Undergraduate Courses & Curricula Committee

2015-2016
Committee Charge

1. In consultation with the Associate Vice Provost of Administration & Curricular Programs 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.
Fast Facts

2014-2015 Course Actions

- 105 New Undergraduate Courses Approved
- 143 Undergraduate Courses Reviewed for Edits
- 15 Undergraduate Courses Were Dropped
- 3 New Course Prefixes Were Created

2014-2015 Curricula

- 81 Curricula Were Revised
- 2 Degree Titles Were Changed
- 3 New Degrees Were Created
- 1 New University Certificate Was Created
- 9 New Concentrations Were Created
- 1 Concentration Was Dropped
The Agenda

Each agenda will be emailed to you one week prior to the meeting.

It will contain an agenda, the minutes from the previous meeting, and the actions for review.
Standard Course Undergraduate Workflow

1. **Course is created by Instructor, Undergraduate Program Coordinator, and/or Department.**

2. **Course is reviewed by Department Head and/or Undergraduate Program Coordinator. Once this has been approved, the action is signed by the Department Head.**

3. **Course goes to the College Course & Curricula Committee for review. For some colleges, this is a committee for both undergraduate and graduate courses.**

4. **Course is then reviewed by the University Courses & Curricula Committee (UCCC), which has representation from all colleges, and various partners across campus (DELTA, Registrar’s Office, University Libraries).**

5. If the course has no General Education components, the course is then signed by the UCCC Chair and the Associate Vice Provost for Administration & Curriculum in the University College. Once signed, the course action is sent to the Registrar’s Office for processing. It is entered into PeopleSoft.

6. If the course has a General Education component, the course will go for review by the Council on Undergraduate Education (CUE). This committee has representation from all colleges and various partners across campus (DELTA, Registrar’s Office, Study Abroad, University Libraries).

7. Once the course has been approved by the committee, the action is signed by the CUE Chair and the Associate Vice Provost for Administration & Curriculum in the University College. The course action is sent to the Registrar’s Office for processing. It is entered into PeopleSoft.
# Committee Decisions

<table>
<thead>
<tr>
<th>Decision</th>
<th>Action Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>Notify appropriate college/departmental constituents of course approval. No need for any further action.</td>
</tr>
<tr>
<td>Approved Pending</td>
<td>Notify appropriate college/departmental constituents of the revisions required to fully approve the course. Please be aware that the action does not have final approval and will not be processed until all revisions have been made. Please send revised information to Gina Neugebauer (OUCC). Do not send revision to Registration &amp; Records.</td>
</tr>
<tr>
<td>Tabled</td>
<td>Notify appropriate college/departmental constituents of the status. Provide information as to why the council tabled the action. Once revisions have been made, the instructor will work with the college liaison to return the action to Gina Neugebauer (OUCC). It will be placed on the next available agenda as old business.</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>Notify appropriate college/departmental constituents of the status. The college liaison will need to resend/notify Gina Neugebauer (OUCC) when course is ready to be reviewed by CUE at the next available meeting.</td>
</tr>
</tbody>
</table>
Course Inventory Management (CIM) Overview

Combines Undergraduate & Graduate Criteria.

For current courses, some information pulls in from SIS.

Certain fields populate based on early entries.

Fields indicate what fields are missing when saving.

CIM Help Guides Can Be Found At: oucc.dasa.ncsu.edu/courseleaf-2/courses/
In Workflow
1. 24HES UnderGrad Head
2. DASA CC Coordinator UG
3. DASA CC Meeting UG
4. DASA CC Chair UG
5. DASA Final Review UG
6. DASA Dean UG
7. OUCC Review
8. UCCC Coordinator
9. UCCC Meeting
10. UCCC Chair
11. CUE Coordinator
12. CUE Meeting
13. CUE Chair
14. OUCC Final Signature
15. OUCC Final Review
16. PeopleSoft

Allows campus community to see where course action is in the approval process.

Campus community can see who ‘signed off’ on the action, at what time and date.

For individual help, please email courseleaf-help@ncsu.edu
Helpful Hints

Make sure that your internet browser is up-to-date.

Have the most up-to-date Adobe Reader.

Before the meeting, you may want to download the pdf file from our website. It may take 1-2 minutes to download.
The actions are bookmarked in the agenda. You will need to download the agenda to your computer to utilize the bookmarks.
Additional Questions? Check out the following sites for more information:

**UCCC Provost Site**
http://www.provost.ncsu.edu/governance/standing-committees/courses-curricula/2015-2016/

**General Education**
http://oucc.dasa.ncsu.edu/general-education-program-gep/

**CourseLeaf Information**
http://oucc.dasa.ncsu.edu/courseleaf-2/courses/

**Eight Semester Displays**
http://oucc.dasa.ncsu.edu/undergraduate-academic-programs/semester-by-semester-plans/

**Registration & Record Degree Audit**
https://www.acs.ncsu.edu/php/coursecat/degree_requirements.php
Contact Information

CourseLeaf Help
courseleaf-help@ncsu.edu

Help With Everything Else
courses-curricula@ncsu.edu