Jaymee Haefner, UUCC administrative co-chair
Updated 3.23.18

We celebrate the investment of our faculty and staff in the curricular development process at UNT. This document has been developed as a resource for faculty and staff who are involved in all levels of the planning, development and modification process, to promote communication and efficiency. Additional information and guidance, including the official UUCC charge, is available at www.curriculum.unt.edu.

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FAQs (Frequently Asked Questions):

- **What are the charges and responsibilities of the UUCC?** The UUCC is the primary institutional faculty body that oversees and reviews curriculum from an institutional perspective. The UUCC helps ensure that the University's curriculum and the processes and procedures by which it is reviewed and approved are consistent and appropriate. In its work, the Committee is concerned with the academic integrity of the institution and the quality of course and programmatic offerings. The oversight and review roles recognize that the university's academic programs are diverse, and that this diversity will be reflected in their curriculum.

- **Who are the current voting members of the UUCC?** Elected and appointed membership of the UUCC can be viewed on the Faculty Senate standing committees webpage: http://facultysenate.unt.edu/university-undergraduate-curriculum-committee

- **Who are my college/school/department curriculum committee members?** Contact the UUCC co-chairs for a list of the local curriculum committee members, or the chair of your local curriculum committee.

- **Where do I find the…**
    - **UUCC Meeting dates:** view the calendar link at https://curriculum.unt.edu/content/uucc-calendar-2017-2018
    - **UUCC proposal deadlines:** view the calendar link at https://curriculum.unt.edu/content/uucc-calendar-2017-2018
    - **UUCC minutes and agendas:** http://facultysenate.unt.edu/uucc-monthly-meeting-minutes
    - **List of representatives for my college/school/department:** visit the Faculty Senate standing committees webpage at http://facultysenate.unt.edu/university-undergraduate-curriculum-committee
    - **Updates on proposals from my college/school/department:** log in to unt.curriculog.com and search for the name of the proposal in the upper right corner to view the progress of proposals

- **What is grad track and how do we make proposals?** Grad tracks are designed for students to matriculate directly from an undergraduate program at UNT into a graduate program. An overview of the process can be found here: https://vpaa.unt.edu/sites/default/files/legacy/provost/UNT-grad-track-pathways.pdf

- **When is a VPAA form required for curricular proposals?** See the detailed explanation here: https://curriculum.unt.edu/content/new-programs-or-changes-existing-programs

- **What is a consultation and is it required for new courses/programs/deletions?** Consultations are a key component in curricular development to ensure that every program and course

offered by the university is unique. Consultation should be initiated by course designers and also representatives of the UUCC. Although agreement is not a requirement, conference between affected departments may be required at the discretion of the UUCC.

- **What are the requirements for State of Texas core proposals?** Detailed information about the State of Texas core can be found here: https://curriculum.unt.edu/content/users-guide-university-core-curriculum, and the Director of the Core can also guide the proposal process.

- **What is Curriculog and how do I use it?** Curriculog (https://unt.curriculog.com) is an electronic tool which faculty members who are designing, changing, or removing courses and programs can use to process approvals in a virtual environment. To submit information into the Curriculog system, a user must receive permission from the Office of the Registrar personnel assigned to oversee the Curriculog System. Each college, school, department, and division has the freedom to permit or restrict access to Curriculog. A faculty member interested in submitting into the system should find out who has permission and if permission is desired, request permission from an authority in the college, school, department, and/or division. Information and permissions can be obtained by contacting catalog@unt.edu.

- **My proposal was approved by the UUCC, but it doesn't show up in the current catalog. Why?** Proposals are generally completed two fiscal years in advance of the catalog date (except for September and October). A proposal submitted in November 2017 would be effective in the 2019-20 catalog.

FLOWCHARTS AND TIMELINES:

Catalog deadlines**:** With the exception of the September and October meetings, **all curricular proposals apply to the catalog year which is 2 fiscal years from the current fiscal year.** For example, a proposal approved by the UUCC in November 2019 would apply to the 2021-2022 catalog. A proposal approved by the UUCC in March 2020 would also apply to the 2021-2022 catalog. After the proposal is made, the content moves to the registrar, who prepares the content for approval by departments in November/December, so registration can open for the following fall (note that fall registration opens in the preceding spring). View books and advisors also operate based on this information to prepare students for early registration. Some proposals require approval from the Board of Regents and/or the Texas Higher Education Coordinating Board. These deadlines allow the time for this complete cycle to occur before materials are published. The yearly calendar is posted online: https://curriculum.unt.edu/content/uucc-calendar-2017-2018. See this flow chart for an overview of the processes which follow the UUCC vote: https://vpaa.unt.edu/sites/default/files/legacy/provost/Degree%20Program%20Inventory%20Change%20Process.pdf

