

## **University Curriculum Committee**

### **2021-2022 Annual Report to Faculty Senate**

**Prepared by Adam Marx, 2021-2022 UCC Chair**

### **Purpose of the University Curriculum Committee (UCC)**

According to Faculty Senate bylaws, the UCC has the following responsibilities:

1. Develop criteria and procedures for submitting, evaluating, and approving courses, experiences, and program proposals for curriculum and course changes.
2. Coordinate and recommend actions on proposals for curriculum and course changes that have been received from the colleges.
3. Request the formation of an ad hoc Senate committee(s) to recommend policies for the evaluation of transfer credit, policies for graduation, and make other recommendations as needed.
4. Perform other appropriate duties as assigned by the Senate.

### **Membership Structure of the UCC**

The UCC is a campus wide committee with voting representation from each college, including the Graduate School, and non-voting membership from the Registrar's and Provost's offices, respectively. Student membership representing graduate and undergraduate students are also expected, though no members were volunteered for the 21-22 academic year. Additional duties and responsibilities can be found on the UCC website:

[https://www.ndsu.edu/facultysenate/committees\\_1/ucc/](https://www.ndsu.edu/facultysenate/committees_1/ucc/) .

### **Meeting Structure of the UCC**

The committee meets weekly during the spring semester and bi-weekly during the fall. This corresponds to the present March deadline structure for course and program proposals set by Registration and Records (R&R). As a result, the largest volume of reviews takes place in the spring and work in the fall can center more on policy and procedure review, revision, and development. Meetings are typically scheduled for 90 minutes each week and members have assigned duties for proposal reviews. The curricular review agenda is populated and organized by R&R staff while the business agenda is developed by the UCC chair and voting membership. Meetings operate under an efficient structure of Robert's Rules of Order. Most membership attends regular meetings via Zoom but face-to-face attendance is made available with the chair in a Memorial Union space. Meeting minutes are recorded and made available by an R&R staff person each week.

## UCC Outputs for 2021-2022

### Policy and Procedure Developments for 21-22

University curriculum policy and procedural developments are proposed by UCC membership and non-voting membership. Typically, ad hoc committees are formed to most efficiently work on issues and develop proposals. During the 2021-2022 academic year, the following items were developed or refined as a result of UCC work:

- 1) Procedures for Accelerated Programs of Study (4+1 programs)
  - a. See: [https://www.ndsu.edu/facultysenate/committees\\_1/ucc/resources/#c725243](https://www.ndsu.edu/facultysenate/committees_1/ucc/resources/#c725243)
  - b. The opportunity existed for students or departments to create these types of programs where a Bachelor's and Master's degree could be earned in a given period of time, typically five years. However, no procedures existed for those program plans to be reviewed or developed via the UCC. These procedures now help to streamline the process between collaborating departments as well. Thereby, creating new opportunities for students and departments going forward.
  
- 2) Editing the Cross-listing courses procedure
  - a. See: [https://www.ndsu.edu/facultysenate/committees\\_1/ucc/resources/#c723046](https://www.ndsu.edu/facultysenate/committees_1/ucc/resources/#c723046)
  - b. As programs have merged as well as departments across campus, there was language in the Cross-listing requirements which provided a minor impediment. The addition of 'programs' to 'departments' helps to ensure there is less restriction of interpretation for programs and departments seeking to cross-list courses.
  
- 3) Adjusting GPA Requirement for Accelerated Programs
  - a. In collaboration with the Graduate School, the UCC changed the minimum GPA requirement for students from 3.5 to 3.0 to offer better alignment with current Graduate School minimums for degree progression.
  - b. This change offers greater accessibility to these programs for NDSU students as well as greater offerings for NDSU departments. However, individual programs may still choose their own specific GPA requirement above the 3.0 minimum.
  
