University of Nebraska—Lincoln

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Committee, Role of Curriculum

- The role of the University Curriculum Committee (UCC) is not to duplicate the review process of the college curriculum committees, but to provide a campus-wide perspective on curricular issues, to address curricular policies and make recommendations regarding the present status and future improvement of the undergraduate curriculum, and to evaluate curricular proposals that have implications beyond the individual colleges.

- Colleges have the primary responsibility for setting standards for and evaluating routine curricular matters such as course descriptions, course content, course requirements, and course syllabi. The UCC will receive and review proposals from the college curriculum committees that deal with such routine curricular matters. The UCC will return such proposals to the college curriculum committees for reconsideration only in cases where there appears to be a serious oversight on the part of the college curriculum committee.

- The UCC will engage in a more substantive review of proposals that have implications that go beyond the individual colleges, such as those that involve multiple colleges, those that set new precedents, those that involve campus-wide requirements, and those pertaining to campus-wide academic programs.

- The UCC will serve as a safeguard against needless and wasteful curricular duplication by reviewing all proposals for modification in undergraduate courses and for new undergraduate courses proposed by the undergraduate colleges, including all courses in the 001 through 499 series that are available to undergraduate students. This function is to be discharged by referring any findings of needless duplication to the appropriate undergraduate college. Prior to being listed in a college’s official announcement, new or modified courses that in the committee’s judgment lead to needless curricular duplication may not be offered or listed in the official announcement of courses of a college.

- Charge to UCC regarding General Education Achievement Centered Education (ACE) courses: Review requests for ACE certification and recertification, determining which requested courses will receive that designation, and communicating their decisions to the proposing units. In cases where ACE certification is not granted, the UCC-ACE subcommittee will clearly communicate the reasons for this decision. The subcommittee is responsible for establishing processes for alternate means of satisfying ACE Learning Outcomes for students, such as the Co-Curricular Experiences process or Study Abroad process.

Committee Chairperson, Role of Curriculum

- A chairperson will be elected by UCC representatives for a one-year term beginning with the fall semester. A chairperson can be elected for additional terms.
- The fall in person meeting will be the first meeting to be chaired for the term.
- The chairperson will compile an agenda for and mediate each in-person meeting.
- The chairperson will monitor on-line discussion when necessary.
• Memos will be drafted by the chairperson, forwarded to the UCC Recording Secretary of the Undergraduate Studies office, and distributed via email.
• In January of each year, the chairperson will submit an annual report of the committee’s activities to the Faculty Senate, all committee members, the Undergraduate Studies office, and the Senior Vice Chancellor for Academic Affairs. The chairperson will be contacted by an Faculty Senate representative regarding the meeting date at which the report will be presented.

Committee Members, Role of Curriculum

• See Page 12 for definition of responsibilities as defined by the Faculty Senate.
• Respective college representatives will act as a liaison between the UCC and their College Dean’s Office when a curriculum or ACE request is denied or tabled.

CREQ

• What is CREQ?
  o CREQ is the electronic Course Approval system designed for the colleges to electronically submit curriculum requests for review and approval including ACE certification and recertification proposals, deletions, changes, and new courses to the UCC.
  o The website is located at: http://creq.unl.edu/.
  o Logging on – UCC members will use their Blackboard username and password. If you have not been assigned a username/password or are having problems logging on with your Blackboard username and password, contact Blackboard assistance at 472-3970.
  o An introductory session to the on-line system will be given at the first in-person UCC meeting in late August or early September. Returning UCC members are encouraged to attend to learn of any changes to the system.

• Timeline, Viewing/Voting
  o Process – the committee uses a process involving viewing and voting. The CREQ system provides the means for creating and tracking discussion items via ‘comments’. It is strongly encouraged that any transactions and decisions made regarding any course be entered in the CREQ system in this manner. It is also encouraged that the majority of comments be entered during the viewing period to ensure that all members have opportunity to reflect prior to voting.
  o Proposal Deadline – On-line college curriculum requests must be submitted by the 15th of each month in order for the request to be processed for review/vote the following month.
  o Viewing Period – The viewing period allows the UCC members 10 days (except for December and May) to review all curriculum and ACE requests
submitted by the colleges. Committee representatives (both voting & non-voting members) can post discussion regarding the curriculum being requested in the notes section of CREQ. The viewing period expires at 11:59 pm on the last day of viewing (see the Viewing/Voting Chart).

- **UCC Voting Period** – The voting period is a period of 5 days in which the UCC voting members can vote on curriculum requests. At the end of the 5th day, votes are calculated and are available for viewing at: [http://creq.unl.edu/ucc/reports/monthly](http://creq.unl.edu/ucc/reports/monthly). Discussion can be viewed during the voting period and it is recommended that new discussion not take place while members are voting, but additional comments and discussions necessary should be placed into the notes area in CREQ for a history and transparency regarding discussions. The voting period expires at 11:59 pm on the last day of voting (see the Viewing/Voting Chart).

- **ACE Voting Period** – The voting period is a period of 5 days following the UCC voting in which the UCC-ACE Subcommittee members can vote on the ACE requests. At the end of the 5th day, votes are calculated and are available for viewing at: [http://creq.unl.edu/ucc/reports/monthly](http://creq.unl.edu/ucc/reports/monthly). Discussion can be viewed during the voting period and it is recommended that new discussion not take place while members are voting, but additional comments and discussion necessary should be placed into the notes area in CREQ for a history and transparency regarding discussions. The voting period expires at 11:59 pm on the last day of ACE voting (see the Viewing/Voting Chart).

