University Curriculum Committee

Committee Handbook

Spring 2016

University of Nebraska–Lincoln

**Compiled and Prepared by the
Undergraduate Education Office**
Reviewed by Scott Fuess, UCC Chair 2003-2005
Reviewed by Albert Casullo, UCC Chair 2005-2007
Reviewed by Larry Walklin, UCC Chair 2007-2010
Reviewed by Brian Moore, UCC Chair 2010-2012
Reviewed by Thomas Weissling, UCC Chair 2015-2016

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POLICIES AND PROCEDURES

Committee, Role of Curriculum

- The University Undergraduate Curriculum Committee (UCC) provides a campus-wide perspective on curricular issues, to address curricular policies and make recommendations regarding the present status and future improvement of the undergraduate curriculum, and to evaluate curricular proposals that have implications beyond the individual colleges.
- Colleges have the primary responsibility for setting standards for and evaluating routine curricular matters such as course descriptions, course content, course requirements, and course syllabi. The UCC will receive and review proposals from the college curriculum committees that deal with such routine curricular matters. The UCC will return such proposals to the college curriculum committees for reconsideration only in cases where there appears to be an oversight on the part of the college curriculum committee.
- The UCC will engage in a more substantive review of proposals that have implications that go beyond the individual colleges, such as those that involve multiple colleges, those that set new precedents, those that involve campus-wide requirements, and those pertaining to campus-wide academic programs.
- The UCC will serve as a safeguard against needless and wasteful curricular duplication by reviewing all proposals for modification in undergraduate courses and for new undergraduate courses proposed by the undergraduate colleges, including all courses in the 001 through 499 series that are available to undergraduate students. This function is to be discharged by referring any findings of needless duplication to the appropriate undergraduate college. Prior to being listed in a college's official announcement, new or modified courses that in the committee's judgment lead to needless curricular duplication may not be offered or listed in the official announcement of courses of a college.
- Charge to UCC regarding General Education Achievement Centered Education (ACE) courses: Review requests for ACE certification, determining which requested courses will receive that designation, and communicating their decisions to the proposing units. In cases where ACE certification is not granted, the UCC-ACE subcommittee will clearly communicate the reasons for this decision. The subcommittee is responsible for establishing processes for alternate means of satisfying ACE Learning Outcomes for students, such as the Co-Curricular Experiences process or Study Abroad process.

Committee Chairperson, Role of Curriculum

- A chairperson will be elected by UCC representatives for a one-year term beginning with the fall semester. A chairperson can be elected for additional terms.
- The chairperson appointment will begin the first meeting of the fall term.
- The chairperson will lead each in-person meeting.
- The chairperson will monitor on-line discussion when necessary.

- In January of each year, the chairperson will submit an annual report of the committee's activities to the Faculty Senate, all committee members, the Undergraduate Education Office, and the Senior Vice Chancellor for Academic Affairs. The chairperson will be contacted by a Faculty Senate representative regarding the meeting date at which the report will be presented.

Committee Members, Role of Curriculum

- See Page 4 for definition of responsibilities as defined by the Faculty Senate.
- Respective college representatives will act as a liaison between the UCC and their College Dean's Office when a curriculum or ACE request is denied or tabled.

CREQ

- **What is CREQ?**
  o CREQ is the electronic Course Approval system designed for the colleges to electronically submit curriculum requests for review and approval including ACE certification proposals, deletions, changes, and new courses to the UCC.
  o The website is located at: http://creq.unl.edu/.
  o Logging on – UCC members will use their Blackboard username and password. If you have not been assigned a username/password or are having problems logging on with your Blackboard username and password, contact Blackboard assistance at 472-4030.
  o An introductory session to the on-line system will be given before the first in-person meeting for new UCC members.

- **Timeline, Voting**

  o **Process –** The CREQ system provides the means for creating and tracking discussion items via 'comments'. *It is strongly encouraged that any transactions and decisions made regarding any course be entered in the CREQ system in this manner.*

  o **Proposal Deadline** – Requests must be submitted by the 15th of each month in order for the request to be processed for review/vote the following month.

  o **UCC Voting Period** – The UCC voting period is a period in which the UCC voting members can vote on curriculum requests. At the end of the period, votes are calculated and are available for viewing at: http://creq.unl.edu/ucc/reports/monthly. Discussion can be viewed during the voting period and should be placed into the comment area in CREQ for a history and transparency regarding discussions. The voting period expires at 11:59 pm on the last day of voting.