- 4) UCC Membership Duties
  - a. Previous to 2021-2022, specific duties and expectations of the UCC membership was not developed specifically or made public.
  - b. The UCC chair worked with members to more explicitly detail the work members complete.
  - c. In addition to creating a better system for onboarding new members and member accountability, this set of duties helps members communicate in their own PT&E documentation the service responsibilities they have on the UCC.
  - d. See: [https://www.ndsu.edu/facultysenate/committees\\_1/ucc/](https://www.ndsu.edu/facultysenate/committees_1/ucc/)

- 5) Addition of FERPA statement to Policy 331.1
  - a. To help ensure adequate communication of student rights, a FERPA acknowledgement was added to Policy 331.1 which needs added to NDSU course syllabi. This language and legal obligation was initiated by the Registrar and enacted by the UCC.
  - b. Accordingly the addition reads in the policy: Family Educational Rights and Privacy Act (FERPA) statement
    - i. The following statement must appear on all syllabi: Your personally identifiable information and educational records as they relate to this course are subject to FERPA.
- 6) Change in Procedure for General Education Course Revalidation Review
  - a. The UCC determined that the current Gen Ed committee completes a thorough vetting of proposals seeking revalidation and therefore the UCC does not need to engage in additional (or redundant) thorough review.
  - b. We changed our review process requirements to allow those types of proposals to fall on our Consent Agenda thereby honoring the work of the Gen Ed committee and making UCC review process more efficient overall.

### **NDSU Course and Program Review**

Faculty and department staff submit course and program changes as well as new program and course proposals through the Course Leaf system. Each of those proposals eventually find their way to the desk of the UCC for final evaluation, review, and approval/denial. Once approved by the UCC, those proposals are placed in the Faculty Senate consent agenda. The following table details the quantity of reviews completed by UCC. The brief list of definitions aid in interpreting the table. Following, denials or rollbacks have been detailed in themes for perspective.

#### *Definitions*

- Consent Agenda: these proposals include those which have non-substantive changes and typically do not require much scrutiny for review. Includes programs and courses.
- Review Agenda: these proposals include those with substantive changes and require more in-depth evaluation. Includes programs and courses.
- Substantive and Non-substantive changes: *See - [https://www.ndsu.edu/facultysenate/committees/1/ucc/course\\_changes/](https://www.ndsu.edu/facultysenate/committees/1/ucc/course_changes/)*

**Table 1**  
**Curricular Review by UCC for 2021-2022**

<b>Consent Agenda Items</b>	145 proposals
<b>Review Agenda Items</b>	352 proposals
<b>Items Rolled Back to Dept.</b>	22 proposals
<b>Items Temporarily Held and Fixed by UCC</b>	21 proposals

### ***Predominant Reasons for Rollback***

- Missing letters of support from affected departments
- Incomplete language for course or program agreements
- Issues with syllabi matching between 400/600 courses
- Misalignment with Policy 331.1 requirements
- Missing or Ill-formed objectives
- Lack of response to required proposal information in Course Leaf

### ***Reasons for UCC Hold and Edits***

- Edits to align course documents, missing documents, catalog description
- UCC needed to reach out for clarification for understanding intents of changes
- Questions on pre-requisites or language clarity with pre-requisites
- UCC facilitated interdepartmental discussions of proposals (affected depts.)

### ***Highlights***

- In total, the UCC reviewed **497 proposals** which included new courses, course changes, program changes, and new program proposals.
- **Less than 9% of all proposals** presented to the UCC for review were rolled back, denied, or held for editing.
- **UCC Members invested more than 55 hours** each across the 21-22 academic year toward the curricular development of NDSU.
  - o During 21-22, UCC members attended nearly **40 hours** of scheduled meetings to handle the curricular business of NDSU
  - o More difficult to enumerate is the hours which members spent on *ad hoc* committees and hours spent reviewing proposals prior to each weekly meeting. A conservative estimate would be **15 additional hours** of work beyond scheduled regular meetings.

*Submitted June 23, 2022 to the Faculty Senate*

*By Adam A. Marx, PhD. – 2021-2022 UCC Chairman*