University of North Texas at Dallas
Academic Council Minutes
October 22, 2019

Voting Members in Attendance:

Dr. Daniel Friesen, *representing* Dr. Karen Shumway, *Dean, School of Business*
Dr. Lisa Hobson, *Interim Dean, School of Education*
Dr. Constance Lacy, *Dean, School of Human Services*
Dr. Orlando Perez, *Dean, School of Liberal Arts & Sciences*
Dr. Ali Shaqlaih, *Interim Dean*, *Graduate School*
Dr. Gary Holmes, *Faculty Alliance Vice-Chair*
Rian Wilhite, *Director*, *Academic Advising*
Brenda Robertson, *University Librarian*
Jasmine Smith-Ogburn, *SGA Vice President*

Non-Voting Members in Attendance:

Dr. Betty H. Stewart, *Provost and EVP for Academic Affairs*
John Capocci, *University Registrar*
Dr. Dawn Remmers, *Assistant Provost*
Dr. Elizabeth Giddens, *Director of University Accreditation and Policy*
Garrick Hildebrand, *Director of Financial Aid*
Desmond Morris, *Director of Distance Learning*

Other Attendees:

Dr. Mario Casa de Calvo, *Assoc. Dean/Professor, School of Liberal Arts & Sciences*
Katrina Cornish, *Academic Scheduling Coordinator*
Dr. Danielle Zanzalari, *Assistant Professor, School of Business*
Lara Huddleston, *Assistant Director, Office of the Registrar*

Approval of Minutes:

*September 2019 Minutes approved with nine of nine voting. (**Closed**)*

All proposed changes are marked as such:
New items are emboldened and underlined
Deleted items are marked with a strikethrough line
Justifications or clarifications are italicized.

A. Policy Revision (Dr. Elizabeth Giddens, *Director of University Accreditation and Policy*)

Policy 6.021 Curriculum Development and Review – *see appendix*

*Motion to table approved with nine of nine voting. (**Tabled**)*

B. New Course Addition (*School of Business*)

ECON 4300 (Economics of Personal Finance)
New Course Addition, effective Spring 2020
Department: Business
Additional Information: This course adds to general elective offerings for Business and, in particular, Finance students. This will allow students to practice trading in a real-time data format, which is currently not being done, as well as relating the economy to personal finance decision-making.

*Motion approved with nine of nine voting. (**Closed**)*

Adjournment.

Respectfully submitted.

Essence Cleveland

Executive Assistant to the Provost & EVP of Academic Affairs.

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Justifications or clarifications are italicized.

The University of North Texas at Dallas Policy Manual	Chapter 6
6.021 Curriculum Development and Review	**Faculty Affairs**

Policy Statement. UNT Dallas offers high-quality academic curricula that are achieved through considerate, collaborative self-study and reflection by the faculty in each of the disciplines and appropriate stewardship by university administrators.   To maintain the quality of these programs, the University requires periodic review of its curriculum, operations, and resources.

Application of Policy. This policy applies university wide.

Procedures and Responsibilities.

Substantive Changes to Academic Programs and Courses.

Any time the University seeks a significant modification or expansion of the nature and scope of an academic program and course, the University will follow the substantive change procedures established by Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and will inform SACSCOC of such changes in accordance with those procedures. Except in those types of changes exempted by SACSCOC, the University will not implement any substantive change to an accredited program without receiving prior approval from SACSCOC.

Academic Program Review

UNT Dallas offers high-quality academic programs that are achieved through considerate, collaborative self-study and reflection by the faculty in each of the disciplines and appropriate stewardship by university administrators.   To maintain the quality of these programs, the University requires periodic review of its curriculum, operations, and resources. The review processes and procedures are found in UNTD Policy 6.020, Academic Program Review.

Program and Courses Additions and Substantive Changes

New Course Requests and Changes to Existing Courses, as well as New Program Requests and Changes to Existing Programs are submitted to, and approved by, divisional and university curriculum committees.

Division Curriculum Committee

The Division Curriculum Committee is a standing committee that is appointed by the Dean of the division and consists of a minimum of three faculty members, one of whom must be a Department Chair. The members of the Division Curriculum Committee will select the Chair of the Division Curriculum Committee.

If the Division Curriculum Committee approves the program and/or course requests for inclusion in the curriculum, the requests and documentation is forwarded to the Division Dean for consideration of approval.

If the Dean approves the program and/or course requests for inclusion in the curriculum, the requests and documentation is forwarded to the University Curriculum Committee (UCC) for all undergraduate programs and courses and the Graduate Council (GC) for all graduate programs and courses for consideration of approval.

