

## **University Core Curriculum Guidelines for Review Panels**

### **Timeline**

1.0 All UCC course proposals for Fall 2011 should be received in time to allow full review by the Review Panels, the UCC Council and the Provost's Office. Faculty are strongly encouraged to submit proposals as soon as possible in order to allow sufficient time for all the required approvals according to Policy 7, the UCC approval process, and any appeals if needed. Courses not approved by January 21, 2011 will be reviewed for Spring 2012.

1.1 The Review Panels are designed to facilitate course approvals during the initial implementation of the UCC. The Panels will complete their work by Spring 2012 after which the UCC Council will continue the UCC course approval process.

### **Course Submission Process**

2.0 Courses are forwarded to the Review Panels following the normal course review process as outlined in Policy 7 to insure the integrity and quality of the course. Department and College Curriculum Committees are responsible for reviewing the disciplinary content as they would any other course. It is the responsibility of the Review Panel to determine the extent to which a course meets the relevant UCC area outcomes.

2.1 Departments may choose to submit course proposals in any area they find appropriate. A course may be submitted to more than one Review Panel if it is designed as a possible offering in more than one area and also meets the SLOS of more than one area. Courses seeking UCC designation in more than one area will be reviewed by each area panel.

2.2 Courses in AREA 1, 2, or 3 may only have one area designation. Courses in AREA 4, 5, or 6 may have more than one area designation. Courses in any AREA may also be considered for Writing and/or Technology Intensive designation.

2.3 Review Panels will determine if the proposed courses meet all of the Area SLOS and any criteria associated with the area. Courses must also describe how each of the AREA SLOS will be evaluated.

2.4 Final approval for UCC designation will require a vote of the UCC Council before being sent to the Provost. The chair of the Review Panel will notify the UCC Council of any non-approval decisions. If a course is not approved, it may be appealed to the UCC Council.

2.5 A Flow Chart of Approval Process for UCC Courses is posted on the UCC webpage.

<http://www.wpunj.edu/ucc/documents/> Courses are submitted online through the completion of a course proposal form and the uploading of a course outline. According to Policy 7, courses must be approved by the Department Curriculum Committee, the College Curriculum Committee, and the Dean before moving on to UCC approval. They then will be reviewed first by the UCC Review Panel and then

by the UCC Council. Courses approved by the UCC Council are forwarded to the Provost. At any decision point, a course may be returned to the faculty submitting the course for further modifications.

2.6 For this initial implementation, all UCC courses are considered new courses. This allows departments and colleges to be aware of and to plan for the offering of UCC courses. Writing and/or technology intensive courses whether new or existing courses will still need to go through the review process.

2.7 Faculty may appeal a course declined by the Review Panel. Appeals should be made directly to the UCC Council.

### Review Panel Procedures

3.0 Course approval is subject to two-thirds majority vote of the Panel members. These votes are not public. Panel members may not send substitutes but may submit votes online if necessary.

3.1 Review Panel meetings are not open. Panel chairs may invite the preparer of a course proposal to a panel meeting as needed.

3.2 The chair of the Review Panel will return course proposals to faculty if there are any questions concerning the AREA SLOs, the evaluation components or the criteria. The Review Panel Chair must “decline” proposals to be returned using the Online Course Submission process and specify the items of concern. This will automatically return the proposal to the faculty member who may make any necessary edits. Once changes have been made and submitted, the proposal will go directly back to the Review Panel.

3.3 When the chair of the Review Panel approves a course using the online form, the course is automatically forwarded to the UCC Council Chairpersons.

Approved by the UCC Council, April 8, 2010

Revisions approved, October 8, 2010