

UGC Senate Report October 20, 2017

ACTION ITEMS

- 17- 1143 Political Science, Program Change
- 17-6005 INTS 2303 Introduction to International Studies, New Course
- 17-6006 INTS 4360 International Studies Capstone, New Course
- 17-6007 International Studies, Program Change
- 17-6009 Mass Communication, Program Change
- 17-6010 MCOM 3375 Multimedia News Reporting, New Course
- 17-6011 MCOM 4394 Multimedia Journalism Capstone, New Course
- 17-6012 INTS 3321 International Studies, Course Change
- 17-6031 4390 Language Study Abroad, New Course
- 17-6032 World Languages – Spanish, Program Change
- 17-6033 4361 Seminar, Prerequisite Change
- 17-6034 3310 Communications: Presentational, Suspension
- 17-6035 3311 Communications: Interpersonal, Suspension
- 17-6036 3312 Communications: Interpretive, Suspension
- 17-6037 4105 Capstone, Suspension
- 17-6038 CPSC 1175 Introduction to Computer Science Laboratory, Course Title and Description
- 17-6039 ERSC 2103 Historical Geology Lab, Prerequisite/Co-requisite Change
- 17-6040 ERSC 2303 Historical Geology, Remove Co-requisite
- 17-6041 ERSC 3410 Mineralogy, Prerequisite Change
- 17-6042 ERSC 4473/5473 Hydrogeology, Prerequisite Change
- 17-6043 ERSC 3440 Sedimentology & Stratigraphy, Prerequisite Change
- 17-6044 ERSC 4372/5372 Surface Water Hydrology, Prerequisite Change
- 17-6045 ERSC 4419/5419 Geomorphology, Prerequisite Change
- 17-6046 ERSC 4323/5323 Geology of Arkansas, Prerequisite Change
- 17-6047 ERSC 4304 Geology of North America, Suspension
- 17-6048 ERSC 4370/5370 Climate Studies, New Course
- 17-6049 ERSC 3390 Weather Studies, Change Level, Prerequisites, Credits, and Dual-list (from 3390 to 4490/5490)
- 17-6050 ERSC 3380 Oceanography, Change Level and Dual-list (from 3380 to 4380/5380)
- 17-6051 ERSC 3460 Paleobiology, Change Level, Prerequisites, and Dual-list (from 3460 to 4460/5380)

Summary of Action Items

- **6 New Courses**
- **14 Curriculum Changes**
- **5 Suspensions**
- **4 Program Change**
- **29 Total Action Items Passed**

The CCF has been revised to indicate the approval of the Core Council. The instructions were revised to provide clarification. A syllabus is only required on new courses and dual listed 4000/5000 courses. The new form was approved by UGC and will be implemented as soon as possible. The new CCF is attached with revisions in red text.



University of Arkansas at Little Rock
Curriculum Change Form—New Course or Course Changes/Deletions
(See Instructions on Pages 4-6)

Log # (Provost Office use only)

Signature Page for Curriculum Change Form

Note: Complete pages 2 and 3 prior to approval process
Approval Process

1. Department Chair Signature Date	5. Graduate Council Chair Signature Date
2a. College/School Curriculum Committee Chair Signature Date	6. Graduate School Dean Signature Date
2b. Additional College/School Curriculum Committee Chair Signature (If Applicable) Date	7. Is this course listed in the University Core? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, after UGC approval Provost will forward the form to Council on Core Curriculum for approval. Date
3. College/School Dean Signature Date	8. Provost Signature Date
4. Undergraduate Council Chair Signature Date	9. Chancellor Signature Date
10. Current Subject Alpha Code & Current Number (e.g. RHET 4300)	



University of Arkansas at Little Rock
Curriculum Change Form—New Course or Course Changes/Deletions
(See Instructions on Pages 4-6)

Log # (Provost Office use only)

1. General Information (Must be completed by all)

a. Originating Person	b. Contact Person's E-mail	c. Contact Phone	d. Date
Originating Person's Signature:			
f. Department/Program		g. College/School (Select from dropdown list) Select a College...	
h. Type of Curriculum Change (Select from dropdown list) Select Type of Change...			
NOTE: If your course is a New Course or Dual-Listed Course, you must attach a syllabus to this form.			
j. Degree Audit Adjustment Necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, describe:	
k. Explanation (i.e., type of change, special issues, etc.)			

