

UCC Position Statement

(Approved 2009, Updated 2015*)

The purpose of this position statement is to assist and guide faculty who are submitting undergraduate curriculum proposals. The UCC is not a single regulating body. Under the auspices of the Provost, the function of this committee is to provide a culminating step in the review process. Once undergraduate curricular proposals have received approval from the department(s), the chair(s), the school committee(s), the Dean(s) and the Teacher Education Council (when appropriate), they are reviewed by UCC. Departments are expected to regulate proposal content; therefore, UCC accepts departmental priorities and standards in proposals once they have passed school committee review.

The UCC reviews undergraduate curriculum proposals of two broad types: 1) new courses and course change proposals, (If a course proposal requires changes to the areas within the current structure of General Education then the proposal will be forwarded to the faculty senate for approval of the change in area before the course is reviewed by the UCC), and 2) new programs, majors or minors or changes in programs, majors or minors."

The UCC seeks to review curriculum proposals in an open and collegial manner. Questions regarding the curriculum approval process should be referred to members of the UCC and/or members of the school curriculum committees. An updated list of the UCC members is available on the Faculty Senate Web page <http://www.salisbury.edu/campusgov/facsenate/current-year/committees.html#ucc>.

*Note that this language was approved by the faculty senate on Feb. 24, 2015.

1.2 CURRICULUM REVIEW PROCESS

Guiding Proposals to Final Approval

The Undergraduate and School Curriculum Committees have agreed upon several general procedures to use in guiding proposals to final approval.

Role of the Faculty Senate

Any course which require changes to the areas within the current structure of General Education will be forwarded to the faculty senate for approval. Here we define “area” to mean the three or four letter code that is associated with all courses whether that code is synonymous with a program, a department, or other*. When a new area has been sent to the faculty senate to be reviewed for inclusion in General Education, the senate president will contact the chairs of departments hosting those disciplines currently represented in the proposed category of General Education. The senate president will ask each chair for a representative to serve on an ad hoc committee to review the proposal. The faculty senate president will also recruit a non-voting designated senator to sit on the committee. Once formed, the ad-hoc committee will elect a chair to oversee the review process.

The proposing department will submit a formal proposal to the ad-hoc committee where they will demonstrate the academic underpinnings of the area and conclusively show that the proposed area is suitable for inclusion in that General Education category. The faculty senate will ask that this ad-hoc committee submit a report with a recommendation and a rationale in writing to the senate president. The senate will then consider the recommendation of the ad-hoc committee and vote on the proposal. Representatives from the ad-hoc committee will be asked to attend the senate meeting to answer any questions. If the faculty senate approves the change in area, the UCC will then proceed to review the course proposal to determine if the course meets UCC guidelines for inclusion in General Education. If the faculty senate does not approve the change in area, the UCC will not review the course proposal.

*Note that this language was approved by the faculty senate on Feb. 10, 2015.