**Viewing/Voting Calendar for 2011-2012**

*All UCC-ACE meetings are 8:30 am - 10:15 am in Seaton Hall*

<table>
<thead>
<tr>
<th>Proposal Deadline</th>
<th>UCC/ACE Viewing Period</th>
<th>UCC Voting Period</th>
<th>ACE Voting Period</th>
<th>ACE Meeting</th>
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<tbody>
<tr>
<td>Aug 15</td>
<td>Sep 5-15</td>
<td>Sep 16-20</td>
<td>Sep 21-26</td>
<td>Sep 28</td>
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<tr>
<td>Oct 15</td>
<td>Nov 1-10</td>
<td>Nov 11-15</td>
<td>Nov 16-21</td>
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<td>Nov 15</td>
<td>Nov 30-Dec 4</td>
<td>Dec 5-8</td>
<td>Dec 9-13</td>
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<td>Mar 1-10</td>
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<td>Mar 15</td>
<td>Apr 1-10</td>
<td>Apr 11-16</td>
<td>Apr 17-23</td>
<td>Apr 25</td>
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<tr>
<td>Apr 15 (ACE only)</td>
<td>Apr 26-May1</td>
<td>May 2-5</td>
<td>May 6-8</td>
<td>May 9</td>
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</table>

April 15 proposal deadline is for ACE proposals only, no regular UCC curriculum requests will be processed in May, June, July, or August - submitted curriculum will be processed in September.

- **Voting Definitions** – During the voting period, UCC voting members can cast their electronic votes with the following choices:
  - **Approve** = Approve the request. It takes a majority to approve.
  - **Resubmit** = Resubmit means that you deny the request. Please state in the comment box why you denied the request. If the majority selects “resubmit,” the course will go back to the submitter for revisions.
• **Tabled** = Table means that there are minor changes requested. The request automatically rolls over to the following month. It takes two tables for this process.

• **ACE Voting Definitions** – During the ACE voting period, UCC-ACE Subcommittee members can cast their electronic votes with the following choices:
  - **Approve** = Approve the request. It takes all eight voting members to approve.
  - **Table** = Table means that there are major or minor changes requested. The request will roll over into the UCC-ACE Facilitator role for UCC-ACE Subcommittee discussion and decision at the next meeting. It takes one member to table a request.

**Meetings, In-Person Curriculum**

- In addition to the online review of course proposals, the committee can meet face-to-face four times per year, at the beginning and end of each semester. Meetings will only be held upon need. If a voting member cannot attend a meeting, he/she is asked to designate a replacement from his/her college so that a quorum can be met for voting.
- The first in-person meeting will be held in late August or early September, when the committee members are briefed on responsibilities and receive CREQ training and updates. This will also be a time for the committee to discuss operating procedures for the year.
- If needed, the second in-person meeting will be held in early to mid December to resolve tabled curriculum requests.
- If needed, the third in-person meeting will be held in late February, when the committee will discuss any outstanding curriculum items.
- The fourth meeting will be held in late April and will be the last meeting for the academic year. Tabled items will be discussed and the chairperson for the upcoming year will be elected.
- The UCC-ACE Subcommittee meetings will be held monthly following the completion of ACE voting (see date chart).

**Minutes, Meeting**

- In-person meeting minutes will be recorded by the Recording Secretary from the Undergraduate Studies office. Minutes will indicate names when a split vote has been made on a motion.
- After the minutes are compiled, the minutes will be forwarded to the chairperson for review and then distributed via email to the UCC for approval. Members will approve, deny, or approve with correction(s) by return email.

**UCC Members and Terms**

The Curriculum Committee shall consist of the following voting members:
(a) one faculty member representing each of the undergraduate colleges selected as
determined by their respective faculties;
(b) one faculty member selected by the Academic Planning Committee;
(c) two students representing two different undergraduate colleges, selected as
determined by ASUN;
(d) one faculty member appointed by the President of the Faculty Senate,

and the following non-voting members:

(e) the Vice Chancellor for Student Affairs, or designee;
(f) the Senior Vice Chancellor for Academic Affairs, or designee;
(g) the Director of Undergraduate Education;
(h) the Director of the Honors Program, or designee;
(i) a representative of the Office of Registration and Records; and
(k) the Recording Secretary, to be appointed by Undergraduate Studies.

College Faculty members shall serve three year terms, except for the Faculty
Senate and Academic Planning Committee appointees who shall serve one year
terms. ASUN members are appointed for one year, but can serve two year terms.
Initial terms shall be established by the Committee on Committees, and it will be the
responsibility of the Committee on Committees to notify appropriate constituent
groups when replacements are needed.

UCC Review Guidelines

- **Course Approval, Undergraduate/Graduate** – If a request is made for both an
undergraduate and graduate course, the UCC generally approves the
undergraduate course only. Approval requests for graduate courses are sent by
the college directly to Graduate Studies and reviewed by their committee.

- **Deleted Courses** – Deleted courses are submitted by the colleges to the UCC
for notification purposes only. Notification of the deleted course is listed along
with changes/new courses. Deleted courses are not approved by the UCC.

- **ACE Course Requests** – Simultaneous submission of a new course and ACE
proposal is permitted within the same voting period, with the understanding that if
the new course is not approved, the ACE proposal is void. Furthermore, the
course must be approved prior to discussion/vote as an ACE course.

