# 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:     February 5, 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 include 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 be removed.
- In section D, we propose two sections be added.
  - 1) Add section (D21) as an open-ended content field for the proposal to include a required course statement related to AI.
  - 2) Add section (D22) with the agreement statement of "By checking this box the proposal's department agrees to ensure that each of the items in section D will be included in the course syllabus used with whomever instructs the course from this

point forward. The box must be checked in order for the Graduate Council to review the proposal."

## 2. Course Revision Syllabus

- In section A, specifically (A12), we propose the check box for course syllabus be removed.
- In section D, we propose two sections be added.
    - 1) Add section (D21) as an open-ended content field for the proposal to include a required course statement related to AI.
    - 2) Add section (D22) with the agreement statement of "By checking this box the proposal's department agrees to ensure that each of the items in section D will be included in the revised course syllabus used with whomever instructs the course from this point forward. The box must be checked in order for the Graduate Council to review the proposal."

## 3. Topics Course Syllabus

- In section A, specifically (A12), we propose the check box for course syllabus be removed.
- In section D, we propose two sections be added.
    - 1) Add section (D21) as an open-ended content field for the proposal to include a required course statement related to AI.
    - 2) Add section (D22) with the agreement statement of "By checking this box the proposal's department agrees to ensure that each of the items in section D will be included in the topics course syllabus used with whomever instructs the course. The box must be checked in order for the Graduate Council to review the proposal."