td>
<td>515-7855</td>
<td>8201</td>
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<tr>
<td>COT</td>
<td>Teresa Langley</td>
<td><a href="mailto:teresa_langley@ncsu.edu">teresa_langley@ncsu.edu</a></td>
<td>515-1532</td>
<td>515-8578</td>
<td>8301</td>
</tr>
<tr>
<td>DASA</td>
<td>Catherine Freeman</td>
<td><a href="mailto:catherine_freeman@ncsu.edu">catherine_freeman@ncsu.edu</a></td>
<td>515-9769</td>
<td>515-4416</td>
<td>7105</td>
</tr>
</tbody>
</table>
COMMITTEE DECISIONS REGARDING COURSE AND CURRICULAR ACTIONS

**Approved**
The committee supports and endorses the action as presented. No changes are necessary.

**Where Does the Action Go?**
The action is signed by the Chair and processed by OUCC. Once it is processed, it is sent to Registration & Records for implementation. The college liaison is notified of the action's approval and effective date.

**Approved with Friendly Suggestion**
The committee supports and endorses the action, but makes suggestions that the instructor can choose to implement or take under advisement.

**Where Does the Action Go?**
The action is signed by the Chair and processed by OUCC. Once it is processed, it is sent to Registration & Records for implementation. The college liaison is notified of the action's approval and effective date. Meanwhile, the action presenter notifies the instructor of the committee's suggestions.

**Approved with Pending Revision**
The committee supports and endorses the action only after required revisions have been met.

**Where Does the Action Go?**
The action presenter should notify the instructor of the necessary changes. The instructor then submits the changes to OUCC, who will ensure that this meets the committee's stipulations. Once the changes have been verified, the action is processed and sent to Registration and Records for implementation. The college liaison is notified of the action's approval and effective date.

**Denied**
The committee does not support or endorse the action as presented.

**Where Does the Action Go?**
The OUCC notifies the college liaison of the committee's decision. The action presenter notifies the instructor of the decision. The action must be reviewed by the department and college, and then resubmitted to OUCC.

**Tabled**
Further discussion is stopped and the action must be brought back from the table at a future agenda.

**Where Does the Action Go?**
The action remains with the college until it is brought back before the committee. Changes can be made to the action, or it can remain the same. The action presenter notifies the instructor of the concerns voiced by the committee.

**Withdrawn**
The presenter of the action removes the action from the discussion. This can be withdrawn prior or during the discussion.

**Where Does the Action Go?**
The action remains with the college until it is brought back before the committee. Changes can be made to the action, or it can remain the same. The action presenter notifies the instructor of the concerns voiced by the committee.
**UCCC MEETING DATES AND SUBMITTING ACTIONS FOR AN AGENDA**

*(NEW THIS FALL)* Due to the volume of actions, actions for placement on an agenda must be submitted at least 2 weeks prior to the scheduled meeting.

Any actions received after the submission date will be placed on the next agenda.

<table>
<thead>
<tr>
<th>Submission Dates for UCCC Actions Wednesdays (2 weeks Prior to Scheduled Meeting)</th>
<th>For placement on the UCCC Agenda</th>
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<td>April 22, 2015</td>
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COURSE ACTION FORM FIELDS and CHECKLIST

Type of proposal (new, drop, revision, GEP)

Scheduling (Fall, Spring, Summer) (each year, alternate odd years, alternate even years, other)

Course prefix/number
- Is the course an active course? If new, is the prefix an existing prefix? Look in the Course Catalog.
- If new course prefix, is there an action to establish the course prefix?
- Is the course number appropriate for the intended students? (100-199 FR, 200-299 SO, etc)

Previous Course prefix/number
- If changing course number and/or prefix, indicate in this field the current course prefix/number
- May include special topics prefix/number if taught as a special topics course

Course Title and Abbreviated Title
- Does the title reflect the course content?
- Does the abbreviated title accurately reflect the course title? Abbreviated title limit is 30 characters.
- Does the title indicate possible overlap with other courses? (Check course catalog)

Credit Hours and Contact Hours
See credit/contact hour guidelines at http://oucc.ncsu.edu/credit-contact-hour-guidelines
- Are the credit hours and contact hours appropriate based on the required coursework/instructional format?
- Contact hours (number of hours/week for each component of the course)