- **Minutes, Electronic Approval of** – In-person meeting minutes and approval
ballot will be submitted by the Committee Recording Secretary to the UCC for
approval via email. UCC members will vote and submit the ballot via email back
to the Committee Recording Secretary.

- **Syllabus** – A syllabus must accompany all new courses and ACE proposals. A
syllabus normally includes the method of evaluation used in the course. ACE
proposals must be accompanied by a syllabus which includes the appropriate
ACE language, see the ACE Governing Documents for details.
SYLLABUS OF CAMPUS WIDE COMMITTEES
UNIVERSITY OF NEBRASKA-LINCOLN

PREFACE

The Bylaws of the Board of Regents of the University of Nebraska (Section 2.12) provide for a system of faculty governance at each major administrative unit. At UNL, the UNL Assembly and the Faculty Senate exercise the campus-wide responsibilities of faculty governing agencies, including among others the responsibility (1) to act as the official voice of the faculty, (2) to act on academic matters that affect more than one college, and (3) to advise and consult with student, staff, and administrative groups on matters of general concern. See Section 2.12.1 of the Bylaws of the Board of Regents.

Implied within this structure and set of responsibilities is the concept of "shared governance" which is to be operative at UNL. Acceptance of this concept is acknowledgement of the right and duty of the faculty to participate in the governance of the institution, with the primary goal to establish, maintain, enhance, and protect the integrity and quality of UNL’s academic program. The concept of shared governance also recognizes that the faculty have primacy of voice in particular areas of governance, including (a) curriculum; (b) subjects and methods of instruction, research, and service; (c) requirements and assessments leading to degrees and certification; (d) faculty status; and (3) those areas of student life which pertain primarily to the academic process. All other functions of the university are also in some way relevant to UNL’s teaching, research, and service missions; thus, the faculty has a legitimate interest in, and should have a responsible share in, governance of those functions.

The UNL Assembly (as defined in Section 3.2 of the UNL Bylaws) comprises the faculty group which has these general campus wide responsibilities; it exercises most of its powers and responsibilities through the UNL Faculty Senate (defined and described in Section 3.3 of the UNL Bylaws) which is elected by vote of the members of the UNL Assembly. The Faculty Senate has in turn created a number of committees to assist in its governance responsibilities. The Senate expects that the committees will be regularly consulted in the areas of their jurisdiction, will be provided with timely and adequate information, and will be regularly involved in the evaluation of policies.

SYLLABUS: COMMITTEE DESCRIPTIONS

This Syllabus provides a description of campus wide standing committees which include representatives of the UNL faculty. Some committees are created by the Bylaws of the Board of Regents, some by the UNL Bylaws, some by the Chancellor, and some by the Faculty Senate. This Syllabus does not include college or departmental committees. The language in the descriptions reflects the origin of the committees: committees established by the bylaws are described in the language of those documents; descriptions as they appear in this Syllabus of Committees created by the Faculty Senate have been approved by the Senate. The Faculty Senate approved most of this
version of the syllabus for Faculty Senate Committees on October 8, 1991. Subsequent revisions are noted below by date.

**GENERAL RULES AND DEFINITIONS**

Unless contradicted by the language of a specific committee description, the following general rules apply:

**A. ELIGIBILITY FOR MEMBERSHIP**

Any faculty member of the UNL Assembly is eligible for committee membership.

As specified in the UNL Bylaws (Section 3.2.1) the UNL Assembly shall comprise: (1) Assistant professors and above, and those with equivalent rank, Continuous or Specific Term appointments of 0.5 FTE or greater; (2) Assistant professors, lecturers, senior lecturers, and above, and those with equivalent rank, holding 0.5 FTE or greater (holding) Special Appointments and having three successive academic years of paid faculty service at any professorial rank at UNL; (3) the Chancellor, Vice Chancellors, and all administrators who hold continuous appointment or appointment for a specific term. Administrators in category (3) are eligible for committee membership only in cases specified in the descriptions for particular committees.

**B. TERM OF OFFICE**

Terms of office for all faculty members of committees, whether elected for appointed, shall begin with the academic year.

**C. STAGGERED TERMS**

Terms of office shall be staggered to provide as nearly as possible the same number of new members each year.

**D. SELECTION OF COMMITTEE MEMBERS**

1. *Faculty Member elected by the UNL Assembly*

   The Committee on Committees shall nominate at least two eligible persons for each position and present the slate of nominees to the Senate for consideration at its February meeting. Additional nominations may be made by any Senator from the floor of the Faculty Senate, observing announced deadlines. Individual faculty members may also be placed upon the ballot by petition; a successful petition must bear the valid signature of at least 25 eligible members of the UNL Assembly, again observing announced deadlines. Voting eligibility shall be the same as voting for members of the Faculty Senate. Committee elections shall be conducted by the Secretary of the Senate at the last meeting in April in accord with the provisions of Section 3.3.6 of the UNL Bylaws. Voting shall be by secret ballot. Determination of run-off elections and ties shall also be in accord with the provisions of Section 3.3.6 of the UNL Bylaws.
2. Faculty Members Elected by the Faculty Senate
Faculty members elected by the Faculty Senate to committee membership as specified in this Syllabus are to be elected at the May meeting of the Senate (see especially UNL Bylaws Section 3.3.10, ref. Executive Committee).

3. Faculty Members Appointed by the President of the Senate
Appointment shall be made by the President of the Senate following consultation with the Committee on Committees.