University Curriculum Committee (UCC)

The University Curriculum Committee is a standing committee appointed by the Provost and consists of the following nine faculty members:

- 3 faculty members (one from each Division) appointed by the Deans.
- 3 faculty members (one from each Division) from the Faculty Alliance Academic Affairs Committee.
- 3 faculty members (one from each Division) from the General Education Committee.
- Other ex-officio members as determined by the Chair

The Provost appoints the Chair of the University Curriculum Committee.

If the University Curriculum Committee approves the new course for inclusion in the curriculum, the request and documentation is returned to the Dean of the Division to forward the requests to the Academic Council for final campus approval. If the request is for a course that requires review and approval by the Core Curriculum Committee then the request is forwarded to the Core Curriculum Committee Chair for review and approval.

Graduate Council (GC)

The Graduate Council is a standing committee appointed by the Dean of the Graduate

School and consists of the following members:

- Chaired by the Dean of the Graduate School
- 1 Graduate Admissions/Services representative
- 1 graduate faculty member with one from each of the established graduate programs
- Other ex-officio members as determined by the Chair

The Graduate Council reviews and approves or denies program and course requests for the graduate level. If the requests are approved, the materials are returned to the Dean of the Division and then forwarded to the Academic Council for final campus approval.

Core Curriculum Committee

The Core Curriculum Committee is a standing committee appointed by the Provost and consists of the following members:

- 6 LAS Faculty with one from each of the following areas: Life and Health Sciences, Criminal Justice, Mathematics and IT, Languages and Communication, Psychology and Sociology, and History and Political Science
- 1 LAS faculty member at large
- 1 faculty member from the School of Education
- 1 faculty member from the School of Human Services
- 2 faculty from the School of Business
- 1 member from Academic Advising
- 1 member from University Accreditation and Policy

The Core Curriculum Committee reviews and approves or denies courses submitted for the UNTD Core Curriculum prior to the THECB's final approval. Courses approved for inclusion in the UNTD Core Curriculum are returned to the Dean of the Division then forwarded to Academic Council for final campus approval.

<u>Academic Council</u>

Academic Council is a standing committee in which the Provost serves as the Chair and ex-officio member. The following members serve as voting members:

- 6 deans of each division including College of Law and Schools of Business, Education, Human Services and Liberal Art and Sciences and the Graduate

School.

- 1 Vice-President of Faculty Alliance
- 1 Vice-President of the Student Government Association
- 1 Director of Academic Advising
- 1 University Librarian
- Other ex-officio members as determined by the Chair.

Voting members of the Academic Council can add program and course requests to the agenda for review and approval or denial.

Process

At the beginning of each academic year, the Assistant Provost coordinates the deadlines for program and course requests to the different curriculum review committees and makes the schedule available to the academic community.

1. Faculty member(s) can make requests to add new program and courses as well as change existing programs and courses. These requests are forwarded to the Division Curriculum Committee.
2. The Division Curriculum Committee reviews and approves or denies program and course requests and forwards materials to the Dean of the Division.
3. For approved requests, the Dean reviews and approves or denies program and course requests. Approved requests are forwarded to either the University Curriculum Committee (undergraduate level) or Graduate Council (graduate level) depending on the level of the curriculum.
4. UCC or GC reviews and approves or denies program and course requests. In the event that a course or program includes both levels, both committees would be require to review the materials in succession and approve or deny the requests. Approved requests are then returned to the Dean of the Division of origination.
5. In the event that a course request has intent for inclusion in the UNTD Core Curriculum, it must be forwarded to the Core Curriculum Committee for review and approval.
6. The Dean of the Division will place approved requests on the agenda for Academic Council.
7. Academic Council will review and approve or deny program and course requests.
8. Requests requiring external review and approval are submitted to the appropriate authority (e.g., THECB, SACSCOC) by the Director of University Accreditation and Policy. Once approval is granted from the external authority, the Director shares the approval with the academic community for appropriate action for implementation.

References and Cross-references.

Resources at Curriculum Review Resources: https://aa.untdallas.edu/curriculum-review-resources

- Curriculum Review Guide
- New Course Request
- Change of an Existing Course Request
- Core Curriculum Course Request
- New Academic Program Request
- Change of an Existing Program Request
- Catalog Degree Requirements Worksheet
- Marketable Skills Documentation

Approved: 3/18/2013
Effective: 3/18/2013
Revised: TBD