Grading Method
- S/U is normally used when there is not adequate provisions for evaluating student performance and is also used for course types including orientation, seminar, independent study, research, problem or similar courses
- Select primary grading of either letter grade or s/u (may also indicate if S/U option available to students)

Course Delivery and Repeat for Credit
- Is the course offered On-Campus, DE, Online and/or at a Remote Location? Action should indicate all that apply.
- Is the course repeatable for credit? This is not to be used to indicate if a student may be able to course repeat as part of the course repeat policy.
- Indicating a repeat for credit is reserved for a course where the topics and structure allow for the student to take more than once and receive full grade points (ex: special topics, studies in ___, independent study)

Instructor Name and Rank
- List the name(s) of the instructor(s) and the rank as well as dual appointment status if applicable.

Pre/Co-Requisite and Restrictive Statements
- **Pre-requisite** should be the most advanced course or (level of achievement) student is expected to have successfully completed (or attained) prior to enrolling in course. Is the designated pre-requisite an existing course? Is proper consultation secured if pre-req is outside proposing college? Is pre-req stated clearly?
- **Co-requisite** is to be taken concurrently with proposed course if not been previously completed. Is the designated pre-requisite an existing course?
- **Restrictive Statement** indicates how credits earned in a course may be counted or provides detail such as class standing (FR only) or “Offered only thru SAO” or Taught in first 7 weeks”. Restrictive statements are added to the catalog description.
- Use of **“Consent of Instructor”** should be used only for a course in which enrollment is contingent upon explicit consent of instructor or the department.

Pre/Co Requisite “for following Courses” should list all other courses for which this course will serve as a pre- or co-requisite to determine if course impacts other courses.

Catalog Description
- The description must provide notice of
  - any overnight and/or weekend field trips including how transportation is handled,
  - any special required fees other than or in addition to laboratory and computer course fees,
COURSE DEVELOPMENT CONSIDERATIONS
http://oucc.ncsu.edu/course-actions

Consultations:
☐ Is there duplication or significant overlap with an already existing course? 
   Search course catalog Check the Course Catalog.
☐ Is the proposed new course intended to serve as a required course or qualified elective in another curriculum outside the offering department?
☐ Has the course being revised or dropped served as a required course or qualified elective in another curriculum outside the offering department?
☐ Is there a change in pre-requisites that would significantly impact enrollments in another department?

If the answer is yes to any of the above, a consultation is required.

See guidelines http://oucc.ncsu.edu/course-actions

Cross-listings:
☐ If cross-listed, are signatures present from cross-listing department(s)?
☐ Are at least two instructor names (one from each discipline) listed on the CAF or statement on support from crosslisted department in justification?
☐ Is justification provided for the cross-list?

Dual-Level (Piggybacking): a combined 400 level and 500 level course
☐ Do both courses have the same last two digits (410/510)?
☐ Does the action and syllabus address how the performance expectations and evaluations will differ for those taking the 500 level?
☐ The catalog description must be the same for UG and GR?
☐ Has a graduate course action been submitted concurrently for dual-level approval?

Proposed Course Syllabus

Syllabus must include requirements:
☐ Instructor contact info
☐ Class meeting time
☐ Pre-requisite, Co-requisite and Restrictive statement
☐ GEP category and GEP learning outcomes as applicable
☐ Course student learning outcomes
☐ Required text, cost
☐ Projected course/lab schedule, reading assignments, due dates for assignments, quizzes, tests
☐ Grading scale and how grades are determined (course components)
☐ Attendance policy (URL) and late assignments policy/penalties
☐ Missed assignments make up policy if excused absences accepted
☐ Disability statement
☐ Policy on Acad Integrity
☐ Lab safety statement if applicable
☐ Transportation statement if applicable
☐ Electronic Hosting Components statement if course has online components/submission
☐ Statement on extra expenses beyond text cost
# Curriculum Proposal Checklist