- o **ACE Voting Period** – The ACE voting period is a period in which the UCC-ACE Subcommittee members can vote on the ACE requests. At the end of the period votes are calculated and are available for viewing at: http://creq.unl.edu/ucc/reports/monthly. Discussion can be viewed during the voting period and should be placed into the comments area in CREQ for a history and transparency regarding discussions. The voting period expires at 11:59 pm on the last day of ACE voting.

- **UCC Voting Definitions –** During the voting period, UCC voting members can cast their electronic votes with the following choices:
  - o **Approve** = Approve the request. It takes a majority to approve.
  - o **Resubmit** = Resubmit means that you deny the request. Please state in the comment box why you denied the request. If the **majority** selects "resubmit," the course will go back to the submitter for revisions.
  - o **Table** = Table means that there are minor changes requested. The request automatically rolls over to the following month. It takes two members to table a request.
- **ACE Voting Definitions** – During the ACE voting period, UCC-ACE Subcommittee members can cast their electronic votes with the following choices:
  - o **Approve** = Approve the request. It takes all eight voting members to approve.
  - o **Table** = Table means that there are major or minor changes requested. The request will roll over into the UCC-ACE Facilitator role for UCC-ACE Subcommittee discussion and decision at the next meeting. It takes one member to table a request.

Meetings, In-Person Curriculum

- In addition to the online review of course proposals, the committee will meet face-to-face at least one time per year, at the beginning of each academic year.
- The UCC-ACE Subcommittee meetings will be held monthly following the completion of ACE voting.

Minutes, Meeting

- In-person meeting minutes will be recorded by the Project Specialist from the Undergraduate Education Office. Minutes will indicate names when a split vote has been made on a motion.
- After the minutes are compiled, the minutes will be forwarded to the chairperson for review and then distributed via email to the UCC for approval. Members will approve, deny, or approve with correction(s) by return email.

UCC Review Guidelines

- **Course Approval, Undergraduate/Graduate –** If a request is made for both an undergraduate and graduate course, the UCC generally approves the undergraduate course only. Approval requests for graduate courses are sent by the college directly to Graduate Studies and reviewed by their committee.
- **Deleted Courses –** Deleted courses are submitted by the colleges to the UCC for notification purposes only. Notification of the deleted course is listed along with changes/new courses. Deleted courses are <u>not</u> approved by the UCC.
- **ACE Course Requests –** Simultaneous submission of a new course and ACE proposal is permitted within the same voting period, with the understanding that if the new course is <u>not</u> approved, the ACE proposal is void. Furthermore, the course must be approved prior to discussion/vote as an ACE course.
- **Syllabus –** A syllabus must accompany all new courses and ACE proposals. A syllabus normally includes the method of evaluation used in the course. ACE proposals must be accompanied by a syllabus which includes the appropriate ACE language, see the ACE Governing Documents for details.

UCC Members and Terms

The Curriculum Committee shall consist of the following voting members:

(a) one faculty member representing each of the undergraduate colleges selected as determined by their respective faculties;
(b) one faculty member selected by the Academic Planning Committee;
(c) two students representing two different undergraduate colleges, selected as determined by ASUN;
(d) one faculty member appointed by the President of the Faculty Senate,

and the following non-voting members:

(e) the Senior Vice Chancellor for Academic Affairs, or designee;
(f) the Director of the Honors Program, or designee;
(g) the University Registrar and two designees, as determined by the Registrar;
(h) the Director of Undergraduate Education Programs;
(i) Project Specialist to be appointed by the Director of Undergraduate Education Programs.

College Faculty members shall serve three year terms. Student members shall serve two year terms. The terms will begin with the Academic year and will be staggered. For the complete UCC Syllabus go here - http://www.unl.edu/facultysenate/university-curriculum-committee

For the Campus Wide Committees Syllabus go here - http://www.unl.edu/facultysenate/committees/campuswidesyllabus.pdf

Curriculum Definitions

1. **Activity Type –** all courses must have at least one activity type.

