**University Curriculum Committee**

**2022-2023 Annual Report to Faculty Senate**

**Prepared by Adam Marx, 2022-2023 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 22-23 academic year. Additional duties and responsibilities can be found on the UCC website: <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. Committee 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 was made available with the chair in a Memorial Union space during the fall and fully on Zoom in the Spring 2023. Meeting minutes are recorded and made available by an R&R staff person each week. These are archived within a Blackboard site for the committee.

**UCC Outputs for 2022-2023**

**Policy and Procedure Developments for 22-23**

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 2022-2023 academic year, the following items were developed or refined as a result of UCC work:

1. UCC Deadlines Updated
	1. Created and approved a two-deadline system whereby proposals will have a fall deadline and a spring deadline.
	2. New proposals intended for a fall enrollment will be due the previous fall with an identical procedure for spring proposals
	3. Intended to distribute review workload for UCC across the year
	4. Will make courses available for enrollment in a more-timely manner at registration windows
2. Course Leaf Proposal Items Updated
	1. R&R is proceeding with an overhaul of the Course Leaf system
	2. Membership revised required items for curricular proposals
	3. Added emphasis placed on justification clarity and meaningfulness of questions
	4. Added emphasis placed on providing evidence for duplication inquiries
	5. New faculty/staff-facing pages in CL will be available for the start of 2023-2024
3. Requested a special ad hoc committee from Faculty Senate
	1. Committee was to focus on developing a process/procedure for addressing course and program duplication as well as credit differential for dual degrees
	2. Committee produced significant changes and recommendations to future procedures. Report was approved by FS in May 2023.
4. Approved the reduction of credits for transfer degrees
	1. Removed the 60-credit requirement for transfer students and 36 credits of residency credits required
	2. Replaced with 30 credits in both areas
	3. Reduces transfer student enrollment and continuity barriers
5. Reducing workflow timelines for non-substantive changes
	1. Approved a procedural improvement which pushes non-substantive course/program changes from the department directly to UCC.

**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/>

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| **Table 1****Curricular Review by UCC for 2022-2023** |
| **Consent Agenda Items** | 50 proposals  |
| **Review Agenda Items** | 383 proposals |
| **Items Rolled Back to Dept.** | 25 proposals |
| **Items Temporarily Held and Fixed by UCC** | 34 proposals |

***Highlights***

* In total, the **UCC reviewed 433 (497 in 21-22) proposals** which included new courses, course changes, program changes, and new program proposals.
* **Less than 14% of all proposals** presented to the UCC for review were rolled back, denied, or held for editing.

Consistent with 2021-2022, for the recent year, the following are reasons for proposal issues:

***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.)