

Guidelines for the HHP Curricular Process

Passed by HHPCC 10/14/08

I. Roles and Responsibilities

The roles and responsibilities of the committee are defined in the UNCG School of Health and Human Performance By-Laws. The specific language follows (HHP by-laws, rev. June 1997, accessed from http://www.uncg.edu/hhp/faculty_information.html on 8 Nov 2007):

“I. C. The Curriculum Committee – Elected

The Curriculum Committee will include one representative from each academic department to be elected by the faculty of that department. Representatives will serve three-year terms. The Dean, or the Dean’s designate, will serve on the committee ex-officio. The charge to the committee will be as follows:

- Review proposals for all major additions and changes in curricula proposed by the departments in the School.
- Review proposals for all new courses.
- Forward recommendations regarding new courses and program additions and/or changes to the University Committee(s), and when appropriate, to the appropriate administrative unit via the Dean of the School.
- Assist the Dean in graduate and undergraduate program evaluation and planning.”

A. Role of Department in Curricular Process

- To review Department curriculum on a regular basis and ensure that it is current and relevant
- To develop new/modified courses and programs as needed
- To confer with the HHPCC Department Representative *before* submitting materials to the HHPCC (The Department Head should maintain a file of all approved changes.)
- To maintain a file of all Departmental curricular changes

B. Role of HHP Curriculum Committee (HHPCC)

Although the HHPCC has a gate-keeping function approving new or amended courses and program changes, its more essential role is advisory. All members of the HHPCC are committed to ensuring that HHP proposals go forward with the best possible chance of approval at the next level. HHPCC liaisons to Undergraduate Curriculum Committee (UCC) and Graduate Studies Committee (GSC) inform the Department representatives of policy changes affecting curricular changes.

The HHPCC reviews all curriculum proposals (new and revised) within the School of Health and Human Performance. The primary goal of the committee is to ensure congruency with the University Curriculum Guide provided by the UNCG Provost, and approved by the UNCG Faculty Senate.

C. Role of the HHPCC Chairperson

49 Prior to the start of each academic year, each Department in HHP selects a Department
 50 Representative to the HHPCC. The Chair of the HHP Faculty Assembly verifies the
 51 appointments and notifies the appointed HHPCC committee members and appoints one member
 52 to call a first meeting in August or September. At the first meeting, the committee elects a
 53 chairperson who will oversee the activities summarized in the following chart. If no HHPCC
 54 Department Representatives are also members of the UCC or GSC, the HHPCC Chair will
 55 request a liaison from those committees to participate in the curricular process as needed.
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| Activity Month | Activity Description |
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| August | <ul style="list-style-type: none"> • At the beginning of each academic year, the HHPCC chair will solicit from each department representative a list of anticipated curriculum changes during the coming year. This allows the HHPCC to estimate the number of meetings that must be scheduled. • The Chair of the HHPCC distributes an annual HHPCC calendar to HHP faculty and ensures that it is posted on the website. The calendar will specify the dates for document submission* prior to subsequent HHPCC meetings, as well as the planned dates/times of HHPCC meetings**. <p style="text-align: center;"><i>* The deadline for getting materials to the University Committees is ordinarily in January or early February, in order for changes to be included in the next academic year bulletin. See the Provost's Office web site for details.</i></p> <p style="text-align: center;"><i>**Meetings may be cancelled if no action items are submitted by the deadline for the meeting.</i></p> |
| September to May | <ul style="list-style-type: none"> • The Chair or his/her designate will prepare all meeting agendas and minutes corresponding to planned and completed activity. • The Chair will oversee the HHPCC's review of curricular requests following the procedures for HHPCC action in these guidelines. • The Chair will sign off on curricular requests approved by the HHPCC so that the requesting department may send it to the next level of curricular authority. • The Chair or his/her designate emails a copy of the minutes from each HHPCC meeting to all Department Heads, HHPCC members, and the Dean. |
| May | <ul style="list-style-type: none"> • The Chair will send an end-of-the-year report summarizing HHPCC actions to all members of the HHPCC, the HHP Department and Program Heads, the HHP Faculty Assembly Chair and the HHP Dean. |
| For duration of Chair's appointment | <ul style="list-style-type: none"> • The Chair will maintain a file containing the end-of-the-year report, cover and signature pages from all curricular actions, agendas, minutes, and significant correspondence. • At the end of the academic year, the Chair will send approved curriculum materials and related documents (noted above) to the Dean's designee. • The file will be held by the Dean's designate for five years, and then sent to University archives. |