   - Lecture (Lec) – can have a maximum of 2 co-activity types. Always has credit hrs.
     o Possible combination: Lec, Lec/lab, Lec/rct, Lec/quz, Lec/lab/quz, Lec/lab/rct, Lec/rct/quz
   - Laboratory (Lab) – must have credit hours if the letter "L" is in the last position of the course number. If Lab is in combination with another activity type, Lab will not have credit hrs.
     o Possible combination: Lab, Lec/lab, Lab/rct, Lab/quz, Lec/lab/quz, Lec/lab/rct, Lab/rct/quz
   - Quiz (Quz) – always taught with Lec. Never has credit hours.
     o Possible combination: Lec/quz, Lec/lab/quz, Lec/quz/rct
   - Recitation (Rct) – Always taught in conjunction with Lec. Never has credit hours.
     o Possible combination: Lec/rct, Lec/rct/lab, Lec/rct/quz
   - Studio (Sdo) – Always has credit hours. Stand alone activity.
   - Field (Fld) – Course taught in the field and generally taught off campus. Always has credit hrs. Stand alone activity.
   - Independent Study (Ind) – Topic not covered in any other course at the University. Ind is not course offered by special study arrangement. Always has credit hours. Stand alone activity.
   - Personalized System of Instruction (PSI) – Sometimes called "self-paced or Keller Plan". Always has credit hours. Activity can be called Lec or PSI.

2. **Course Numbering**

   - The numbering system was established by the Board of Regents in September 1971. Numbers in the University of Nebraska Course Numbering System have specific definitions:

     - 0-99 -- special, noncredit, prerequisite, short-term, and no-credit (zero credit hours) and mostly Pass/No Pass courses.
     - 100-199 -- Freshmen
       200-299 -- Sophomore
       300-399 -- Junior
       400-499 – Senior
       500-799 -- Professional Courses and some Graduate (i.e., Dentistry, Law, Architecture)
       800-899 -- Graduate (Master level)
       900-999 -- Graduate (Doctoral)

   - Numbers within a course number have distinct representation.
     - _ _ courses have "0" credits and are normally graded as Pass/No Pass only.
     - _ 9 _ are reserved for specialty courses that have variable topics and variable credit hours such as Independent Studies, Special Topics, Seminars, Tours, Internships,

Theses, Special Projects, Workshops, and Dissertations. Course numbers with "9" in the middle <u>can</u> be repeated for credit toward the degree.
- Courses with a "9" as the middle digit have a range of credit hours (i.e. 1-24 cr, max 24).
- Courses with "9" in middle <u>cannot</u> have credit hours as alternate credit (i.e., 3 or 6 cr) unless the course can be repeated for credit toward the degree (i.e., 3 or 6 cr, max 12)
- _90 to _99 are reserved for workshops, independent research courses, seminars, tours, courses that can be repeated for credit <u>toward the degree</u>, or variable credit hour courses that can be repeated for credit toward the degree. The following are _9_ #s that are reserved for the course types:
  - _90 or _93   Workshops/seminars.
  - _91 or _92   Special topics/seminars/tours.
  - _94 or _96   Independent study.
  - _95   Internships.
  - _97   Practicums (field type course).
  - _98   Research.
  - 499   Undergraduate Thesis
  - 899   Graduate (Masters) theses.
  - 999   Graduate (Doctorate) courses.
- The last two digits in a 400- and 800-level tie-in course should always match (i.e. 412/812).
- A 400/800 level course is a <u>single</u> course that offers credit at both the undergraduate and graduate level. These are <u>not</u> two different courses. The title, credit hrs, description for a 400/800 course should be the same.
- Alpha Suffix – is an alpha character used in the fourth position of the course number if more course numbers are needed.
  - Allowable alpha suffixes include: A, B, E, G, H, J, K, L, M, N, P, Q, R, T, U, V, W, X, and Y.
  - C, D, F, I, O, S and Z cannot be used as suffixes.
  - L represents laboratory class.
  - H represents an honors course.
  - X represents a course that has a web delivery method.
  - G represents professional courses for graduate credit.