4. Faculty Members Appointed by other University Officials
When members of the UNL faculty are to be selected as representatives of the faculty to any campus wide or university-wide body, standing or ad hoc, the appointment shall be made by the appointing official only after consultation with the President of the Academic Senate.

NOTE: UNL faculty members appointed as representatives to Inter-campus Committees shall be the chairperson of the appropriate UNL committee and/or appointing official has good and sufficient reason to do otherwise, being prepared to state those reasons in detail to the Faculty Senate. Where no UNL committee exists, appointments shall be made in accord with items 3 and/or 4 above.

5. Senate Faculty Members Appointed to Standing Committees Pursuant to Section 3.4 of the UNL Bylaws
The President of the Senate shall appoint a member of the Senate as a non-voting member to every standing, campus-wide committee that lacks a representative from the Senate. (See also item J below)

6. Ex Officio Members
Persons who are members of committees by virtue of their position, or their designees, have full membership privilege on committees, including full voting privileges, unless otherwise specified in individual committee descriptions.

7. Student Members
Student members of committees shall be selected as determined by ASUN, observing individual eligibility requirements as specified in committee descriptions. Student members shall have full membership privileges on committees, including full voting privileges.

E. FILLING VACANCIES IN UNEXPIRED TERMS

1. Appointed Faculty Members
Vacancies in appointed faculty positions which arise because of resignation from the committee, retirement, separation from the University, or change in job classification, rank, or assignment shall be filled by appointment of the President of the Senate following consultation with the Committee on Committees. If the unexpired portion of the term is for less than one year, preference shall be given to appointing a person who has previously served on the committee having the
vacancy.

2. Elected Faculty Members
Vacancies in elected positions which arise because of resignation from the committee, retirement, separation from the University, or change in job classification, rank, or assignment shall be filled as follows:

(a) if the unexpired portion of the term is for less than one year, the vacancy shall be filled by appointment of the President of the Senate following consultation with the Committee on Committees. Preference shall be given to appointing a person who has previously served on the committee having the vacancy.

(b) if the unexpired portion of the term is for more than one year, (1) the vacancy for the remainder of the academic year in which the vacancy occurs shall be filled by appointment of the President of the Senate following consultation with the Committee on Committees, with preference given to appointing a person who has previously served on the committee having the vacancy; and (2) the remaining unexpired term shall be filled by election according to the usual elective process.

3. Leave of Absence
Vacancies which arise because of leaves shall be filled by appointment of the President of the Senate following consultation with the Committee on Committees. Preference shall be given to appointing a faculty member who has previously served on the committee. The original committee member resumes duties upon return from leave is the term of office has not expired already.

F. SUCCESSION
Faculty members may not succeed themselves as members of committees except (1) as specifically authorized in individual committee descriptions below, or (2) in cases where a member has been appointed or elected to fill a vacancy with less than half the standard term remaining. Student members may succeed themselves as members of committees at the discretion of ASUN.

G. COMMITTEE ORGANIZATION
At the last meeting of the academic year, each committee shall reorganize itself. Unless specified otherwise in the following individual committee description, each committee shall elect its own Chair and Secretary from among its eligible faculty members. The Chair shall be responsible for:

(a) reporting this reorganization promptly to the President of the Faculty Senate (and other officers as appropriate);

(b) notifying the President of the Faculty Senate of unexpected vacancies on the committee as they occur;
(c) arranging committee meetings, commencing with the new academic year after consultation with both continuing and new members on mutually agreeable meeting times and after distributing a timely agenda.

**H. COMMITTEE OPERATING RULES AND PROCEDURES**

Each committee shall file in the Faculty Senate Office a current written statement of operating procedures and guidelines adopted by the committee itself. It is very important that a current statement of committee procedures be available in the Senate Office at all times; it is the responsibility of the Chair of each committee to see that statements are filed and that changes are noted whenever they are approved by the committee.

If any committee included in this Syllabus does not have a written statement of its operating procedures and guidelines available at the time of adoption of this Syllabus by the Faculty Senate, it must prepare such a statement and file it with the Senate Office at the earliest reasonable date. At the first meeting of each academic year each committee normally should examine its statement of procedures and guidelines, and reaffirm the statement or make changes in it as the committee deems advisable.

Robert’s Rules of Order shall be used in committee meetings except when preempted by written procedures on file in the Senate Office.

**I. COMMITTEE REPORTS**

Each committee shall make at least one report annually to the Faculty Senate, or report more frequently as required in individual committee descriptions which follow. The Committee shall make additional reports to the Faculty Senate as directed by the President of the Senate.

Except where otherwise noted, the Secretary of each committee shall keep written minutes of the committee meetings. The Secretary shall also be responsible for submitting current copies of minutes to the Senate Office.

**J. COMMITTEE LIAISON WITH FACULTY SENATE**

The President of the Senate shall appoint one committee member who is also a member of the Faculty Senate to serve as liaison between the committee and the Faculty Senate. If the committee does not already have a member who is also a member of the Senate, the President shall appoint a non-voting member (see Section D.5 above). These designated members shall (1) serve as general informational liaison between the committee and the Senate; (2) notify the Executive Committee when the committee is not functioning and needs revitalizing; and (3) assure that information concerning committee officers and organization, committee rules of procedure and guidelines, and appropriate reports as specified in G, H, and I above are properly maintained in the Senate.
Office. Those non-voting members appointed in accord with Section D.5 above may submit motions and otherwise participate in committee activities except for the voting privilege.