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D. Role of the HHPCC Department Representative

The Department Representative is not only a member of the HHPCC, but also a critical link between the Committee and the Department. Specific responsibilities of the Department Representative are as follows:

- Attend all HHPCC meetings and communicate back with Department as appropriate.
- Prepare list of anticipated curriculum changes for the year (see role of HHPCC chair).
- Familiarize oneself and faculty within the Department with the *University Curriculum Guide* and *HHPCC Guidelines*.
- Make sure faculty have copy of due dates for curricular submissions and remind faculty to plan accordingly.
- Ensure that copies of Departmental proposals and corresponding memos from Department Head go to all HHPCC members; request that items be placed on next HHPCC agenda
- Ensure that all forms are filled out properly and all required materials are included. **NO MATERIALS SHOULD BE SUBMITTED FOR REVIEW BY THE HHPCC WITHOUT HAVING BEEN REVIEWED BY THE DEPARTMENT REPRESENTATIVE**, who is an important consultant. If the Department Representative is unavailable or thinks the material is not ready for the committee’s review, the Department Head may consult with the HHPCC Chair.
- Take detailed notes of recommendations made by HHPCC members when materials are reviewed at meeting, and take suggestions back to the department contact person.
- Assist department faculty as needed to make recommended changes and get the HHPCC Chair’s signature.

E. Role of the Department Contact Person

The role of the Department Contact Person is as follows:

- To review the HHPCC Guidelines as well as the *University Curriculum Guide*
- To consult with Department Representative regarding appropriate forms and materials necessary for submission, as well as other suggestions to facilitate the approval process.
- To prepare the appropriate materials for submission of all curricular changes, providing signed paper copies to the Department representative to the HHPCC, as well as electronic copies of all curriculum proposals.
- To review the proposals with the Department Representative at least one week prior to the submission date for HHPCC (Please consult the HHPCC calendar.)
- To arrange for copies of proposals to be given to the Department Representative for submission to the HHPCC in time to meet submission date.
- As needed, to attend the HHPCC meeting to respond to questions.
- To respond to recommendations and questions from the UCC and GSC. It is strongly recommended that the Department Contact Person attend the HHPCC meetings where

101 their curriculum proposals are discussed, and other University curriculum committee
102 meetings as appropriate, to avoid delays in processing.

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105 **II. Developing a Proposal for Curricular Change(s)**

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107 Working through the various levels of approval requires timely planning and careful review of
108 curricular proposals and requests. All of this takes time, so planning ahead is essential.

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111 While formulating a proposal for curricular changes:

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113 1. All individuals involved should review the following sources of curricular policy and
114 procedures:

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116 a. *The UNCG University Curriculum Guide*

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118 This guide is revised annually and is posted at the Provost's web site; it is important
119 to use the current one, since forms and policies change.

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121 b. *Guidelines for the HHP Curricular Process*

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123 These guidelines are revised in accordance with revisions made to the UNCG
124 *University Curriculum Guide* and in response to policy set by the HHP Faculty
125 Assembly. The HHP Guidelines are made available on the School of HHP website.

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127 2. While curricular proposals may be submitted by any Departmental faculty member (see
128 Department Contact Person above), both the Department Head and the Department
129 Representative must review all proposal materials carefully before materials are
130 submitted to the HPPCC.
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132 3. Departments should also consider resources needed for changes. *The Department Head*
133 *must consult with the Dean prior to submitting the proposal when additional resources*
134 *are required.*
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136 4. A Department must consider the impact of its curricular change on all affected
137 departments/programs (e.g., if a course to be changed or deleted is currently required by
138 another program at UNCG) and provide notification to the appropriate
139 department/program.
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141 5. When possible, related curricular changes should come to the HHPCC at the same time.
142 For example, if a new concentration is planned and new courses are being developed for
143 the concentration, all of these proposals should be submitted at the same time.
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146 **III. The HHP Curricular Process**

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 148 In HHP, all curricular changes, additions and deletions in academic programs need to be
 149 approved sequentially by:

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- 151 1. the academic department in which the changes originate,
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- 153 2. the HHP Curriculum Committee (HHPCC), and
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- 155 3. the university-level Undergraduate Curriculum Committee (UCC) and/or
- 156 Graduate Studies Committee (GSC).

