

The following information is prepared by C&C and INDEV

Recent questions from proponents prompt us to clarify when a letter of concurrence is required by the Faculty Committee on Curricula & Courses (C&C).

C&C *requires* a letter of concurrence from other units for the following changes in curricula proposals in the following cases:

- A subject matter mentioned in the course syllabus is primarily taught in a different college.
- A proposal impacts another college; for example, if a proposed course will be required (as opposed to recommended) in college A that is like a course offered in college B, but with an emphasis on college A's specialization, and can be expected to reduce enrollment in college B's course.
- The course proposal is cross listed with a course in another college.
- An existing course requires a minor change that would affect another college, i.e., changes to: (a) the prerequisite or co-requisite, (b) wording (but not the substance) of the bulletin description, (c) the number of credit hours whereby the change does not modify the course subject matter, or (d) the mode of delivery.

In each of the above cases C&C *recommends* that proponents contact the head of the affected unit prior to submitting the proposal to request a letter of concurrence--an email stating agreement to the proposal will suffice. Proponents should include a snapshot of the letter of concurrence were indicated in the curriculum change software and keep a copy of the email or letter on file for verification purposes.

*Note on Carolina Core Courses:*

Changes in the Carolina Core courses certainly do impact every unit within the university. These courses, however, are not considered under the letter of concurrence restrictions. A committee oversees all changes in Carolina Core courses. For example, a proposal for a change in ENGL 101 does not require letters of concurrence by units teaching components in writing. The committee which oversees the Carolina Core will examine this request. Once approved, the proposal moves forward to C&C.

C&C *does not* require a letter of concurrence from other units under the following circumstances:

- A change in the course proposal is from the same college.
- An existing course requires a minor change that does not affect another college, i.e., changes to: (a) the prerequisite or co-requisite, (b) wording (but not the substance) of the bulletin description, (c) the number of credit hours whereby the change does not modify the course subject matter, or (d) mode of delivery.
- Minor changes to an existing course that has verbiage that may indicate subject-matter overlap with a different college, but the minor change does not involve the learning outcomes or syllabus content details. For example, an approved ARTS course with a bulletin description that mentions "visual communication" would not require a new letter of concurrence from any other unit if the proposed change involved: (a) reduction in

credit hours, (b) an unrelated minor change in the bulletin description, (c) a change in prerequisites, or (d) change of delivery method.

*Notes on process of evaluating course proposals:*

- The C&C chair organizes proposals for committee review. If at this stage the chair notes that a letter of concurrence is required but is not in the proposal, the chair will request that the proponent supply a letter of concurrence.
- Sometimes C&C does not identify a conflict between units. When the Senate agenda is distributed, any faculty member may contact the C&C chair to identify a concern. If this occurs, the C&C chair will contact the proponent and explain the situation. In almost all cases, the proposal is withdrawn pending unit discussions.
- The C&C chair communicates with proponents whose proposals require minor changes. With the proponents' approval, the chair will make the changes in the proposal—as opposed to retuning it and requiring resubmission through the process. This process has dramatically reduced the average time from proposal submission to consideration by the Faculty Senate.