K. CONFIDENTIAL MATERIAL

The Chair of any committee which in the course of its business generates or gathers material that should be kept confidential shall be responsible for obtaining all copies from all members retiring from that committee and having that material destroyed, the original material being maintained in the committee files. Chairs of Special Committees appointed by the Academic Rights and Responsibilities Committee must be especially sensitive to this requirement.

L. DEFINITION OF DISCIPLINES (Ref. APC, Graduate Council, Research Council)

Disciplines: The academic disciplines shall be:

1. Arts and Humanities: Classics & Religious Studies; English; History; Libraries; Modern Languages & Literatures; News-Editorial; Philosophy; all departments in the College of Architecture; and all departments in the Hixson-Lied College of Fine and Performing Arts.

2. Biological Sciences: The School of Biological Sciences; all divisions in the Institute of Agriculture and Natural Resources except Agricultural Leadership, Education & Communication; and the Department of Nutrition & Health Sciences.

3. Business and Social Sciences: Advertising; Agricultural Leadership, Education & Communication; Anthropology & Geography; Broadcasting, Communication Studies; Political Science; Psychology; Sociology; the College of Law; all departments in the College of Business Administration; and all departments in the College of Education and Human Sciences except the Department of Nutrition & Health Sciences.

4. Physical Sciences: Chemistry; Computer Science and Engineering; Geosciences; Mathematics; Statistics; Physics and Astronomy; and all departments in the College of Engineering and Technology.

This document can be found at:
http://www.unl.edu/asenate/committees/campuswidesyllabus.pdf
UNIVERSITY CURRICULUM COMMITTEE

NAME AND MEMBERSHIP

The Curriculum Committee shall consist of the following voting members:

(a) one faculty member representing each of the undergraduate colleges selected as determined by their respective faculties;
(b) one faculty member selected by the Academic Planning Committee;
(c) two students representing two different undergraduate colleges, selected as determined by ASUN;
(d) one faculty member appointed by the President of the Faculty Senate,

and the following non-voting members:

(e) the Vice Chancellor for Student Affairs, or designee;
(f) the Senior Vice Chancellor for Academic Affairs, or designee;
(g) the Director of Undergraduate Education;
(h) the Director of the Honors Program, or designee;
(i) a representative of the Office of Registration and Records; and
(k) the Recording Secretary, to be appointed by Undergraduate Studies.

TERM OF OFFICE

College Faculty members shall serve three year terms, except for the Faculty Senate and Academic Planning Committee appointees who shall serve one year terms. ASUN members are appointed for one year, but can serve two year terms. Initial terms shall be established by the Committee on Committees, and it will be the responsibility of the Committee on Committees to notify appropriate constituent groups when replacements are needed.

RESPONSIBILITIES

(1) The University Curriculum Committee shall receive notification of undergraduate courses and programs of study after they have been approved by the curriculum committees of the undergraduate colleges and notification of approval or disapproval of all curricular changes in the undergraduate colleges.
(a) Colleges have the primary responsibility for setting standards for and evaluating routine curricular matters such as course descriptions, course content, course requirements, and course syllabi. The UCC will receive and review proposals from the college curriculum committees that deal with such routine curricular matters. The UCC will return such proposals to the college curriculum committees for reconsideration only in cases where there appears to be a serious oversight on the part of the curriculum committee.
(b) The UCC will engage in a more substantive review of proposals that have implications that go beyond the individual colleges, such as those that involve multiple colleges, those that involve campus-wide requirements, and those pertaining to campus-wide academic programs.

(2) The University Curriculum Committee shall appoint ad hoc subcommittees and/or liaison person(s) to assist the Committee in reviewing course proposals in intercollegiate, multi-disciplinary areas within the University.

(3) The University Curriculum Committee shall make specific proposals for curricular developments and coordination to the curriculum committees of the undergraduate colleges, with the understanding that these committees are obliged to consider such proposals and make formal affirmative or negative response to the Curriculum Committee.

(4) The University Curriculum Committee shall respond to curricular and program suggestions put forward by the Academic Planning Committee, and report at least once annually to the Faculty Senate and to the Academic Planning Committee on its activities and plans.

(5) The University Curriculum Committee shall maintain liaison with the Graduate Council so as to coordinate the undergraduate and graduate curricula and programs.

(6) The University Curriculum Committee shall serve as a safeguard against needless and wasteful curricular duplication by reviewing all proposals for modification in undergraduate courses and for new undergraduate courses proposed by the undergraduate colleges, including all courses in the 001 through 499 series that are available to the undergraduate students. This function is to be discharged by referring any findings of needless duplication to the appropriate undergraduate college. Prior to being listed in a college’s official announcement, new or modifies courses that in the committee’s judgment lead to needless curricular duplication may not be offered or listed in the official announcement of courses of a college.

(7) The University Curriculum Committee shall undertake periodic comprehensive examinations of the University’s undergraduate curricula for the purpose of eliminating wasteful duplication.

OPERATING PROCEDURES AND GUIDELINES ADOPTED BY COMMITTEE

The committee shall file in the Faculty Senate Office (a) minutes of its meetings, and (b) a current statement of operating procedures and guidelines adopted by the committee itself. For more information on this committee and general Faculty Senate rules governing its operations see the Preface.
1. Activity Type – all courses must have at least one activity type.