a. Credit, Alternate
- Credit hours in a course can be listed as alternate credit (i.e. 3 or 6 cr, max 6 <u>or</u> 3 or 6 cr, max 12). Courses with alternate credit should not have the number "9" as the middle digit of the course number unless the course can be repeated for credit toward the degree (i.e., 3 or 6 cr, max 12).
- A variable credit hour course or an alternate credit hour course can only have the activity types of: Lec (carries the credit hours) OR Lab (for credit). No other course activity types are permissible.
- Courses can be listed with a range of credit hours (i.e., 1-24 cr, max 24). For detailed information about courses that can be repeated toward the degree, see **Course Numbering.**

4. **Credit, Single**
   - "Zero credit hour" courses must be numbered less than 100 (i.e., 98). The only exception to this rule is for "military science" courses where the federal government requires a course number above 100 but less than 499, for some military science zero-credit hour lab courses, or courses specifically approved by the Vice Chancellor of Academic Affairs to be numbered above 100 and have zero credit hours. Zero credit hour courses should be "P/N only."
   - A combination of pass/no pass and credit hrs may be applied within independent study courses, internships, applied music, and student teaching field studies.

5. **Credit Hours, Max per Degree**
   - Max credit hours and max repeat possible for any course is 55 credit hours.
   - The last digit in the credit hour field within a course listing is the maximum credit allowed in the course toward the degree (i.e., 3 cr), unless indicated otherwise (i.e., 1-6 cr, max 6). For detailed information about courses that can be repeated toward the degree, see **Course Numbering**.
   - Max Credit SHOULD be listed if the course is offered 1) for a fixed credit (3 cr) and can be taken more than once, and counted more than once toward the degree or for a range of credit (1-3 cr) and/or if the course can be taken more than once and counted more than once toward the degree.
   - Max Credit should NOT be listed if the course is offered 1) for a fixed credit (3 cr) and can only be counted once toward the degree or 2) the course is offered for alternate credit (2 or 3 cr).
   - Max per Degree is only applicable when a course can be repeated more than once toward the degree. It states the total credit hours that a person can earn from that course toward the degree. The "Max per Degree" for variable credit hour courses is normally the highest digit in the range. The maximum credit allowed toward the degree in any course is 24 credit hours except for the course number "999" which can be taken for up to 55 credit hours toward the degree.

6. **Credit Hours, Max per Semester**
   - Max per Semester is the maximum credit hours per semester that a student can take the course in a given semester. Mini-courses and alpha sub-area courses would fall into this category. Max per Semester is stated as: (x cr per sem, max xx). For detailed information about courses that can be repeated toward the degree, see **Course Numbering.**

7. **Credit Range (also identified as variable)**
   - Courses listed with range of credit hours (i.e. 1-24, max 24) should have the number "9" as the middle digit of the course number.

8. **Cross-listings**
   - Academic departments/subject-areas with course numbers in parentheses following the course title indicate that the course is offered (cross-listed) in one or more other academic departments/subject-areas. Credit can be earned in any one of the academic departments/subject-areas according to the registration by the student.

- The last two digits of the course number should be the same for the "home" department/subject-area and for the course in the cross listing department(s)/subject-area(s).
- 900-level courses cannot be a tie-in cross-list with 400-level courses.
- If an 800-level course is moved to the 900-level, then the 400-level course must be dropped from the tie-in arrangement.
- If the 400-level course is dropped, the 800-level course may be changed to the 900-level.
- An 800-level course cannot be a tie-in with a 100-level, a 200-level or a 300-level, or vice-versa.
- A cross-listed course requested by the home department (whether it be a new cross-listing, change or deletion) must be accompanied by a "Memo of Understanding" from the cross-listed department(s) approving of the request. The only exception is if the cross-listed course is within the same department (i.e., 400/800 tie-in arrangement). The Memo of Understanding should be typed on departmental letterhead, addressed to the UCC, stating the cross-listed department's approval of the "stated" request affecting the cross-listed course, and be dated and signed by the department's chairperson.
- A tie-in or cross-listed course requires the UCC approval to list, change, and/or delete.