2. Course Changes or Deletions (Current course information)

a. Current Subject Alpha Code (e.g., RHET)	b. Current Number	c. Current Title (30 or fewer characters/spaces)
d. Type of Action (Select from dropdown list)		e. Effective Semester (Use for deletions only)
f. Current Course Description (Old catalog entry-Use for changes only)		

3. New Course Information (Complete only applicable fields for course changes. Complete all fields for new courses.)

a. New Subject Alpha Code (e.g., RHET)	b. New Number	c. New Title (30 or fewer characters/spaces)	
d. Effective Semester		e. Course level (Select from dropdown) Select one...	f. Type of Course (Select from dropdown list) Select one...
g. Proposed Course Description (Catalog entry)			
h. Credit Hours	i. Anticipated Enrollment per Semester:	j. Repeatable for additional credit? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many additional times, ___ or <input type="checkbox"/> Unlimited Retake/Replace (UG Only)? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Note: Additional information may be attached if necessary. Only print pages 1-3.



University of Arkansas at Little Rock
Curriculum Change Form—New Course or Course Changes/Deletions
(See Instructions on Pages 4-6)

Log # (Provost Office use only)

4. Course Restrictions (Select type and enforcement from the dropdown list. Use additional sheet if necessary)

Type of Restriction No Restriction in Banner	Enter Details	Enforced by N/A
Type of Restriction No Restriction in Banner	Details	Enforced by N/A
Type of Restriction No Restriction in Banner	Details	Enforced by N/A
I. Special Grading: <input type="checkbox"/> Yes <input type="checkbox"/> No Explain:		
m. Is the content of this course duplicated in other degree programs outside your department? <input type="checkbox"/> Yes <input type="checkbox"/> No		n. Does this change affect any other degree program? <input type="checkbox"/> Yes <input type="checkbox"/> No
If you answer yes to either "m" or "n," include a signature below from the other department chair.		
Other department chair signature:		

Justification (You must include—but you are not limited to—statements about the need for course changes or new course.)

Resources (You must include—but you are not limited to—the availability of faculty/physical resources.)

Course Grading Scale (Select from dropdown list)

Normal (A-F)

Core Course

Is this course listed in the University Core? Yes No
If yes, then Provost will forward to the Core Council after approval by UGC. See signature block 7 on first page.

For Provost Office use only

Date received:	Date added to Banner:	Date copies mailed:
Date Catalog changed:	Date added to Curriculum Report:	CIP Code:

If applicable* (for New Core Course):

U of A approval:	ADHE approval:	Code requested:	Entered in DB:	AVC:
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Definitions and Guidelines: Course Change Form

General Instructions

1. If the change is to a core course then the Yes box must be checked in the signature page block 7 and must be approved by the Core Council once the UGC approves the change.
2. Attach a library holdings form for all new course proposals (see instructions on final page).
3. Attach a syllabus for all new undergraduate courses including dual-listed (4000/5000). Syllabus is not required for other changes.
4. If you require additional space to respond to any of the form fields, please attach pages as needed (see especially the instructions for course duplications in Section 4).
5. Course additions and deletions can require adjustments to the programming of the electronic degree audit. Even if the requirements of a major or minor remain the same, the addition or deletion of courses from menus within a major or minor can require changes to the degree audit.
6. You must obtain all required and applicable signatures as indicated on page 1.

Section 1

e. Contact the Provost Office, 569-3204.

h. Type of Curriculum Change (Select from dropdown list)

Number change

Title change

Description change

Prerequisite change

Grading change

Dual listing – Make available as both 4000/5000 course.

Cross listing – Offer for credit in two or more departments.

Deletion – Take the course number completely out of the system never to be used again.

Suspension – Course number/description remains in the system, but does not show up in the either the dynamic or print catalog.

Note: If your course is also listed in the University Core Curriculum, you must submit this document to the Core Council on Curriculum for signature once approved by UGC.