- **Lecture** (Lec) – can have a maximum of 2 co-activity types. Always has credit hrs.
  - Possible combination: Lec, Lec/lab, Lec/rct, Lec/quz, Lec/lab/quz, Lec/lab/rct, Lec/rct/quz
- **Laboratory** (Lab) – must have credit hours if the letter “L” is in the last position of the course number. If Lab is in combination with another activity type, Lab will not have credit hrs.
  - Possible combination: Lab, Lec/lab, Lab/rct, Lab/quz, Lec/lab/quz, Lec/lab/rct, Lab/rct/quz
- **Quiz** (Quz) – always taught with Lec. Never has credit hours.
  - Possible combination: Lec/quz, Lec/lab/quz, Lec/quz/rct
- **Recitation** (Rct) – Always taught in conjunction with Lec. Never has credit hours.
  - Possible combination: Lec/rct, Lec/rct/lab, Lec/rct/quz
- **Studio** (Sdo) – Always has credit hours. Stand alone activity.
- **Field** (Fld) – Course taught in the field and generally taught off campus. Always has credit hrs. Stand alone activity.
- **Independent Study** (Ind) – Topic not covered in any other course at the University. Ind is not course offered by special study arrangement. Always has credit hours. Stand alone activity.
- **Personalized System of Instruction** (PSI) – Sometimes called “self-paced or Keller Plan”. Always has credit hours. Activity can be called Lec or PSI.

2. Course Numbering

- The numbering system was established by the Board of Regents in September 1971. Numbers in the University of Nebraska Course Numbering System have specific definitions:
  
  - 0-99 -- special, noncredit, prerequisite, short-term, and no-credit (zero credit hours) and mostly Pass/No Pass courses.
  - 100-199 -- Freshmen
  - 200-299 -- Sophomore
  - 300-399 -- Junior
  - 400-499 -- Senior
  - 500-799 -- Professional Courses and some Graduate (i.e., Dentistry, Law, Architecture)
  - 800-899 -- Graduate (Master level)
  - 900-999 -- Graduate (Doctoral)

- Numbers within a course number have distinct representation.
  
  - _ _ courses have “0” credits and are normally graded as Pass/No Pass only.
  - _ 9 _ are reserved for specialty courses that have variable topics and variable credit hours such as Independent Studies, Special Topics, Seminars, Tours, Internships,
Theses, Special Projects, Workshops, and Dissertations. Course numbers with “9” in the middle can be repeated for credit toward the degree.

- Courses with a “9” as the middle digit have a range of credit hours (i.e. 1-24 cr, max 24).
- Courses with “9” in the middle cannot have credit hours as alternate credit (i.e., 3 or 6 cr) unless the course can be repeated for credit toward the degree (i.e., 3 or 6 cr, max 12).
- _90 to _99 are reserved for workshops, independent research courses, seminars, tours, courses that can be repeated for credit toward the degree, or variable credit hour courses that can be repeated for credit toward the degree.

The following are _9_ #s that are reserved for the course types:

- _90 or _93 Workshops/seminars.
- _91 or _92 Special topics/seminars/tours.
- _94 or _96 Independent study.
- _95 Internships.
- _97 Practicums (field type course).
- _98 Research.
- 499 Undergraduate Thesis
- 899 Graduate (Masters) theses.
- 999 Graduate (Doctorate) courses.

- The last two digits in a 400- and 800-level tie-in course should always match (i.e. 412/812).
- A 400/800 level course is a single course that offers credit at both the undergraduate and graduate level. These are not two different courses. The title, credit hrs, description for a 400/800 course should be the same.
- Alpha Suffix – is an alpha character used in the fourth position of the course number if more course numbers are needed.
  - C, D, F, I, O, S and Z cannot be used as suffixes.
  - L represents laboratory class.
  - H represents an honors course.
  - X represents a course that has a web delivery method.
  - G represents professional courses for graduate credit.

a. Credit, Alternate
- Credit hours in a course can be listed as alternate credit (i.e. 3 or 6 cr, max 6 or 3 or 6 cr, max 12). Courses with alternate credit should not have the number “9” as the middle digit of the course number unless the course can be repeated for credit toward the degree (i.e., 3 or 6 cr, max 12).
- A variable credit hour course or an alternate credit hour course can only have the activity types of: Lec (carries the credit hours) OR Lab (for credit). No other course activity types are permissible.
- Courses can be listed with a range of credit hours (i.e., 1-24 cr, max 24). For detailed information about courses that can be repeated toward the degree, see Course Numbering.
4. Credit, Single
- “Zero credit hour” courses must be numbered less than 100 (i.e., 98). The only exception to this rule is for “military science” courses where the federal government requires a course number above 100 but less than 499, for some military science zero-credit hour lab courses, or courses specifically approved by the Vice Chancellor of Academic Affairs to be numbered above 100 and have zero credit hours. Zero credit hour courses should be “P/N only.”
- A combination of pass/no pass and credit hrs may be applied within independent study courses, internships, applied music, and student teaching field studies.

