

# Proposal to Revise Course Review Procedures

## MEMORANDUM

TO: UNC Charlotte Graduate Council

FROM: Drs. Joan Lachance and Kaus Sarkar,  
Graduate Council Subcommittee for Syllabus Review Procedures

DATE: March 25, 2024

RE: Proposal to Revise Syllabus Review Procedures

### **BACKGROUND**

1. Currently the syllabi attached to Curriculog new course proposals are being checked against three (3) documents:

- 1) [Curriculog Form Section D](#) (which includes 20 elements),
- 2) the document called <<[New-Revised Graduate Syllabus Guidelines 8-11-23](#)>>, and
- 3) p. 2 to document called <<[Graduate Checklist for Reviewing Curriculog Proposals](#)>>. The task of reviewing syllabi seems to be unnecessarily complex and time consuming.

2. The current Graduate Council process that obliges course syllabi to be attached to Curriculog proposals is problematic. The tasks associated with the committee members reviewing syllabi as attachments to proposals are incongruent with preventing programs from using the reviewed syllabus at the time of the proposal.

3. None of the documents that describe the duties of the Graduate Council, namely Standing of Rules of the Faculty Council, pp. 14-16, and the Graduate Faculty Bylaws, pp. 3-6, indicate any specific procedure to review courses and no mention is made of syllabi in these documents.

### **PURPOSE**

The purpose of this proposal is to set up a more efficient course syllabus review procedure.

### **PROPOSAL**

#### **1. New Course Syllabus**

- In section A, specifically (A12), we propose the check box for “course syllabus” include this statement next to it that says “(for undergraduate courses only; *\*Graduate syllabi may be attached to the proposal if required by your college apart from the Graduate Council review requirements.*)
- In section D, we propose this be added.

- Have section (D1) begin with the attestation statement of “By checking this box the proposal’s department agrees to ensure that each of the elements in section D will be included in the course syllabus used with whomever instructs the course from this point forward. The attestation box (D1) must be checked in order for the Graduate Council to review the proposal.” See Appendix A.
- In field D16 [D17 with new numbering] add the statement “if this is an internship course that has special requirements, please note them here.

## 2. Course Revision Syllabus

- In section A, specifically (A12), we propose the check box for “course syllabus” include a statement next to it that says (for undergraduate courses only; *\*Graduate syllabi may be attached to the proposal if required by your college apart from the Graduate Council review requirements.*)
- In section D, we propose this be added:

Have section (D1) begin with the attestation statement of “By checking this box the proposal’s department agrees to ensure that each of the elements in section D will be included in the course syllabus used with whomever instructs the course from this point forward. The attestation box (D1) must be checked in order for the Graduate Council to review the proposal.” See Appendix A.

In field D16 [D17 with new numbering] add the statement “if this is an internship course that has special requirements, please note them here. See Appendix B.

## 3. Topics Course Syllabus

- In section A, specifically (A12), we propose the check box for “course syllabus” include a statement next to it that says (for undergraduate courses only).
- In section D, delete “section D: Graduate Course Syllabus Template” See Appendix C.