

## **Frequently asked questions regarding UCC submissions:**

### **What needs to go through the UCC?**

- Changes/additions to undergraduate programs of study
- Changes to existing undergraduate course descriptions (including 5000-level courses)
- Creations/deletions of undergraduate courses (including 5000-level courses)

### **What does not need to go through UCC?**

- Typographical changes to programs of study/course descriptions
- Courses above the 5000 level (they go to the Graduate Curriculum Committee)

### **What information needs to be provided?**

- Changes to programs of study/course descriptions should show the section in question **exactly** as it appears in the current catalog. (This shouldn't be a problem for this first meeting, but if you need a copy of what your program of study currently is in future, please let me know and I can send it to you.) Deletions should be stricken out (lined through). Additions/changes should be made in bold font.

- A rationale for the change/addition/deletion. The rationale should explain why the change needs to be made in enough detail that the committee will understand why you're proposing the change.

- Changes/additions to 5000-level courses should include prerequisites for both undergraduate and graduate portions and explain how the graduate portion differs from the undergraduate portion.

- CURCAT information should be provided for new courses.

### **What about format?**

- Please do not use automatic outline numbering. Use tabs instead.

- Please do not embed tables into the text.

- Examples of what different kinds of items should look like can be found by looking at the old minutes at <http://vpres.armstrong.edu/committeereports/UCC/index.html>. If you need help with specifics, please do not hesitate to contact me.

I hope this information is useful. Please share it with your department heads or whoever prepares curriculum items for submission. If I can be of assistance, please let me know. If this means meeting with the person who prepares the items, I'll be happy to set up an appointment.

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9/5/2006

## Creation of new courses

### What information needs to be provided?

- Since this is an addition, it should be made in bold font.
  - A rationale for the creation of the course. The rationale should explain why the course is being created in enough detail that the committee will understand why you're proposing the addition.
  - An effective date.
  - CURCAT information.
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### Example:

#### 4. Create the following course:

**ITEC 4800 Network Design and Administration**

**3-0-3**

**Prerequisite: ITEC 3800**

**Description: Advanced topics on network and data administration. Topics include installation, configuration, access control, network security, web servers, and firewalls.**

Rationale: The change of the content and course number is needed because this course is based on another proposed course, Data Communications and Networks, (ITEC 3800). The proposed change is required to better explain the course's concentration on specific skills that are included among the demands and expectations of industry.

**Effective Term: Fall 2006**

#### **CURCAT**

**Major Department: Information Technology**

**Can course be repeated for additional credit? No**

**Maximum number of credit hours: 3**

**Grading Mode: Normal**

**Instruction Type: Lecture**

## Deletion of courses

### What information needs to be provided?

- Since this is a deletion, it should be made in the “strikethrough” font.
  - A rationale for the deletion of the course. The rationale should explain why the course is being deletion in enough detail that the committee will understand why you're proposing the deletion.
  - An effective date.
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### Example:

#### 1. Delete the following courses:

<del>ENGR 2020 Engineering Mechanics: Statics and Dynamics</del>	<del>3-0-3</del>
<del>ENGR 2201 Introduction to Mechanics</del>	<del>3-0-3</del>

Rationale: Georgia Tech engineering majors have changed their curriculum to have a common statics course for all majors. Specialized versions for civil and mechanical engineers are no longer needed.

**Effective date: Spring 2006**

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### Notes:

1. Note that the course descriptions do not need to be included. Only the course numbers, titles, and hours are needed.

## Changes to existing courses

### What information needs to be provided?

- Changes to existing courses should show the course in question **exactly** as it appears in the current catalog. *Please email me when you start working on your revisions and tell me what courses you need – I will send you the courses as a Word document.* Deletions should be stricken out (lined through). Additions/changes should be made in bold font.

- A rationale for the change. The rationale should explain why the course is being changed in enough detail that the committee will understand why you're proposing the change.

- An effective date.

- CURCAT information does not need to be included unless it is being changed.

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### Examples:

#### 1. Change the prerequisite for the following course:

ENGR 2000 Introduction to Engineering Materials

Prerequisite: CHEM 1211 and ~~PHYS 2212~~ **PHYS 2211**

Rationale: The necessary background for engineering materials is covered in Physics I.

**Effective date: Spring 2006**

#### 2. Change the following course description:

CHEM 1212 Principles of Chemistry II

3-3-4

Prerequisite: CHEM 1211

Description: Second course in a two-semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Topics include thermodynamics; equilibria (~~including complex equilibria~~); kinetics; electrochemistry; nuclear chemistry; descriptive inorganic chemistry; introduction to organic chemistry; **and polymers.**

Rationale: An examination of the course content of CHEM 1212 revealed that the topics of complex equilibria is explored in CHEM 2300, Principles of Chemical Analysis, and that the student's understanding of equilibria is not compromised by its omission from 1212. Also, since the impact of polymers on everyday life is immense and students in general chemistry should have an appreciation of them, their inclusion in this course is appropriate.