5. Credit Hours, Max per Degree
- Max credit hours and max repeat possible for any course is 55 credit hours.
- The last digit in the credit hour field within a course listing is the maximum credit allowed in the course toward the degree (i.e., 3 cr), unless indicated otherwise (i.e., 1-6 cr, max 6). For detailed information about courses that can be repeated toward the degree, see Course Numbering.
- Max Credit SHOULD be listed if the course is offered 1) for a fixed credit (3 cr) and can be taken more than once, and counted more than once toward the degree OR for a range of credit (1-3 cr) and/or if the course can be taken more than once and counted more than once toward the degree.
- Max Credit should NOT be listed if the course is offered 1) for a fixed credit (3 cr) and can only be counted once toward the degree OR 2) the course is offered for alternate credit (2 or 3 cr).
- Max per Degree is only applicable when a course can be repeated more than once toward the degree. It states the total credit hours that a person can earn from that course toward the degree. The “Max per Degree” for variable credit hour courses is normally the highest digit in the range. The maximum credit allowed toward the degree in any course is 24 credit hours except for the course number “999” which can be taken for up to 55 credit hours toward the degree.

6. Credit Hours, Max per Semester
- Max per Semester is the maximum credit hours per semester that a student can take the course in a given semester. Mini-courses and alpha sub-area courses would fall into this category. Max per Semester is stated as: (x cr per sem, max xx). For detailed information about courses that can be repeated toward the degree, see Course Numbering.

7. Credit Range (also identified as variable)
- Courses listed with range of credit hours (i.e. 1-24, max 24) should have the number “9” as the middle digit of the course number.

8. Cross-listings
- Academic departments/subject-areas with course numbers in parentheses following the course title indicate that the course is offered (cross-listed) in one or more other academic departments/subject-areas. Credit can be earned in any one of the academic departments/subject-areas according to the registration by the student.
• The last two digits of the course number should be the same for the “home”
department/subject-area and for the course in the cross listing department(s)/subject-
area(s).
• 900-level courses cannot be a tie-in cross-list with 400-level courses.
• If an 800-level course is moved to the 900-level, then the 400-level course must be
dropped from the tie-in arrangement.
• If the 400-level course is dropped, the 800-level course may be changed to the 900-level.
• An 800-level course cannot be a tie-in with a 100-level, a 200-level or a 300-level, or vice-
versa.
• A cross-listed course requested by the home department (whether it be a new cross-
listing, change or deletion) must be accompanied by a “Memo of Understanding” from the
cross-listed department(s) approving of the request. The only exception is if the cross-
listed course is within the same department (i.e., 400/800 tie-in arrangement). The Memo
of Understanding should be typed on departmental letterhead, addressed to the UCC,
stating the cross-listed department’s approval of the “stated” request affecting the cross-
listed course, and be dated and signed by the department’s chairperson.
• A tie-in or cross-listed course requires the UCC approval to list, change, and/or delete.

9. Description, Course
• Course descriptions are not complete sentences. They are statements that explain the
scope for the course and describe “what” is to be covered in the course.
• Course descriptions are written in the “present tense.”
• Course descriptions should not cover “how” a course is going to be taught. This
information should be in the syllabus or in the note section of the course listing (appears in
italics).
• Course descriptions should not cover “how” the course is to fit into the degree program.
• Eliminate any reference to “student” as they are the only ones that can take the course.
• Eliminate the “how” and “when” something is to get done from the description. These
items should be covered in the syllabus or may be listed in the notes field, which follows
the prerequisite field in the course listing.
• The four-alpha abbreviation should not be used in the course title or description.
  • When the prerequisite or note says something like “…experience in a field of study in
the biological science area,” that indicates not only BIOS, but also other science areas
like ASCI, ENVR, AGRO, GRAS, and other sciences that touch a little on the field of
biological science. The field of study is fully spelled out (i.e., “…and experience in a
field of study in the biological science area.).

10.D/F Removal/Course Repeats
• The official University of Nebraska policy is to compute the undergraduate grade point
average (GPA) using only the last grade for a given course when the student has taken the
course more than once and if the earlier grade in the course is below a “C.” All grades are
recorded on the transcript whether or not they are used in computation of the GPA.
• When courses are revised, it is important for departments to indicate whether the course
with a new number or revised course can be used to remove the grade factors for a
previously “failed” (grade of “C-” or below) course.
• If the revised course is for fewer credit hours than the previous course, D/F removal would
not apply.
• If the student repeats a course that has a grade of “C” or better, both grades are calculated into the GPA, but only one of the courses is counted toward the degree.
• A course with a “9” in the middle cannot have an automatic D/F grade removal because those courses cannot be taken more than once toward the degree and/or with a different sub-title each time.

11. Home Department/Subject-area for a Course
• Curriculum requests can only be submitted by the home department.
• Exception: A cross-listed department/subject-area can complete a curriculum action request to “pull out” of the cross listing arrangement. For detailed information, see Memo of Understanding.
• Curriculum action is required to change the home department/subject-area for a course.
• A Memo of Understanding is required from the department requesting to become a participant in a cross listing. For detailed information, see Memo of Understanding.
• The home department/subject-area for a course can initiate curriculum action to delete the home course with associated cross-listed courses. The cross-listed course(s) will automatically be deleted with the home course. Curriculum action can be requested by a cross-listed department to create a new home for the course.

12. Honors Courses -- Honors courses offered as an “honors contract” are not required to be approved through the UCC course approval system. If it is decided that the “honors contract” course is to be offered as an Honors course, then it will need to be requested through the UCC course approval system. (“Honors contract” courses are created through Registration & Records and have a created and end date at the time of request.)