9. Description, Course
- Course descriptions are not complete sentences. They are statements that explain the scope for the course and describe "what" is to be covered in the course.
- Course descriptions are written in the "present tense."
- Course descriptions should not cover "how" a course is going to be taught. This information should be in the syllabus or in the note section of the course listing (appears in italics).
- Course descriptions should not cover "how" the course is to fit into the degree program.
- Eliminate any reference to "student" as they are the only ones that can take the course.
- Eliminate any reference to "course" or "this course will".
- Eliminate the "how" and "when" something is to get done from the description. These items should be covered in the syllabus or may be listed in the notes field, which follows the prerequisite field in the course listing.
- The four-alpha abbreviation should not be used in the course title or description.
  - When the prerequisite or note says something like "…experience in a field of study in the biological science area," that indicates not only BIOS, but also other science areas like ASCI, ENVR, AGRO, GRAS, and other sciences that touch a little on the field of biological science. The field of study is fully spelled out (i.e., "…and experience in a field of study in the biological science area.).

10. D/F Removal/Course Repeats
- The official University of Nebraska policy is to compute the undergraduate grade point average (GPA) using only the last grade for a given course when the student has taken the course more than once and if the earlier grade in the course is below a "C." All grades are recorded on the transcript whether or not they are used in computation of the GPA.
- When courses are revised, it is important for departments to indicate whether the course with a new number or revised course can be used to remove the grade factors for a previously "failed" (grade of "C-" or below) course.
- If the revised course is for fewer credit hours than the previous course, D/F removal would not apply.

- If the student repeats a course that has a grade of "C" or better, both grades are calculated into the GPA, but only one of the courses is counted toward the degree.
- A course with a "9" in the middle cannot have an automatic D/F grade removal because those courses <u>cannot</u> be taken more than once toward the degree and/or with a different sub-title each time.

11. **Home Department/Subject-area for a Course**
    - Curriculum requests can <u>only</u> be submitted by the home department.
    - Exception: A cross-listed department/subject-area can complete a curriculum action request to "pull out" of the cross listing arrangement. For detailed information, see **Memo of Understanding**.
    - Curriculum action is required to change the home department/subject-area for a course.
    - A Memo of Understanding is required from the department requesting to become a participant in a cross listing. For detailed information, see **Memo of Understanding**.
    - The home department/subject-area for a course can initiate curriculum action to delete the home course with associated cross-listed courses. The cross-listed course(s) will automatically be deleted with the home course. Curriculum action can be requested by a cross-listed department to create a new home for the course.

12. **Honors Courses --** Honors courses offered as an "honors contract" are not required to be approved through the UCC course approval system. If it is decided that the "honors contract" course is to be offered as an Honors course, then it will need to be requested through the UCC course approval system. ("Honors contract" courses are created through Registration & Records and have a created and end date at the time of request.)

13. **Memo of Understanding**
    - A cross-listed course requested by the home department/subject-area (whether it be a new cross-listing, change, or deletion) must be accompanied by a Memo of Understanding from the cross-listed department(s)/subject-area(s), approving the request.
    - Exception: A cross-listing department/subject-area can request curriculum action to "pull-out" of the cross-listing arrangement without including a Memo of Understanding from the home department and/or other course cross-listing department(s)/subject-area(s).
    - A Memo of Understanding is not required when a course is a tie-in or cross-listed course within the same department/subject-area (i.e., 400/800 tie-in arrangement or a studio type 100-200-level course) or if a participating department is pulling out of the cross listing.
    - A Memo of Understanding should be typed on departmental letterhead, addressed to the UCC, stating the cross-listed department/subject-area's approval of the "stated" request affecting the cross-listed course. The memo should be dated and signed by the department's chairperson.

14. **Method of Delivery**
    - There are 2 methods of delivery:
      - Classroom
      - WEB

15. Notes

- Notes are always printed in *italics* and listed following the prerequisites.
- Notes can be used to give special information about the course or some limitation on the use of the course in a student's academic program (i.e., *XXXX 324 will not count towards a major in XXXX.)*
- Notes are associated with a specific course number.
- Notes for the 400- and 800-level of a 400/800 tie-in course are normally the same, but they can differ (i.e., for the 400-level: XXXX XXX will not count toward the major. For the 800-level: XXX.XX will not count toward the MA degree.)
- Standard wording for Pass/No Pass courses is listed in the Notes section of a course listing. Use the wording, "Cannot be taken Pass/No Pass" or "Pass/No Pass only."

