

2014-2015 SHORT SIGNATURE SHEET



Date: 2015 November 19

Subject: Restrict College Courses to Majors and Minors Only

Originating Department: College of Engineering Dean's Office

TYPE OF PROPOSAL: UNDERGRADUATE _____ GRADUATE _____ UNDERGRADUATE & GRADUATE _____
 (Separate proposals sent to UCCC and Grad. Council)

DATE RECEIVED	DATE FORWARDED	COMMENTS: APPROVED, APPROVED WITH REVISIONS, ETC.	SIGNATURES
	2015 Nov 19		PERSON ORIGINATING PROPOSAL [Ronald E. Smelser:]
	2015 Nov. 19	Approved	DEPARTMENT CHAIR [Ronald E. Smelser:]
11/23/15	12/7/15	Approved	COLLEGE CURRICULUM COMMITTEE CHAIR [Mehdi Miri:]
	12/7/15	Approved	COLLEGE DEAN [Robert E. Johnson:]
		Approved	GENERAL EDUCATION (if applicable; for General Education courses only) [print name here:]
		Approved	HONORS COLLEGE (if applicable; for Honors courses & programs) [print name here:]
		Approved	UNDERGRADUATE COURSE & CURRICULUM COMMITTEE CHAIR (for undergraduate courses only)
		Approved	GRADUATE COUNCIL CHAIR (for graduate courses only)
			FACULTY GOVERNANCE ASSISTANT (received and processed in Academic Affairs)



UNC CHARLOTTE

SHORT FORM COURSE AND CURRICULUM PROPOSAL

*To: Kim Harris, Chair, Undergraduate Course and Curriculum Committee

From: Ronald E. Smelser, Senior Associate Dean, Lee College of Engineering

Date: 2015 November 19

Re: Restrict College Courses to Majors and Minors Only

The Short Form is used for minor curriculum changes. Minor changes may include:

Undergraduate: Minor changes include new undergraduate courses, course numbering (note: must follow Course Numbering Policy), change in pre-requisites, editorial changes to course description, and/or minor program changes

Graduate: Minor changes include course numbering (note: must follow Course Numbering Policy), change in pre-requisites, editorial changes to course description, and/or minor program changes

Submission of this Short Form indicates review and assessment of the proposed curriculum changes at the department and collegiate level either separately or as part of ongoing assessment efforts.

*Proposals for undergraduate courses should be sent to the Undergraduate Course and Curriculum Committee Chair. Proposals related to both undergraduate and graduate courses, (e.g., courses co-listed at both levels) must be sent to both the Undergraduate Course and Curriculum Committee and the Graduate Council.

SUMMARY: State clearly and concisely the proposed changes. Please give a brief statement as to why the change is being proposed.

Ex. "The Biology Department proposes to add a prerequisite to the existing course, BIOL 2222."

Ex. "The College of Information Technology proposes a change in the course description for ITCS 6132."

The Undergraduate Administrative Committee has concern that non-college of engineering majors may enroll in college curriculum courses without approval of the program. This can lead to students who are not admitted to the college gaining credits toward graduation and possibly being awarded degrees without meeting college requirements. This has severe implications for accreditation. This will apply to all ENGR, ETGR, and departmental courses in the college.

FOR CONSULTATION WITH OTHER DEPARTMENTS:

1. Does the proposed change affect other departments (including additions and/or changes to degree requirements or prerequisites offered in other departments)?

_____ Yes No

2. If Yes, please list the other departments affected by the proposed change:

3. Have you consulted with each department listed in item 2 regarding the proposed change?

_____ Yes _____ No

Result(s) of Consultation(s) (please attach documentation):

4. For a new course or for major modification of an existing course, include Consultation on Library Holdings.
5. For proposals involving Honors courses or programs, include written consultation with the Honors Council.

RESOURCES:

1. For a new course or revisions to an existing course, check all the statements that apply:

_____ This course will be cross listed with another course.

_____ There are prerequisites for this course.

_____ There are co-requisites for this course.

_____ This course is repeatable for credit.

_____ This course will affect the number of credits hours for its program.

_____ This proposal results in the deletion of an existing course(s) from the degree program and/or catalog.

_____ This proposal will alter an agreement with a North Carolina community college.

For all items checked above, applicable statements and content must be reflected in the proposed catalog copy.

2. Indicate the additional resources required, if any, to implement and maintain the proposed change.

CREDIT HOUR (Mandatory if new and/or revised course in proposal):

Review statement and check box once completed.

- The appropriate faculty committee has reviewed the course outline/syllabus and has determined that the assignments are sufficient to meet the University definition of a credit hour.

PROPOSED CATALOG COPY: For existing courses copy and paste the current catalog copy and use the Microsoft Word "track changes" feature (or use red text with "strikethrough" formatting for text to be deleted, and adding blue text with "underline" formatting for text to be added). For new courses, draft comprehensive catalog copy.

Sophomore through Senior Year Requirements

In addition to College and University requirements for continued enrollment, students must maintain a major cumulative GPA of 2.0 for all courses in the departmental curriculum. Failure to meet this requirement for two consecutive semesters will result in suspension from the College of Engineering.

Courses (2000 level and above) used to satisfy degree requirements within the college are restricted to majors and minors of the college. Students enrolling in these classes must meet the prerequisite requirements for enrollment. Others wishing to enroll in these courses must obtain departmental authorization.

ACADEMIC PLAN OF STUDY (UNDERGRADUATE ONLY): Does the proposed change impact an existing Academic Plan of Study?

- Yes. If yes, please provide updated Academic Plan of Study in template format.
 No.

STUDENT LEARNING OUTCOMES (UNDERGRADUATE & GRADUATE): Does this course or curricular change require a change in SLOs or assessment for the degree program?

- Yes. If yes, please provide updated SLOs in template format.
 No.

TEXTBOOK COSTS: It is the policy of the Board of Governors to reduce textbook costs for students whenever possible. Have electronic textbooks, textbook rentals, or the buyback program been considered and adopted?

- Yes. Briefly explain below.
 No. Briefly explain below.

IMPORTANT NOTE: A Microsoft Word version of the final course and curriculum proposal should be sent to facultygovernance@uncc.edu upon approval by the Undergraduate Course and Curriculum Committee and/or Graduate Council chair.