

2013-2014 LONG SIGNATURE SHEET



UNC CHARLOTTE

Proposal Number: ENGR - 03 - 06 - 14

Proposal Title: Creation of ENGR 5090 Special Topics

Originating Department: The William States Lee College of Engineering

TYPE OF PROPOSAL: UNDERGRADUATE _____ GRADUATE x UNDERGRADUATE & GRADUATE _____
 (Separate proposals sent to UCCC and Grad. Council)

DATE RECEIVED	DATE CONSIDERED	DATE FORWARDED	ACTION	SIGNATURES
March 6, 2014		March 6, 2014	Approved	<u>DEPARTMENT CHAIR</u> [Ronald E. Smelser]
			Approved	<u>COLLEGE CURRICULUM COMMITTEE CHAIR</u> [Edward Morse]
			Approved	<u>COLLEGE FACULTY CHAIR (if applicable)</u> [Arindam Mukherjee]
			Approved	<u>COLLEGE DEAN</u> [Robert E. Johnson]
			Approved	<u>GENERAL EDUCATION</u> (if applicable; for General Education courses) [print name here:]
			Approved	<u>UNDERGRADUATE COURSE & CURRICULUM COMMITTEE CHAIR</u> (for undergraduate courses only)
4-15-14	5-6-14	5-7-14	Approved	<u>GRADUATE COUNCIL CHAIR</u> (for graduate courses only) ALAN R. FREITAS
				<u>FACULTY GOVERNANCE ASSISTANT</u> (Faculty Council approval on Consent Calendar)
				<u>FACULTY EXECUTIVE COMMITTEE</u> (if decision is appealed)



UNC CHARLOTTE

LONG FORM COURSE AND CURRICULUM PROPOSAL

*To: Ed Morse, College of Engineering Graduate Committee, and UNC Charlotte Graduate Council

From: Ronald E. Smelser

Date: March 6, 2014

Re: Creation of ENGR 5090 Special Topics

The Long Form is used for major curriculum changes. Examples of major changes can include: creation of a new major, creation of a new minor, creation of a new area of concentration, or significant changes (more than 50%) to an existing program (Note: changing the name of an academic department does not automatically change the name(s) of the degree(s). The requests must be approved separately by the Board of Governors.)

Submission of this Long Form indicates review and assessment of the proposed curriculum changes at the department and collegiate level either separately or as part of ongoing assessment efforts.

*Proposals for undergraduate courses should be sent to the Undergraduate Course and Curriculum Committee Chair. Proposals related to both undergraduate and graduate courses, (e.g., courses co-listed at both levels) must be sent to both the Undergraduate Course and Curriculum Committee and the Graduate Council.

COURSE AND CURRICULUM PROPOSAL**ENGR-03-06-14**

University of North Carolina at Charlotte

New Graduate

Course and Curriculum Proposal from: The William States Lee College of Engineering

TITLE *Creation of ENGR 5090 Special Topic***PROPOSAL SUMMARY.**

The William States Lee College of Engineering wishes to establish a Special Topics course at the graduate level to accompany an existing Special Topics Course at the undergraduate level, ENGR 4090.

I. JUSTIFICATION.

1. The existing Special Topics course at the undergraduate level does not allow a college-wide offering of the course to both the undergraduate and graduate student populations in the college. This course will allow departments to offer courses that are not tied to a specific discipline program.
2. There are no prerequisites or co-requisites to this course.
3. The instructors of these courses will follow the university guidelines for the offering of joint 4000 and 5000 level classes.
4. This course will expand the offerings of courses that may be of interest to students who are not in the department that is offering the course and will bring the college into conformity with the university course numbering policy.

II. IMPACT. The offering of this course will not impact current course offerings. It opens up the Special Topics course offerings to the general student population who might otherwise not want to take a departmental course offering of a Special Topics course. It will facilitate the offering of multi-disciplinary courses within the college.

1. The offering will serve graduate students within the major and may be open to non-majors who are given permission to enroll in the course.
2. The course will not impact current offerings but will expand certain offerings to the entire population of the college.
 - a. The course will be offered on demand.
 - b. There will be no impact on other courses.

- c. The course cannot be offered with fewer than five enrolled students using the college’s current guidelines for enrollment.
- d. Other courses will not be affected since these offerings will be in place of a discipline specific course offering.
- e. This will only affect the college level of the catalog since it is not a departmental course offering.

