

Course, Curriculum and Catalog Review Guidelines

What is the responsibility and authority of the Office of Academic Affairs in this process? The Office of Academic Affairs is responsible for analyzing, facilitating, monitoring, and approving proposed changes and the implementation of those changes as approved by governing bodies. In addition, while the faculty curriculum committees are responsible for curriculum development and maintenance, many changes to curriculum have resource implications. The Office of Academic Affairs has oversight over the distribution of resources as well as a role in monitoring curriculum changes that impact overall enrollment and student outcomes at the institution as well as our relationships with partners (including transfer institutions). The responsibilities and authority of the Office of Academic Affairs related to curriculum include but are not limited to:

- a. Monitoring and approving curriculum changes in consultation with faculty curriculum committees with respect to implications for resource management, student learning outcomes, inter-college impact, time-to-degree, and impact on transfer articulation
- b. Serving as a consultant to academic units on the curriculum process and university and state academic policies and regulations
- c. Processing of all course and curriculum approvals including campus-wide notification of changes
- d. Reviewing and working with departments to amend unintended errors or omissions within proposals
- e. Production of the annual catalogs
- f. Maintenance of course and program inventories
- g. Maintenance of [Catalog](#) website
- h. Maintenance of [Faculty Council Course and Curriculum](#) website
- i. Maintenance of [Academics](#) website
- j. Maintenance of [Academic Plans of Study](#)
- k. Maintenance of course descriptions in Banner
- l. Preservation of curriculum archives in consultation with Atkins Library
- m. Coordination of new degree requests, discontinuations or other changes requiring notification or approval by the Provost, Chancellor, University of North Carolina General Administration, and/or SACS
- n. Analyzing data and researching trends on the nature and processing of proposals