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 158 Special circumstances apply as follows:

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- 160 a. 500-level courses need to be approved by both the UCC and the GSC.
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- 162 b. Changes affecting Teacher Education programs need to be approved by the Teachers
- 163 Academy before going to UCC/GSC. Departments with proposals related to Teacher
- 164 Education need to notify the Teachers Academy of the date items will be on the HHPCC
- 165 agenda so a Teachers Academy representative may attend the meeting.
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- 167 c. Existing approved courses being submitted for a General Education Core (GEC) category
- 168 or marker designation should go directly to the chair of the appropriate GEC Committee.
- 169 *See current Curriculum Guide for further details.* These courses need to be reviewed by
- 170 HHPCC only if changes are being proposed. New courses being submitted for GEC
- 171 designation must be fully approved by HHPCC and UCC before requesting GEC
- 172 designation.
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- 174 d. Routine changes and experimental courses do not require approval by HHPCC, but it is
- 175 recommended that they be reviewed by HHPCC prior to submission to UCC or GSC.
- 176 Note that Experimental courses must be approved by the Dean before being submitted to
- 177 either the UCC or GSC.
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- 179 e. New degree programs do not require approval by HHPCC, but it is recommended that
- 180 they be reviewed by HHPCC prior to submission.

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 182 **IV. Check Sheet for Developing Proposals**

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 184 Please be sure to check these items before sending a proposal to the HHPCC.

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- 186 When writing the proposal for any curricular change, include all numbers and exact
- 187 headings from the appropriate form found in the UNCG Curriculum Guide or on the
- 188 website of the Provost's Office. Be sure to address each item as it is presented on the
- 189 *Curriculum Guide* form being used. If an item is not applicable, indicate *NA*.

191 Use full course numbers **and** course titles throughout the proposal since readers may be
 192 unfamiliar with your curriculum.

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 194 Follow the *UNCG Curriculum Guide* and take special care in writing:
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| <i>The catalogue description</i> | The description (usually a phrase rather than a sentence) should be clear to those outside the field and be limited to a maximum of 30 words. |
| <i>The course syllabus</i> | The Curriculum Guide provides two formats: standard and NCATE. |
| <i>Student learning outcomes</i> | Student learning outcomes (one action verb per outcome) should specify measurable competencies to be demonstrated by the students. For example, “Upon completion of this course, students will be able to...” |
| <i>Guidelines for assignments</i> | Provide sufficient detail to clarify how the assignments relate to the student learning outcomes. If detailed assignment instructions for students are not included in the syllabus, the following statement must be in the syllabus: “Detailed instructions for assignments will be available on Blackboard and/or disseminated in class.” |
| <i>Criteria for evaluating student work and student learning</i> | Means for calculating the student’s final grade must be included on the syllabus. For example, One exam: 50% Two papers: 25% each On the syllabus, provide detailed criteria by which student performance on assignments will be evaluated or state that these criteria will be posted on Blackboard and/or disseminated in class. |
| <i>Required or recommended readings.</i> | Give complete citations for all readings and references, e.g., texts or journal articles. Use consistent reference style format (e.g., APA, Chicago, MLA). All readings older than five years must be justified. If a reference is a seminal piece of work, designate it as such. |

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 202 When required by the Curriculum Guide, include consultation forms/responses.
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- 204 When sending a proposal to the HHPCC, attach a cover memo, with all necessary
- 205 information. (See Appendix A).
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207 **V. Submitting the Proposal to the HHPCC**