Creation, deletion or change to degree, program, concentration, option, minor, or certificate**:** In the following cases, the Provost must indicate initial planning authority on this form: https://vpaa.unt.edu/new-programs-or-changes-existing-programs

- o Use these forms when: (a) creating a new degree/standalone certificate (online, face-to-face, or hybrid); (b) adding a concentration to a degree (only required if the concentration significantly changes the degree in its current form); (c) consolidating degrees; (d) closing a degree or certificate; (e) increasing/decreasing SCH for a degree/certificate; (f) changing a CIP code; (g) changing program modality to more than 50% electronically delivered, e.g. online, video conferencing, etc.; (h) entering into a collaborative academic arrangement that includes the initiation of a dual/joint program; (i) offering a degree or certificate program at an onsite location; (j) initiating a direct assessment competency-based educational program; (k) renaming a degree/certificate; (l) creating a Grad Track pathway (a copy of the Grad Track application should be attached to this form); (m) changing the name of a college/academic department; (n) moving degree/certificate programs between colleges/departments; (o) moving departments to other colleges; or (p) creating/closing a department/college. (j) initiating a direct assessment competency-based educational program; (k) renaming a degree/certificate; (l) creating a Grad Track pathway (a copy of the Grad Track application should be attached to this form); (m) changing the name of a college/academic department; (n) moving degree/certificate programs between colleges/departments; (o) moving departments to other colleges; or (p) creating/closing a department/college.
- o **Degree program closure/phase out**: The University of North Texas is obligated to notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) when a decision is made to stop accepting admission applications to one of its academic programs or sites. Approval of the closure is required by SACSCOC prior to implementation. The Office of University Accreditation handles the notification to SACSCOC, and works with the department to complete the necessary notification steps. Please do not stop accepting new students or update the catalog as "not accepting applications" until SACSCOC approval of the closure and teach-out-plan has been received.

Creation, deletion or change to course

: Before the UUCC votes, an impact report is required for courses which could impact existing programs. For new course proposals which include cross-discipline topics, evidence of consultation should be uploaded in Curriculog (unt.curriculog.com) with the proposal.

- o **UNT core:** Before the UUCC can approve, these proposals require approval from the Oversight Committee on the Core Curriculum. Additional information: http://curriculum.unt.edu/content/oversight-committee-core-curriculum. After these courses are approved by the UUCC, they must be approved by the Texas Higher Education Coordinating Board before counting toward UNT core; submissions to THECB occur in April and are effective the following school year. Additional information about THECB: http://curriculum.unt.edu/content/thecb-0
- o **Grad Tracks:** In addition to the normal steps, these proposals require approval from the Grad Council before approval from the UUCC. Additional information: https://vpaa.unt.edu/sites/default/files/legacy/provost/UNT-grad-track-pathways.pdf

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Items which may be exempt from the regular calendar deadlines

- o Experimental courses: Experimental courses are offered under existing course numbers designated for that purpose. Experimental courses may be offered as soon as the semester after they are proposed (e.g., submitted in fall 2018 and offered in spring 2019), but they should be submitted no later than 2 months before the end of the preceding long semester. These courses can be offered up to 2 times. Offering these courses a 3rd time requires approval from the UUCC co-chairs.
- o Non-curricular catalog content (prose): Check with the registrar and UUCC co-chairs about the timeline for these updates and the best way to submit these updates. Some updates may be made on a shortened timeline.
- o Information (cleanup) items: This content is either submitted by the registrar as cleanup or may be submitted as an information item in Curriculog. These items are clerical in nature, with minimal impact.

Additional information:

- o **Curriculog and agenda submission deadlines:** Agenda items must be on the UUCC step (after dean's approval) by the published agenda deadline. This allows the registrar and the co-chairs time to review, revise, and communicate with colleges/schools about proposals before the UUCC vote.
- o **VPAA approvals:** Initial planning authority is required for certain program proposals. The VPAA approval form must be uploaded in Curriculog before the proposal may be added to the UUCC agenda.
- o **Consultations:** Consultations between colleges/schools/departments are required for proposals which may have an impact on any units outside the area initiating the proposal. The members of the UUCC are charged with reviewing the list of proposals and alerting the UUCC co-chairs if consultation has not occurred before the UUCC vote. In some cases, proposals may be withdrawn from an agenda to allow time for consultation to occur.
- o **Catalog year exception requests:** Catalog year exception requests may be granted in extreme circumstances, at the discretion of the UUCC co-chairs and Vice Provost for Academic Affairs. If an exception is to be requested, contact the UUCC co-chairs.