Section 2 and 3

g. Guidelines to follow when creating a course description:

Because they appear online and in our printed catalogs, course descriptions play a vital role in advertising UALR's curriculum both to students and to readers from other institutions. For this reason, description should be clear and thorough in describing course content. They should also use language that will be accessible to prospective students.

Be sure to

- List prerequisites for the course and major topics covered.
- Write in complete sentences.
- Avoid abbreviations and jargon that will be difficult for your target audience to understand.

h. **Credit Hours** - Indicate how many credit hours the course will be assigned; variable hours and no credit may also be indicated here (i.e., 1 credit, 3 credits, no credit, or variable-1-3).

j. **Repeatable for additional credit?** Check yes if students can take multiple instances of this course for credit (examples: topics courses, thesis/dissertation courses, or independent study).

Retake/Replace? Check yes if student may retake this course to replace a failing grade. (applies to undergraduate course only).

Section 4 – (page 2)

Course restrictions dropdown list

No Restriction in Banner - Self-explanatory

Prerequisite - Student must take another course BEFORE taking this one.

Corequisite - Student must take another course IN ADDITION TO this one.

Prerequisite Concurrent - Allowed to take a required course at the same time as this one.

Test Score - Minimal score required on SAT/ACT to take this course.

Major Include - Course included in a particular major.

Major Exclude - Course should not be taken by a student in a particular major.

Class Include - Need definition

Class Exclude - Need definition

College Include - Course is provided for a specific college.

College Exclude - Course is not be taken by students from a specific college.

Level Include - Course should be taken by student at a specific level (Undergraduate/Graduate).

Level Exclude - Course should not be taken by students at a specific level (Undergraduate/Graduate).

Program Code Include - Course should be taken by students in a specific program.

Program Code Exclude - Course should not be taken by students in a specific program.

Campus Include - Course must be taken at a specific campus (UALR, Benton, UAMS, etc.).

Campus Exclude - Course is not available at a specific campus (UALR, Benton, UAMS, etc.).

Other (explain) - Any other situation that you want restricted with the BANNER system.

Course Duplication

Check the present offerings of other departments and colleges or schools for similar offerings.

If there are any similar offerings already at UALR, attach pages in which you

- list those courses
- explain why this proposed course should be added
- include a brief statement from the dean and department chairperson responsible for the present offering, giving their reactions to this proposed course

The chairperson of the department or program must sign the curriculum change form below Section 4b.

Justification

Make the justification specific in terms

- evidence of the need for changes in an existing course
- evidence of the need for a new course
- the clientele to be served by a new course
- the level at which the course will be offered (undergrad only, dual-listed, grad only)
- the relationship of the course to existing or proposed degree programs
- courses to be dropped or replaced by the course requested

Resources

Faculty resources

- (a) the ratio of full-time teaching faculty to currently approved courses
- (b) the number of course sections of all courses currently being taught by part-time faculty.

Physical resources

- Without an additional request for space does the department have classroom space (including laboratory if applicable)?
- Is there sufficient instructional equipment? (Be specific in outlining the equipment requirements (e.g., audio-visual, laboratory, computer hardware, etc.)

Other resources

Are there adequate non-library resources available (e.g. virtual library, internet, or department based materials?)

Course grading scale.

Please note: The CR/NV/IP grading option is for graduate courses (such as thesis and dissertation courses) only.

Attachments:**Syllabus:**

Attach for new courses and dual-listed (4000/5000). Please include the following in your syllabus:

- Listing of topics to be covered.
- Descriptions of all course assignments and tests.
- Relative weight of assignments and tests in determining the course grade.
- A dual-listed course must have a distinction in requirements and grading between graduate students and undergraduate students.
- The most current version of UALR's policy on accommodating students with disabilities (available at http://ualr.edu/academics/?page_id=28).

Library holdings review:

Send a written request to the collection development librarian (mejames@ualr.edu) to analyze library holdings for course/program proposals including include the bibliography if applicable course description and/or syllabus.

The collection development librarian will complete this analysis within ten working days; any recommendation for additions in library holdings will be forwarded to the initiating faculty for review.

The initiating faculty member and his or her departmental chair then evaluate the library recommendation and develop an acquisition plan. Both the library statement and departmental evaluation are attached to the curriculum change form.

Course duplication statement (if required)

See instructions under Section 4.