16. Prerequisites

- Course prerequisites follow the word "Prereq:" in the course listing.
- Course prerequisites indicate the level of preparation a student must have before enrolling in the course.
- A prerequisite is preparation that a student must have to prepare to take the course and have a chance at passing the course. It is <u>not</u> preparation that is just "good to know" before enrolling in a course.
- Equivalent preparation is generally sufficient to meet a stated prerequisite.
- If there is doubt about a student's preparation level, permission to enroll may be requested from the instructor of the course or from the department chairperson.
- Academic departments reserve the right to deny admission in a course if the prerequisite has not been completed. Academic departments reserve the right to give permission to waive the prerequisite for any course or to substitute for the prerequisite learning obtained by other means than through the prerequisite course(s).
- "And permission" is acceptable as part of a prerequisite; but the statement requires the department to have someone "on hand" who can give permission at any time during normal working hours and may require the commitment of resources to fulfill.
- A 'recommended prerequisite' may be listed, provided that it states preparation a student must almost have to pass the course.
- The use of the words "parallel", "parallel with", or "co-register with" in the prerequisite for the course means that both courses are to be taken simultaneously.
- "…or permission" should <u>not</u> be used in a prerequisite. "Or permission" is the automatic prerequisite for every course at the University by Academic Senate policy.
- List UNO courses in the prerequisite with the standard UNO course abbreviation, the exact UNO course number (four digits) and then followed by "UNO" in parenthesis [i.e. AE 3300 (UNO)].
- The word "or" is used in combination with the semi-colons and commas to clarify what the choices are for meeting the prerequisite and that "double readings" of the prerequisite are not possible. Examples may include: "Prereq: Senior Standing; XXX 1XX and 2XX, or XXXX 3XX; or bachelor degree." "Prereq: ACCT 201; ECON 210, or 201 and 202; MRKT 341; and MNGT 331, or MIST/MNGT 301, or MIST 350; and permission."
  - Generally, prerequisites are the same for all departments/subject-areas participating in a cross listed course. There are exceptions: 1) Prerequisite can vary between the 400-level and the 800-level of a 400/800 course; and 2) there

are cases where the prerequisite is different for different majors or programs, or for non-majors than for majors.
- Class standing is valid as a prerequisite (i.e., "Sophomore standing", which includes all Sophomores, Juniors, and Seniors).
- If a course is "Open to Sophomores only" (or another class level[s] only), the comment should be listed in the Note field, rather than part of the prerequisite.

17. **Repeat Course Policy --** Many courses (i.e., Special Topics) may be repeated. Some colleges specify the maximum repeatable hours for each course in the college. For detailed information, see **Course Numbering** and **Credit** sections.

18. **Subject-area Abbreviation**

- The four-alpha character abbreviation is used to identify the subject-area.
- When a new department/subject-area is approved at both the college level and through the UCC, the Director of Registration & Records must first approve or recommend the four alpha abbreviations to avoid duplication.
- Anytime the "subject-area" is referenced in the prerequisite or in a note field within a course listing, the four-alpha abbreviation should be used.
- The four-alpha abbreviation should not be used in the course title or description.
  - When the prerequisite or note says something like "…experience in a field of study in the biological science area," that indicates not only BIOS, but also other science areas like ASCI, ENVR, AGRO, GRAS, and other sciences that touch a little on the field of biological science. The field of study is fully spelled out (i.e., "…and experience in a field of study in the biological science area.).

19. **Terms in which courses are taught**

- When an I (fall semester), II (spring semester), or III (summer session) appears in a course listing, it means that the course can only be taught in the semester(s) indicated. It does not necessarily mean that it will be taught in that semester, only that it can be taught. It is always up to the department as to when a course is taught.
- If there is no designation (I, II, III), it means that it can be taught in any semester.

20. **Title**

- A title is a "handle" for the course and should not be a full course description. If the title is long, move information to the course description and create a new short "handle" to use as the title for the course.