- 209 1. After a faculty member or faculty committee develops a proposal, a copy is
- 210 provided to the Department Head. The Department Head must authorize the
- 211 proposal to be forwarded to the HHPCC. It is highly recommended that the
- 212 Department Head confer with the Department Representative prior to approving a
- 213 curricular proposal for submission to the HHPCC.
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- 215 2. The Department Head signs the appropriate form from the UNCG Curriculum
- 216 Guide and attaches a cover memo (see sample memo in Appendix A) specifying
- 217 all submissions being sent to the HHPCC at any one time. *A copy of the cover*
- 218 *memo must be sent to the Dean.*
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- 220 3. At least one week prior to the HHPCC meeting, ~~the~~ Department Representatives
- 221 will post electronic copies of curricular materials in the HHPCC organization.
- 222 ~~will distribute a copy of each proposal and accompanying cover memo to each~~
- 223 ~~HHPCC member. Note: Since campus mail is not reliable for getting materials to~~
- 224 ~~CSD in a timely manner, proposals are best delivered personally to that office.~~
- 225 An email will be sent to the HHPCC Chair with notice of these curricular items.
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- 227 4. ~~The Department Representative emails the HHPCC members, stating what~~
- 228 ~~materials have been distributed and asking that the proposals be put on the agenda~~
- 229 ~~for the next meeting. The HHPCC Chair develops the meeting agenda based on~~
- 230 these materials.
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EXAMPLE OF EMAIL NOTIFICATION OF PROPOSAL FOR AGENDA

On September 15 I have distributed the following curricular proposals to the HHPCC committee:

- 1. New course proposal for DCE xxx
- 2. Revised course proposal for DCE xxx
- 3. Routine changes for DCE xxx, DCE xxx, and DCE xxx.
- 4. Proposal for changes to the Community Dance Concentration.

I request that these proposals be on the agenda for the October 2 meeting.

If any HHPCC member receives this e-mail but does not receive the materials, that member should contact the Department Representative who sent out the e-mail.

- 245 5. The Department Representative brings the appropriate form from the *UNCG Curriculum*
- 246 *Guide* to the HHPCC meeting for signature of the HHPCC Chair upon approval of the
- 247 proposal.
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VI. Procedures for the Conduct of HHPCC Meetings

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1. All committee meetings are open. Contact persons for curricular proposals are strongly encouraged to attend the HHPCC meeting to provide answers to questions that may arise in the context of the proposal discussion.
2. Once a quorum of members is present at the meeting, the Chair convenes the meeting and calls for approval of the minutes of previous meeting(s).
3. Items are placed on the agenda and discussed in the order they were received by the Chair of the HHPCC. Committee members may vote to alter the agenda to satisfy emergent needs of the HHP curricular process.
4. The HHPCC Chair will open discussion on each agenda item. Each Department Representative may speak to the content and rationale of his/her department’s agenda items when appropriate.
5. The HHPCC members will review each proposal to determine its completeness in following HHPCC and UCC/GSC guidelines and the soundness of the rationale offered for the proposed curricular change. HHPCC members are charged with identifying characteristics of a proposal that might impede the proposal from achieving approval status at the next level of review. Members must require or recommend all changes that would improve the proposal quality prior to granting approval.
6. After the committee discusses a proposal(s), a motion to approve or not is made by any member. If seconded, the motion goes to a vote.
7. The following actions may be taken by the HHPCC with regard to each proposal, and will be recorded in the minutes. *Note: HHPCC members will retain copies of proposals until a final version is approved by the HHPCC. Once official action is taken, the older versions are superseded and can be destroyed.*

| RECOMMENDATION | ACTION TO BE TAKEN |
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| Approved as submitted | The HHPCC Chair signs off on the appropriate form from the UNCG Curriculum Guide and informs the Department of the action taken. Appropriate forms are forwarded to the appropriate curriculum committee. |
| Approved pending required minor changes | The HHPCC Chair signs off on the appropriate form from the UNCG Curriculum Guide and returns it to the Department Representative. The Chair instructs the Department Representative to verify the completion of all required revisions so that the proposal may be forwarded to the next level of review. |
| Not approved | The HHPCC Chair instructs the Department Representative to notify the Department that the proposal must be revised with required changes and resubmitted to the HHPCC for additional review. The Department follows the standard submission |

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| | procedures outlined in these guidelines. |
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286 **APPENDIX A**
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288 **SAMPLE COVER MEMO FOR PROPOSALS TO HHPCC**
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291 MEMORANDUM:

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293 To: Chair HHPCC

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295 From: Department Head in _____
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297 Re: Proposed Curriculum Change(s)
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299 Date:
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302 The Department requests review and action by the HHPCC on the following proposed
303 curriculum changes: (action, course/program)
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305 I have reviewed the accompanying proposal(s) that are attached:
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324 CC: Dean of HHP (memo only)