Committee membership and agendas

Local-level curriculum committee (college/school), recommended membership:

- **Faculty members (voting):** The college/school curriculum committee should include members from each representative area within the unit.
- **Academic counselors/advisors (ex-officio):** Whenever possible, input from academic counselors/advisors should be included in the decision-making process, so these staff can plan for changes and advise about the possible impact of new proposals. Normally, these members would be ex-officio.

- **Administrative assistants (ex-officio):** Staff who are involved with the scheduling and budgetary process of curriculum changes would ideally be included in correspondence and decisions by the local curriculum committee, and might attend meetings as ex-officio members.
- **Administrative (deans/directors/chairs):** An academic dean or director would ideally oversee the curricular focus and process. Normally, administrative members would be ex-officio.
- **UUCC designee from college/school:** This member would ideally serve on the college/school curriculum committee and would serve as a liaison between both committees.

University-level representation and committees, **overseen by the Vice Provost for Academic Affairs (VPAA):** The Vice Provost for Academic Affairs oversees the operations of the UUCC. Additional information: https://vpaa.unt.edu

- **Office of the Core Curriculum and Director of Core Oversight:** Office of the Core Curriculum and Director of Core Oversight serve as liaisons between the Provost's Office, UUCC, Faculty Senate and Office of University Accreditation to ensure compliance with the Texas Higher Education Coordinating Board. The Director of Core Oversight and the Faculty Co-Chair of the Faculty Senate Oversight Committee on the Core Curriculum lead the Oversight Committee on the Core Curriculum (OCCC) to evaluate core proposals and to assess courses which are included in the core.
- **University Undergraduate Curriculum Committee (UUCC):** The UUCC helps ensure that the University "places the primary responsibility for content, quality, and effectiveness of its curriculum with its faculty" as required by SACSCOC.

  The UUCC will:
  1. Develop and implement specific procedures for the evaluation of courses and programs from an institutional perspective for inclusion in UNT's curriculum.
  2. Make recommendations in a timely manner to the Faculty Senate's Executive Committee and the Faculty Senate so that decisions regarding the curriculum follow appropriate processes and meet relevant deadlines. This ensures predictability and consistency for academic programs planning for implementation.

  - **Meeting schedule and location:** UUCC meetings occur the first Wednesday of each month during the months of September through June. No meetings occur during the months of January, July, and August. The meeting location is shared on the agenda and in curriculog.
  - **Communication outside of meetings**
    - **Email (Qualtrics) votes:** When the UUCC approves, certain proposals may be completed by email vote. These votes occur in unique instances, with approval from the UUCC co-chairs and Vice Provost for Academic Affairs. Only voting members may vote on email proposals.
    - **Agenda and supporting documents:** The UUCC agenda is sent by email approximately one week before the meeting day. Supporting information for each proposal should be viewed by each committee member in Curriculog (unt.curriculog.com), by following the link provided in the emailed agenda.
  - **Attendees:** Committee representation may be viewed on the Faculty Senate webpage http://facultysenate.unt.edu/university-undergraduate-curriculum-committee. Non-voting

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members (guests and members with administrative appointments) are asked to sit on the sides of the room to clarify the source of votes and dialogue. The committee includes the following attendees:

o 18 faculty members approved by the Faculty Senate: two faculty members representing each Faculty Senate voting group plus two at-large faculty members;
o three students selected by the Student Government Association;
o the deans of those colleges and schools that offer an undergraduate curriculum or their designees;
o the dean of the library or his/her designee;
o a member of the Oversight Committee on the Core Curriculum (OCCC)
o the registrar; and
o designee of the Office of the Provost (also serving as co-chair).

- **Voting members:** Name plates are green, and members sit in the center of the meeting space.
  - **Faculty Senate groups (18 members):** These members may make motions for any proposal and may vote http://facultysenate.unt.edu/2016-2019-voting-groups.   The term of a faculty member of the committee shall be three years with a second three-year term available. The term of student members shall be one year. From the faculty senate procedures manual (http://facultysenate.unt.edu/faculty-senate-procedures-manual): "After 2 missed meetings or discussions, committee members will be notified of their lack of attendance. After 3 absences the Committee Chair may invoke the option of removing the committee member from his/her committee membership," (Article A, Section 1.1g). "Committee Chairs are responsible for recording attendance and informing the Senate officers or Committee on Committees chair, as appropriate, in the event that a Committee Member is removed from committee membership or resigns. Chairs should inform the Committee on Committees of any membership changes in a timely manner so that the vacant positions can be filled, and all faculty groups can have equal representation," (Procedures Manual Article A, Section 1.1h).
  - **Deans' designees (non-administrative):** Appointed on a yearly basis by deans (one from each college/school; voting)
- **Non-voting members:** Name plates are white and members sit on the edge of the meeting space
  - **Deans' designees (part or full time administrative):** appointed on a yearly basis by deans (one from each college/school; non-voting)
  - **Student members (3):** Appointed by the Student Government Association, representing different areas of study
  - **Support staff (registrar):** The registrar's office provides secretarial support for the UUCC, including preparation of agenda, minutes, and maintenance of the online interface (Curriculog).