III. RESOURCES REQUIRED TO SUPPORT PROPOSAL.

When added resources are not required, indicate “none”. For items which require “none” explain how this determination was made.

- A. **PERSONNEL.** None – Existing faculty will offer the course.
- B. **PHYSICAL FACILITY.** None. – Current classrooms are adequate.
- C. **EQUIPMENT AND SUPPLIES:** None – No new equipment or supplies are required.
- D. **COMPUTER.** None – Current computers are adequate.
- E. **AUDIO-VISUAL.** N/A
- F. **OTHER RESOURCES.** N/A
- G. **SOURCE OF FUNDING.** N/A

IV. CONSULTATION WITH THE LIBRARY AND OTHER DEPARTMENTS OR UNITS

- A. **LIBRARY CONSULTATION.** Indicate written consultation with the Library Reference Staff at the departmental level to ensure that library holdings are adequate to support the proposal prior to its leaving the department. (Attach copy of [*Consultation on Library Holdings*](#)).
- B. **CONSULTATION WITH OTHER DEPARTMENTS OR UNITS.** This is a college course offering. The curriculum committee approval is the consultation necessary for this proposal.

V. INITIATION, ATTACHMENTS AND CONSIDERATION OF THE PROPOSAL

- A. **ORIGINATING UNIT.** Curriculum committee approval was unanimous.
- B. **CREDIT HOUR.** (Mandatory if new and/or revised course in proposal)
Review statement and check box once completed:
 The appropriate faculty committee has reviewed the course outline/syllabus and has determined that the assignments are sufficient to meet the University definition of a [credit hour](#).

C. ATTACHMENTS.

1. CONSULTATION: Attach relevant documentation of consultations with other units.
2. COURSE OUTLINE/SYLLABUS: N/A This is a Special Topics course. Syllabi and credit hours vary with the offering.
3. PROPOSED CATALOG COPY:

ENGR 5090. Special Topics. (1-4) Directed study of current topics of special interest. May be repeated for credit. (*On demand*)

a. For a new course or revisions to an existing course, check all the statements that apply:

This course will be cross listed with another course.

There are prerequisites for this course.

There are corequisites for this course.

This course is repeatable for credit.

This course will increase/decrease the number of credits hours currently offered by its program.

This proposal results in the deletion of an existing course(s) from the degree program and/or catalog.

For all items checked above, applicable statements and content must be reflected in the proposed catalog copy.

b. If overall proposal is for a new degree program that requires approval from General Administration, please contact the facultygovernance@uncc.edu for consultation on catalog copy.

4. ACADEMIC PLAN OF STUDY (UNDERGRADUATE ONLY): Does the proposed change impact an [existing Academic Plan of Study](#)?
 - Yes. If yes, please provide updated Academic Plan of Study in template format.
 - No.
5. STUDENT LEARNING OUTCOMES (UNDERGRADUATE & GRADUATE): Does this course or curricular change require a change in Student Learning Outcomes (SLOs) or assessment for the degree program?
 - Yes. If yes, please provide updated SLOs in template format.
 - No.
6. TEXTBOOK COSTS: It is the policy of the Board of Governors to reduce textbook costs for students whenever possible. Have

electronic textbooks, textbook rentals, or the buyback program been considered and adopted?

- Yes. Briefly explain below.
 No. Briefly explain below.

Each course in the college is scrutinized with the object of keeping textbook costs down. This Special Topics course would be no exception to this practice.

IMPORTANT NOTE: A Microsoft Word version of the final course and curriculum proposal should be sent to facultygovernance@uncc.edu upon approval by the Undergraduate Course and Curriculum Committee and/or Graduate Council chair.



J. Murrey Atkins Library

Consultation on Library Holdings

To: Ron Smelser
From: Alison Bradley
Date: 3/5/14
Subject: ENGR 4090/5090

Summary of Librarian’s Evaluation of Holdings:

Evaluator: Alison Bradley Date: 3/5/14

Check One:

- 1. Holdings are superior _____
- 2. Holdings are adequate _____ **x** _____
- 3. Holdings are adequate only if Dept. purchases additional items. _____
- 4. Holdings are inadequate _____

Comments:

Library holdings should be adequate to support student research for this course, as it has been successfully offered under another number in the past. If topics addressed in future semesters require materials beyond our current holdings, students may borrow books and articles via Interlibrary Loan, and existing book allocations can be used to support purchases in the area of interest.

Alison Bradley

Evaluator’s Signature

March 5, 2014

Date