## CURRICULUM DEVELOPMENT CONSIDERATIONS FOR NEW UNDERGRADUATE DEGREES

http://oucc.ncsu.edu/curricula-actions

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>Are the hours required to complete the curriculum within 120-128 hours?</td>
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<tr>
<td>Does the curriculum require at least 27 semester hours in the proposed program area (apart from any college requirements)?</td>
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</tr>
<tr>
<td>Is the 4-year curriculum attainable within 8 semesters?</td>
<td></td>
</tr>
<tr>
<td>Is the course load evenly distributed over the eight semesters with a range of 15-17 credit hours?</td>
<td></td>
</tr>
<tr>
<td>Is the curriculum appropriately arranged so that the level of courses (100, 200, etc) is consistent with the academic level of students (Fr, So, etc)?</td>
<td></td>
</tr>
<tr>
<td>Does the sequence of courses provide the necessary prerequisites in time for later advanced courses? Course prerequisites can be checked using <a href="http://oucc.ncsu.edu/curricula-actions">Check the Course Catalog</a>.</td>
<td></td>
</tr>
<tr>
<td>Are the courses normally offered in the semester in which they appear in the eight-semester display? Course scheduling can be checked using <a href="http://oucc.ncsu.edu/curricula-actions">Check the Course Catalog</a>.</td>
<td></td>
</tr>
<tr>
<td>Does the curriculum provide reasonable transfer opportunities at the appropriate levels (freshman, sophomore, etc.) for students from other institutions or within this institution, consistent with the goals of the program?</td>
<td></td>
</tr>
<tr>
<td>Have all the necessary or appropriate interdepartmental or intercollege consultations been held and the results been documented? (See <a href="http://oucc.ncsu.edu/consultation-guidelines">http://oucc.ncsu.edu/consultation-guidelines</a>.)</td>
<td></td>
</tr>
</tbody>
</table>

## GENERAL EDUCATION PROGRAM (39-40 HOURS)

http://oucc.ncsu.edu/general-education

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Count</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are the GEP objectives and outcomes listed? GEP category rationale and objectives are found at <a href="http://oucc.ncsu.edu/gep-categories">http://oucc.ncsu.edu/gep-categories</a>.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have the general education program requirements been accounted for as follows?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematical Sciences (6 credit hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>❑ At least one course with an MA or ST prefix</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural Sciences (7 credit hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>❑ at least one laboratory course or course with a laboratory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to Writing (4 credit hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>❑ ENG 101</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities (6 credit hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>❑ Selected courses must be from two different disciplines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Sciences (6 credit hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>❑ Selected courses must be from two different disciplines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Education (2 credit hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>❑ 2 courses (at least one Fitness/Wellness 100-level series)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interdisciplinary Perspectives (IP) (5 credit hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Breadth (3 credit hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>❑ Three credit hours in the Additional Breadth category must be selected from the university approved GEP course lists that represent an approach to scholarship that is clearly distinct from the primary approach of the Major. These two approaches are distinguished for GEP purposes as “Humanities/Social Sciences/Visual and Performing Arts” or the “Mathematics/Natural Sciences/Engineering”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>US Diversity Co-requisite (1 course, 0 additional credit hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Global Knowledge Co-requisite (1 course, 0 additional credit hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Co-requisites</td>
<td></td>
<td></td>
</tr>
<tr>
<td>❑ Foreign Language Proficiency at the FL_102 Level</td>
<td></td>
<td></td>
</tr>
<tr>
<td>❑ Communication in the Major (satisfied within curriculum requirements)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>❑ Technology Fluency (integral curriculum content)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Has a graduate course action been submitted concurrently for dual-level approval?
CHECKLIST FOR CURRICULUM ACTION FORM OR MEMORANDUM
for revisions, new concentrations http://oucc.ncsu.edu/curricula-actions

THE ACTION SHOULD INDICATE:
☐ Type of proposal
☐ Offering department
☐ Curriculum/degree/program/certificate/concentration title
☐ CIP code if available
☐ Proposed Effective Date
☐ Required signatures