13. Memo of Understanding
• A cross-listed course requested by the home department/subject-area (whether it be a new cross-listing, change, or deletion) must be accompanied by a Memo of Understanding from the cross-listed department(s)/subject-area(s), approving the request.
• Exception: A cross-listing department/subject-area can request curriculum action to “pull-out” of the cross-listing arrangement without including a Memo of Understanding from the home department and/or other course cross-listing department(s)/subject-area(s).
• A Memo of Understanding is not required when a course is a tie-in or cross-listed course within the same department/subject-area (i.e., 400/800 tie-in arrangement or a studio type 100-200-level course) or if a participating department is pulling out of the cross listing.
• A Memo of Understanding should be typed on departmental letterhead, addressed to the UCC, stating the cross-listed department/subject-area’s approval of the “stated” request affecting the cross-listed course. The memo should be dated and signed by the department’s chairperson.

14. Method of Delivery
• There are 2 methods of delivery:
  • Classroom
  • WEB

15. Notes
• Notes are always printed in *italics* and listed following the prerequisites.
• Notes can be used to give special information about the course or some limitation on
  the use of the course in a student’s academic program (i.e., *XXXX 324 will not count
towards a major in XXXX*.)
• Notes are associated with a specific course number.
• Notes for the 400- and 800-level of a 400/800 tie-in course are normally the same, but
  they can differ (i.e., for the 400-level: *XXXX XXX will not count toward the major. For
  the 800-level: XXX.XX will not count toward the MA degree.*)
• Standard wording for Pass/No Pass courses is listed in the Notes section of a course
  listing. Use the wording, “Cannot be taken Pass/No Pass” or “Pass/No Pass only.”

16. Prerequisites
• Course prerequisites follow the word “Prereq:” in the course listing.
• Course prerequisites indicate the level of preparation a student must have before
  enrolling in the course.
• A prerequisite is preparation that a student must have to prepare to take the course
  and have a chance at passing the course. It is *not* preparation that is just “good to
  know” before enrolling in a course.
• Equivalent preparation is generally sufficient to meet a stated prerequisite.
• If there is doubt about a student’s preparation level, permission to enroll may be
  requested from the instructor of the course or from the department chairperson.
• Academic departments reserve the right to deny admission in a course if the
  prerequisite has not been completed. Academic departments reserve the right to give
  permission to waive the prerequisite for any course or to substitute for the prerequisite
  learning obtained by other means than through the prerequisite course(s).
• “And permission” is acceptable as part of a prerequisite; but the statement requires the
  department to have someone “on hand” who can give permission at any time during
  normal working hours and may require the commitment of resources to fulfill.
• A ‘recommended prerequisite’ may be listed, provided that it states preparation a
  student must almost have to pass the course.
• The use of the words “parallel”, “parallel with”, or “co-register with” in the prerequisite
  for the course means that both courses are to be taken simultaneously.
• “…or permission” should *not* be used in a prerequisite. “Or permission” is the
  automatic prerequisite for every course at the University by Academic Senate policy.
• List UNO courses in the prerequisite with the standard UNO course abbreviation, the
  exact UNO course number (four digits) and then followed by “UNO” in parenthesis [i.e.
  AE 3300 (UNO)].
• The word “or” is used in combination with the semi-colons and commas to clarify what
  the choices are for meeting the prerequisite and that “double readings” of the
  prerequisite are not possible. Examples may include: “Prereq: Senior Standing; XXX
  1XX and 2XX, or XXXX 3XX; or bachelor degree.” “Prereq: ACCT 201; ECON 210, or
  201 and 202; MRKT 341; and MNGT 331, or MIST/MNGT 301, or MIST 350; and
  permission.”
• Generally, prerequisites are the same for all departments/subject-areas participating in
  a cross listed course. There are exceptions: 1) Prerequisite can vary between the
  400-level and the 800-level of a 400/800 course; and 2) there are cases where the
prerequisite is different for different majors or programs, or for non-majors than for majors.
- Class standing is valid as a prerequisite (i.e., “Sophomore standing”, which includes all Sophomores, Juniors, and Seniors).
- If a course is “Open to Sophomores only” (or another class level[s] only), the comment should be listed in the Note field, rather than part of the prerequisite.

17. Repeat Course Policy -- Many courses (i.e., Special Topics) may be repeated. Some colleges specify the maximum repeatable hours for each course in the college. For detailed information, see Course Numbering and Credit sections.

18. Subject-area Abbreviation
- The four-alpha character abbreviation is used to identify the subject-area.
- When a new department/subject-area is approved at both the college level and through the UCC, the Director of Registration & Records must first approve or recommend the four alpha abbreviations to avoid duplication.
- Anytime the “subject-area” is referenced in the prerequisite or in a note field within a course listing, the four-alpha abbreviation should be used.
- The four-alpha abbreviation should not be used in the course title or description.
  - When the prerequisite or note says something like “…experience in a field of study in the biological science area,” that indicates not only BIOS, but also other science areas like ASCI, ENVR, AGRO, GRAS, and other sciences that touch a little on the field of biological science. The field of study is fully spelled out (i.e., “…and experience in a field of study in the biological science area.).

19. Terms in which courses are taught
- When an I (fall semester), II (spring semester), or III (summer session) appears in a course listing, it means that the course can only be taught in the semester(s) indicated. It does not necessarily mean that it will be taught in that semester, only that it can be taught. It is always up to the department as to when a course is taught.
  - If there is no designation (I, II, III), it means that it can be taught in any semester.

20. Title
- A title is a “handle” for the course and should not be a full course description. If the title is long, move information to the course description and create a new short “handle” to use as the title for the course.