- **Guests:** Visitors are welcome to attend the meeting including faculty, staff, administrators, and advisors/counselors.

- **Co-chairs role and responsibilities**
  - **Administrative co-chair:** Communicates regularly with the Vice Provost for Academic Affairs (VPAA), delivers administrative announcements during the UUCC meeting and communication by email between UUCC meetings, provides voting rule support to the faculty co-chair, and communicates with the VPAA regarding any unique voting requests.
  - **Faculty co-chair:** Handles the process of faculty voting during the UUCC meeting, communicates with the registrar and colleges/schools regarding any unique requests or exceptions, and works in tandem with the Administrative co-chair to handle any exception requests requiring VPAA approval.
  - **Note:** If neither co-chair can attend a particular UUCC meeting, the co-chairs will contact the VPAA to request a former UUCC chair or another committee member to lead the meeting.

UUCC agenda and minutes

Posted online at http://facultysenate.unt.edu/uucc-monthly-meeting-minutes

Non-voting agenda:

- **Item I: VPAA Information items (non-voting):** Announcements from the Provost's office, delivered by the administrative co-chair.
- **Item XI: Core Information items:** Sent by the Oversight Committee on the Core Curriculum, including updates to the status of core proposals
- **Item XII: Information (cleanup) items (non-voting):** Announcements about clerical catalog clean-up items, delivered by the faculty co-chair after all votes have completed.

Voting agenda: curricular proposals, with votes overseen by faculty co-chair

- **II. Request for new course**
- **III. Request for experimental course**: Request for experimental courses (first time offered or third time offered with co-chair approval).
- **IV. Change in existing core curriculum course**: Change in course title, prerequisites, description etc.
- **V. Addition of course to core curriculum**
- **VI. Deletion of course from the core curriculum**
- **VII. Add/delete degree/major/professional field/concentration/option/minor**
- **VIII. Change in program**
  - Any curricular change that requires planning authority from the provost (and the VPAA form).

- Change in program (VIII) if it results in an increase or decrease in the hours required for the degree or the major. This helps highlight this type of change for the Registrar.
- Changes to minors or certificate programs (VIII). Since minors and certificates are options that students in any college can choose, it is helpful for everyone to know about changes to these.
- Any curricular change that shows a consultation with a school or college other than the school or college originating the change. Departments and programs should be conscientious about making these consultations when they make changes that can affect students or course enrollments outside their home college or school.
- Request for exemption from the 120-hour rule.

- **IX. Change in existing course/course deletions:** Change to existing course when the change involves either a change in credit hours or a change in number from upper to lower-level or lower to upper-level.

- **X. Consent calendar:** Any item may be pulled for individual discussion and vote
    - **A. Request for experimental course:** Request for experimental course (second time offered).
    - **B. Change in program**: Change in program if it does not result in an increase **or decrease** in hours required for the degree or major and does not require a consultation outside the college or school. Note: Any change that requires planning authority from the provost (and the VPAA form) goes on the regular calendar.
    - **C. Change in existing course**: Change in existing course (not in the core curriculum) with no change in credit hours or level and when the change does not require a consultation outside the college or school offering the course.
    - **D. Course deletions**: Course deletion if the course is not a degree requirement in a program outside the College or School requesting the deletion.
    - **E. Grad Track Pathways**: Addition of or changes to existing Grad Track Pathways that have been approved by the Graduate Council.