SUPPORTING DOCUMENTATION (required attachments to form or memo)
http://www.ncsu.edu/uap/academic-standards/curricula/currinst.html#document
☐ Statement of justification for type of action
☐ Statement of program objectives
☐ For program revision, list of proposed revision(s) and justification for each
  Current approved semester-by-semester (8-semester) curriculum display (Format A)
  (See http://oucc.ncsu.edu/semester-semester-plans for current displays)
  Proposed semester-by-semester curriculum display (Format B)
  8 semester displays should include:
  • Approved title or proposed title of program if applicable
  • Semester display showing each year as FR, SO, JR, SR
  • Courses arranged so course levels consistent with academic level of students (FR, SO, etc)
  • Courses sequenced to provide prerequisites for later courses
  • Courses with correct titles and credit hours listed in semester normally offered
  • Check titles/hours can be checked using Check the Course Catalog.
  • Courses listed are approved courses
  • Planned courses may be listed if Course Action accompanies the curriculum action
  • Range of 15-17 credit hours/semester and hours totaled correctly
☐ Footnotes provided on Format A where necessary to explain groupings, electives, and requirements.
☐ Footnotes should be placed at end of display. Superscript numbers should be in order and consistent throughout display.
☐ List of requirements (Format B)
☐ New concentration/certificate or major revision in curriculum requirements should submit Format B in addition to Format A.
☐ Concentrations should not deviate from the existing degree program by more than 26 hours.
☐ Catalog description for proposed program
☐ Number of major/graduates past five years
☐ Projected enrollment (new concentration or certificate)
☐ Statement on other departments likely to be affected by the action and summary of consultations with these departments (See Check the Course Catalog.)

MINOR ACTIONS FOR CURRICULAR REVISION

Minor Actions for revising curricula will:
✓ Usually be in memo format and will most often appear on the UCCC consent agenda
✓ Require all Signatures as with a full curriculum action
✓ Include the proposed revision(s) with appropriate justification
✓ Provide consultation documentation if needed
✓ Provide Current and Proposed 8 semester displays as applicable

Types of revisions approved for submission as a minor action include:
☐ Change in the order of requirements as shown on 8 semester display
  Adding or removing of courses when these courses are offered by the major department
☐ Substitution of one course for another if current course is dropped or replaced by a new course

Guidelines/Instructions at http://www.ncsu.edu/uap/academic-standards/curricula/currinst.html
**ACADEMIC MINOR PROPOSAL CHECKLIST**

### CURRICULUM DEVELOPMENT FOR MINORS

[http://oucc.ncsu.edu/academic-minors](http://oucc.ncsu.edu/academic-minors)

- **Departmental minors:**
  An academic department that offers a major may develop one or more minors within disciplines offered in that department. Usually the departmental minor includes only courses from one discipline.

- **Inter-departmental minors:**
  A minor may be developed by different departments through a permanent committee of faculty who teach in the disciplines most relevant to the particular minor. Each committee for inter-departmental minors will be chaired in the school or department in which the majority of the required courses are taught.

- A minor shall be **completely optional** for a student and cannot by required by an academic program.

- A student cannot obtain a minor in their major.

- Satisfactory completion of the minor will be noted on the final transcript following graduation.

- The number of hours required for a minor is at the discretion of the department or committee offering the minor.
  - A departmental minor will be at least 15 hours in one discipline.
  - An interdepartmental minor will be at least 15 hours in the participating disciplines.
  - Prerequisite courses which are needed will be in addition to the hours required for the minor.
  - Courses constituting the minor may be used to satisfy General Education Requirements if applicable, including free electives.

- Submitted in memo format, the action requires endorsements and signatures from the department, college curriculum committee, college dean, UCC and Dean of UAP. If inter-departmental, approval from all appropriate departments and college committees required.

### SUPPORTING DOCUMENTATION (ATTACHMENTS TO MEMO)

[http://oucc.ncsu.edu/procedures-developing-or-revising-academic-minors](http://oucc.ncsu.edu/procedures-developing-or-revising-academic-minors)

#### When creating a new minor, the following is required:

- Statement of Justification
- Statement of Objectives
- Catalog Description
- List of Courses constituting the minor (include in list the pre-requisites for each course as applicable)

#### Administration of the Minor
- Name, location, phone number and email address of the Program Administrator (to be used in university publications)
- Contact information for application to the minor. (if different from that of the Program Administrator)
- Requirements for admission and completion, if any (such as GPA, course grades, deadlines for plan of work, etc.)