**Effective Term: Fall 2006**

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### Notes:

1. Note that in example 1, where only the prerequisites are being changed, the course description does not need to be included.

## Creation of/Changes to 5000-level courses

### What information needs to be provided?

The same rules apply to creation of/changes to 5000-level courses as to regular undergraduate courses. However, because a 5000-level class has, by definition, an undergraduate and graduate component, there are additional requirements.

- 5000-level courses must include both undergraduate prerequisites and graduate prerequisites.
- 5000-level courses must explain in the rationale how the graduate portion differs from the undergraduate portion.

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### Example:

#### 1. Create the following course:

**ENGL 5200U/G Postcolonial Literature**

**3-0-3**

**Undergraduate Prerequisite: ENGL 2100**

**Graduate Prerequisite: None**

**Description: Literature and theory that emphasizes the interactions between European nations and the societies they colonized.**

Rationale: Our previous model for studying literature emerging from colonial situations as merely a component of a “non-western literature” class doesn’t adequately represent the field of postcolonial literature. The literatures that previously figured as “emergent” within the field of “non-western literature” do not hold that status anymore; they constitute a distinct area of focus within an English literature major with their own fully developed critical discourses. We propose this course to expand our offerings and acknowledge discrete traditions within non-western literature. Graduate students will be expected to supplement undergraduate course work with additional assignments such as oral presentations, leadership of class discussions, advanced investigation of primary texts, and supplementary research projects.

**Effective Term: Fall 2006**

#### **CURCAT:**

**Major Department: Languages, Literature, and Philosophy**

**Can Course be repeated for additional credit? No**

**Maximum Number of Credit Hours: 3**

**Grading Mode: Normal**

**Instruction Type: Lecture**

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### Notes:

1. After a 5000-level course is approved by the UCC, it does not go to the faculty. The Bylaws specify that the course then goes to the Graduate Curriculum Committee for approval. 5000-level courses should never be sent directly to the Graduate Curriculum Committee

## Changes/additions to undergraduate programs of study

### What information needs to be provided?

- Changes to programs of study should show the section in question **exactly** as it appears in the current catalog. *Please email me when you start working on your revisions – I will send you your current program of study as a Word document.* Deletions should be stricken out (lined through). Additions/changes should be made in bold font.

Example:

### 5. Modify Program of Study for the Bachelor of Information Technology

B. Major Field Courses .....~~34~~ **39 hours**

CSCI 1302 – Advanced Programming Principles

CSCI 2070 – Ethical Considerations in Computer Science

ITEC 2530 – Operating Systems

**ITEC 3100 – Information Security**

ITEC 3500 – Database Administration

ITEC 3600 – Systems Analysis and Design

~~ITEC 3610 – Network Administration~~

ITEC 3710 – E-commerce

**ITEC 3800 - Data Communications and Networks**

ITEC 4390 – Senior Project (6 hours)

~~ITEC 4720 – Applied Data Communications~~

ITEC 4770 – Client/Server Systems

**ITEC 4800 - Network Design and Administration**

ITEC 4830 – Graphics Design

C. Related Field Courses .....~~12-19~~ **9-15 hours**

ECON 2030/2040 - Principles of Accounting I/II

or

ECON 2105/2106 - Principles of Macroeconomics/Microeconomics

ENGL 3720 -- Business and Technical Communications

MATH 1111 - College Algebra (if not taken in Core Area A)

MATH 1113 - Pre-Calculus Mathematics (if not taken in Core Area A or D)

D. Electives.....~~7-14~~ **6-12 hours**

**At least six hours of electives must be courses numbered 3000 or above.**

Notes:

1. Notice that only sections B, C, and D of the program of study were included. Only sections with changes are included.
2. Notice that in section C, the courses were included even though only the number of hours were being changed. This is important, because if the courses were not included, there might be

some confusion about whether or not the courses were to be kept or deleted. Also, it would not be immediately obvious to those unfamiliar with the program what or how many classes were available from which the students could choose.

3. Notice that no rationale or effective date was given. Modifications to the program of study often follow the addition or deletion of courses in the major, and the changes to the program of study are simply to bring it into line with those changes and at the same time as those changes. In cases like that, a rationale and effective date are optional. However, if the change in the program of study is for reasons other than bringing the program into agreement with changes in courses, a rationale and effective date should be included.

**New, important things to be aware of:**

1. Effective immediately, you must contact the Catalog Editor (Phyllis Panhorst) to get Word copies of your program of study and/or courses when you are making changes. This is to your advantage in that it makes it unnecessary to retype the program of study/course(s), and it will reduce confusing transcription errors.

2. If your submissions to the University Curriculum Committee come over with significant errors, they will be returned to you for correction. If they do not get back to the Catalog Editor in time to be put on the agenda for that month, they will be held until the next month.

And something not so new:

If you need any help at all, at any step along the way, please call me. I will work with you. I will come over to your office if need be. We all have the same goal – timely passage of curriculum items. Please call me or email me for assistance.

Best,

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