Faculty senate reports

- **Presentation of UUCC minutes:** The UUCC co-chairs (either or both) present the UUCC minutes at the monthly meeting of the Faculty Senate for approval. If neither co-chair can attend the meeting, a voting member of the UUCC may present the minutes in place of the co-chairs.
- **Presentation of annual reports:** The UUCC co-chairs prepare the annual report of the UUCC for presentation to the Faculty Senate Executive Committee.
- **Academic Affairs Committee:** http://facultysenate.unt.edu/academic-affairs-committee
- **Core Oversight Committee:** http://facultysenate.unt.edu/oversight-committee-core-curriculum-occc The Oversight Committee on the Core Curriculum is a faculty senate committee consisting

of 11 voting members. Most of the voting members are tenured faculty. The committee has one representative from each faculty senate group, as well as 3 at-large members. A faculty co-chair serves as the coordinator of the group. The Office of the Provost designates an administrative co-chair of the committee who will serve as an ex-officio non-voting member, which is currently the Director of the Core. The committee meets monthly between September and December, and February and May. The committee oversees Core courses through the process of inception, change, and removal from the Core. The committee uses the Texas Higher Education Coordinating Board guidelines when conducting oversight of the Core courses.

Terms and definitions

Academic status

This term is used as an indication of a student's academic standing with the university.

Advanced Courses (or upper-level or upper-division courses), numbered 3000 to 4999, are open to students who have 12 semester hours of credit in a given subject or who have the indicated prerequisites, and to those without the prerequisites who have the consent of the department. In some instances, college/school/departmental requirements may vary. Students should consult individual areas prior to enrolling in advanced courses.

Course numbering system

> Freshman courses, 1000-1999.
> Sophomore courses, 2000-2999.
> Junior courses, 3000-3999.
> Senior courses, 4000-4999.
> Graduate courses, 5000 and above.

The graduate student enrolled in a 5000-level course that meets with a senior-level undergraduate course will be expected to complete additional requirements beyond those expected of undergraduates in the same course.

Courses 2900, 2910, 4900 and 4910, **Special Problems**, are used upon approval of the department chair or dean for individual instruction in any department to cover course content in special circumstances. Courses 5900, 5910, 5920 and 5930 are used in any department that offers graduate work; courses 6900 and 6910 are used in any department that offers doctoral work.

Double major
A student seeking a double major must consult with an advisor from the second department. If approved, the requirements for the second major are incorporated into the student's degree audit.

Experimental Courses (1980, 2980 and 4980) are new courses offered on a trial basis for 1–4 hours credit each. Registration is permitted only upon approval of the department chair.

Honors College Capstone Thesis, 4951, allows a student in the Honors College to complete an honors thesis as a course within the student's major. The Honors College Capstone Thesis is a major research project prepared by the student with the mentorship of a faculty member in the student's major department. An oral defense is required for successful completion of the thesis.

Major
At least 24 semester hours in a given subject are required for a major, including 12 hours of advanced work. The number of hours required depends on the department selected.

The term "professional field" is used in the College of Business to designate the major for the Bachelor of Business Administration (BBA) and the Master of Business Administration (MBA) degrees.

Minimum GPA requirement
This term refers to the minimum cumulative grade point average a student must achieve to remain in good academic standing. At the end of the first term of enrollment at UNT, the minimum CGPA requirement is 1.8. In each subsequent term of enrollment, the minimum CGPA requirement is 2.0.

Minor
A minor requires at least 18 semester hours in a given subject, including 6 hours of advanced work. Specific course sequences for a minor are determined by the department offering the minor. Not all degrees require a minor.

Prerequisite
A prerequisite is a course or other preparation that must be completed before enrollment in another course. All prerequisites are included in catalog course descriptions.

Semester hour
A semester hour is the unit of credit at UNT; the credit allows for 1 lecture hour a week for 15 weeks or the equivalent. In course listings, figures in parentheses following the course credit hours indicate the number of contact hours per week devoted to lecture and laboratory. When it appears, the third and final number in these parentheses indicates the number of recitation hours per week.

Special topics
A course designed with substantial transitional content from semester to semester, (e.g. subject matter, discipline category), and with temporary standing (maximum of three years). Repeated submission of paperwork is not needed after initial approval of the course.

Term/semester/session
The academic year includes three terms/semesters: fall, spring and summer. During the summer term, several sessions are scheduled. Presently the options include 3W1 (three weeks one), 5W1 and 5W2 (five week one and two), 8W1 (eight week one), 10W (ten week) and SUM (full summer term).

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Track

A track is a group of courses designed for students seeking specialized training toward specific career objectives or a group of courses designed to meet a specific need within a degree program. At the UNT Health Science Center, concentrations under the major are referred to as tracks.

Undergraduate academic certificates

The University of North Texas offers upper-division undergraduate academic certificates to meet workforce needs or to provide students with life/career skills and knowledge and to allow for specialization in academic disciplines. Undergraduate academic certificates require 12–20 hours, the majority of which must be advanced. See "Undergraduate Academic Certificate Programs" for additional details.