- Summary of consultations with departments likely to be affected and responses from those departments, if applicable.

- Optional: Statement on expected enrollment and resources required

#### When revising a new minor, the following is required:

- Proposed revision(s) and statement of justification for each.
- Revised Catalog Description, if revisions result in a change in the description of the minor.
- If revisions involve a change in course requirements, provide list of current requirements and a list of proposed requirements.

- Any updates to
  - Name, location, phone number and email address of the Program Administrator (to be used in university publications)
  - Contact information for application to the minor. (if different from that of the Program Administrator)
  - Requirements for admission and completion, if any (such as GPA, course grades, deadlines for plan of work, etc.)

- Summary of consultations with departments likely to be affected and responses from those departments, if applicable.

#### When discontinuing a new minor, the following is required:

- Statement of Justification: indicate the reasons for the discontinuation.
- Summary of consultations with departments likely to be affected and responses from those departments, if applicable.
- Effective date of discontinuation.
IMPORTANT LINKS:


- The Office of Undergraduate Courses and Curricula website [http://oucc.ncsu.edu](http://oucc.ncsu.edu) for course and curricular processes.

- The General Education Program website [http://oucc.ncsu.edu/gep-reqs](http://oucc.ncsu.edu/gep-reqs) for GEP categories, course lists and requirements.

### Academic Policies and Regulations

- REG 02.20.07 Course Syllabus [http://policies.ncsu.edu/regulation/reg-02-20-07](http://policies.ncsu.edu/regulation/reg-02-20-07)

- REG 02.50.03 Grading [http://policies.ncsu.edu/regulation/reg-02-50-03](http://policies.ncsu.edu/regulation/reg-02-50-03)


- REG 08.00.11 Online Course Material Host Requirements [http://policies.ncsu.edu/regulation/reg-08-00-11](http://policies.ncsu.edu/regulation/reg-08-00-11)

- REG 02.20.01 Academic Accommodations for Students with Disabilities [http://policies.ncsu.edu/regulation/reg-02-20-01](http://policies.ncsu.edu/regulation/reg-02-20-01)

- POL 11.35.01 Code of Student Conduct [http://policies.ncsu.edu/policy/pol-11-35-01](http://policies.ncsu.edu/policy/pol-11-35-01)

- REG 02.20.03 Attendance Regulations [http://policies.ncsu.edu/regulation/reg-02-20-03](http://policies.ncsu.edu/regulation/reg-02-20-03)

*Updated August 2, 2013*
### Parliamentary Motions Guide


The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>close meeting</td>
<td>I move to adjourn</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>take break</td>
<td>I move to recess</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>register complaint</td>
<td>I move to a question of privilege</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>make follow up</td>
<td>If called for the orders of the day</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>lay side temporarily</td>
<td>I move to lay the question on the table</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>close debate</td>
<td>I move to close the question</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>limit or extend debate</td>
<td>I move the previous question</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>resume a debate</td>
<td>I move to resume the debate</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>remove a motion</td>
<td>I move to remove the motion</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>call for a question</td>
<td>I move to call for a question</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>divide the question</td>
<td>I move to divide the question</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>reconsider a motion</td>
<td>I move to reconsider the motion</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
</tbody>
</table>

**Incidental Motions - No order of precedence.** Acts incidentally and decided immediately:

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>recall rules</td>
<td>I move to recall</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>suspend rules</td>
<td>I move to suspend</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>avoid main motions</td>
<td>I object to the consideration of the question</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>3-5</td>
</tr>
<tr>
<td>divide motion</td>
<td>I move to divide the question</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>seconding vote</td>
<td>I call for a division</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>parliamentary inquiry</td>
<td>I move to request the floor</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>request information</td>
<td>I move to request information</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
</tbody>
</table>

**Motions That Bring a Question Again Before the Assembly - No order of precedence.** Introduce only when nothing else pending:

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>take matter from the table</td>
<td>I move to take from</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>change or change previous action</td>
<td>I move to amend</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2-3 or more</td>
</tr>
<tr>
<td>reconsider motion</td>
<td>I move to reconsider</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
</tbody>
</table>

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**Quick Reference**

**And**

**Parliamentary Motions Guide**

based on

**Robert's Rules of Order**

for UCCC

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A meeting is an event at which the minutes are kept and the hours are lost.

—Anonymous

The truth is that many people set rules to keep from making decisions.

—Mike Krzyzewski
Call to Order
Occurs at the beginning of the meeting, once quorum has been attained. 2012-13 Quorum for UCCC was approved at 50% of total voting members + 1. Quorum for General Meetings is twelve voting members. [QUORUM = 12]

Motions
Business is resolved at meetings by voting on propositions put forward by members. Such propositions are called motions. Any person who is eligible to vote at a meeting may make a motion. Depending on the type of motion, another member is usually needed to second the motion. Motions are then debated and voted upon. No member may speak more than once to any motion (although the Speaker may choose not to enforce this rule if s/he deems it appropriate.) A member must raise his/her hand. A speaker’s list is kept acknowledging individuals in the order in which they have raised their hands.

Amendments
A motion may be amended by a subsequent motion. If the mover and seconder of the original motion consent to the amendment, the amendment is deemed “friendly” and it does not require a second and is not subject to debate. If an amendment is not deemed friendly, it does require a second. Such a motion must then be debated and voted upon before the debate resumes on the original motion.

Motions which take Precedence
Normally, a motion cannot be made while another motion is being debated. There are, however, certain types of motions that take precedence over “normal” motions...

1. Motion to Amend (as above)
2. Motion to Table - This is a motion to defer further debate on the main motion until some future time. The motion requires a second and is debatable only as to the length of time that the main motion will remain tabled.
3. Motion to Refer - This is similar to a Motion to Table, except that instead of deferring a motion for a specific amount of time, it is deferred until advice can be sought from another body.
4. Motion to Call the Question - This is a motion to cease debate and proceed to the vote on the main motion. If there is an objection to the motion, the motion requires a second and must pass by a two-thirds vote. The motion is not debatable.
5. Motion to Reconsider - This is a motion to re-open debate on a motion that has already been voted upon earlier in the same meeting. This motion requires a seconder.
6. Motion to Adjourn - A motion to end the meeting. Requires a seconder and is not debatable.

Points
There are several special motions called “Points” that have priority over all other motions or discussion. Points are considered serious enough that a speaker may be interrupted by another individual who wishes to make a Point. Points do not require a seconder.

1. Point of Order - An individual may raise on a point of order if they feel that business is proceeding incorrectly. The speaker must either agree or disagree with the point raised. An individual may also use this point if they do not understand the proceedings and/or wish to have a clarification made on a specific ruling.
2. Point of Privilege - Individuals may raise Points of Privilege if it is felt that their rights as members of the assembly have been violated. This Point can also be used if an individual is unable to participate in the discussion due to an inability to hear the speaker, because the room is too hot or cold, or because s/he is unclear on matters of procedure. If you do not understand what is happening, you can interrupt the speaker and request clarification on a Point of Privilege.
3. Point of Information - This point is the most misused one in the book. This Point is used to ASK for information that you feel is essential to your understanding of the debate. It may not be used to give information. The member may decide not to answer the question by refusing to yield the floor.
4. Challenge to the Speaker - This Point is used when an individual disagrees with the Speaker’s ruling. The mover must state why he or she disagrees with the ruling. The Speaker may then give the reasoning behind the ruling. A vote is then taken to affirm the Speaker’s ruling.

Voting
Voting on motions normally requires a simple majority. Voting is normally done by a show of hands, however, anyone eligible to vote has the right to demand a vote by roll call. Voting by secret ballot normally occurs only when an election to fill a position is required, and the assembly does not desire to conduct the election by a show of hands.

- Raise your hand if you wish to speak. The Speaker will take note and ask you to speak at the appropriate time.
- State your name and department before speaking to the topic at hand.
- Speak to the topic or motion at hand! If you wish to raise something not on the agenda, there are always the “Question Period” or “New Business” agenda items.
- If you wish to make a suggestion regarding the motion on the floor, form it in terms of an amendment. Your amendment will need seconding, after which it will become the current item on the floor.
- Try not to repeat points other people have already made unless you have something new to add to the point.