Division of Academic & Student Affairs
Courses and Curricula Committee

Resource Packet

2015 – 2016

DASA CCC Website
http://oucc.dasa.ncsu.edu/committees/dasa-ccc/
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Dear DASA CCC Members,

Welcome new and returning member to the 2015 – 2016 term of the Department of Academic and Student Affairs Courses and Curricula Committee (DASA CCC). The first meeting is Monday, September 14 at 1:30 in Park Shops 211D. A complete list of the meeting dates is located on the DASA CCC website.

This committee is charged with the responsibility of approving all DASA college level undergraduate courses and curricula consistent with related university policies, regulations and rules.

This resource packet provides information about your responsibilities as a committee member along with as guidelines and resources. This packet and all DASA CCC related information may also be found on the DASA CCC 2015-2016 website.

As a representative of your department, you serve as the liaison and will be responsible for presenting course and curricular actions and discussion items that come forward from your department as well as being a point of contact for DASA CCC related questions. A description of member responsibilities is listed in this resource packet.

Your attendance at DASA CCC meetings is vital to the ability of the committee to function since we must have quorum to approve agenda items. If you will not be able to attend a meeting, please contact me as early as possible. You may be required to find a proxy who can substitute in your absence.

I will notify members via email of the upcoming agenda approximately one week prior to each meeting. The email will include a link to the DASA CCC website so that you may access and download the agenda and actions being reviewed as well as any discussion items. Although actions will be available for viewing on a projection screen at the meeting, it is strongly recommended members bring a laptop and/or a copy of the actions to reference as needed. Hard copies will not be provided.

This committee follows Robert’s Rules of Order when participating in our meetings. If you are unfamiliar with this, I would recommend reading Notes and Comments on Robert’s Rules (4th Edition), available electronically through the NC State Libraries. Additionally, a ‘cheat sheet’ is provided in this resource packet.

Thank you in advance for your contributions to this committee and if you should have any questions, please contact Kasey Harris by email (kkharris@ncsu.edu) or by phone 513-1937 or this year’s committee chair, Sean Cassidy of the University Scholars Program.

Thank you,

Kasey Harris
DASA CCC Coordinator
Division of Academic and Student Affairs
Courses and Curricula Committee (DASA CCC)
2014 – 2015

Committee Chair: Sean Cassidy, Associate Director
University Scholars Program

Administration: Dr. Barbara Kirby, Associate Vice-Provost, University College, DASA

Committee Support: Kasey Harris, Student Support Specialist, University College, DASA

Committee Charge:

The Division of Academic and Student Affairs "Courses and Curricula Committee" is advisory to the Dean of the Division of Academic and Student Affairs (DASA) and the Vice-Provost for University College and is responsible for reviewing undergraduate courses and curriculum programs developed by DASA. The Committee shall also be responsible for reviewing and making recommendations for improving the overall academic offerings of DASA including those courses/programs for which the Division has administrative responsibility. The Committee shall comply with University policies, regulations, and guidelines on the development of academic offerings and review of such offerings on a timely basis.
DASA CCC Membership
2014 – 2015

The DASA Courses and Curricula membership shall consist of:

Voting Membership:

- 1 representative from each unit/department in DASA offering academic courses/programs
  - Air Force ROTC, Army ROTC, Academic Support for Student Athletes (ASPSA), Environmental Science, Exploratory Studies, Health and Exercise Studies, Music, Navy ROTC, Shelton Leadership Center, University Honors Program, University Housing, University Scholars Program, and University Theatre

Ex-Officio Non-Voting Membership:

- Associate Vice-Provost for University College
- 1 representative from the Office of Assessment
- DASA Committee support

Membership appointment shall be recommended by the Vice-Provost for the unit/department and appointed members shall continue to serve until such time as they are no longer able to serve due to scheduling conflicts, change in position, or by request.

The DASA CCC elected Chair shall serve as Chair for one-year term and serve as Past Chair for the next term. A representative for the Chair’s department/unit may be appointed to serve as voting proxy for one year as needed.

Additional representatives or guests may attend as needed. Please notify the Committee Chair and Coordinator of guests planning to attend.
# DASA CCC Membership Roster
## 2014 – 2015

<table>
<thead>
<tr>
<th>Member Name</th>
<th>Departmental Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sean Cassidy, Chair</td>
<td>University Scholars Program</td>
</tr>
<tr>
<td>Deborah Acker</td>
<td>Shelton Leadership Center</td>
</tr>
<tr>
<td>Aaron Stoller</td>
<td>University Honors Program</td>
</tr>
<tr>
<td>Donna Burton</td>
<td>Exploratory Studies</td>
</tr>
<tr>
<td>Maria Crockett</td>
<td>Academic Support for Student Athletes</td>
</tr>
<tr>
<td>Peggy Domingue</td>
<td>Health and Exercise Studies</td>
</tr>
<tr>
<td>Susan Grant</td>
<td>University Housing</td>
</tr>
<tr>
<td>Tom Koch</td>
<td>Air Force ROTC</td>
</tr>
<tr>
<td>Mia Self</td>
<td>University Theatre</td>
</tr>
<tr>
<td>Jeremy Watson</td>
<td>Navy ROTC</td>
</tr>
<tr>
<td>William Winner</td>
<td>Environmental Science</td>
</tr>
<tr>
<td>Jason DeRousie</td>
<td>XONV, Office of Assessment</td>
</tr>
<tr>
<td>Barbara Kirby</td>
<td>XONV, Associate Vice-Provost for University College</td>
</tr>
<tr>
<td>Kasey Harris</td>
<td>DASA CCC Coordinator</td>
</tr>
</tbody>
</table>
Member Information

Attendance:
Regular attendance is required, as quorum is needed to vote, and representation from all departments is needed for discussions. If a member will be unable to attend any meeting, please let the committee coordinator know at once to determine if a proxy is needed.

Responsibilities as a member include:

- Reviewing and approving courses and curricular actions
- Presenting actions from their department or program
- Evaluating academic issues related to courses and curricula
- Communicating with and providing input from the member’s department or program regarding course and curricular issues

Correspondence, Agenda and Actions:

Approximately one week prior to each scheduled meeting, members will receive an email from the committee coordinator which will include information and announcements for the upcoming meeting and provide a link to the DASA CCC website. Meeting agendas, previous meeting minutes, and any actions and discussion items for review will be available on the website.

Agenda items will be available for viewing on the projection screen at the meeting. The meeting location will have wireless internet connection and outlets for those wanting to bring a laptop to access the agenda or please bring a hard-copy of the agenda items as needed. No hard copies will be provided.

The agenda will include:

- A copy of the previous meeting’s minutes to be voted upon
- Course and curricular actions to be voted upon
- Documents to review for discussion
Member Responsibilities

Your responsibility as a DASA CCC member will be to:

- **Review the agenda** to determine:
  - If assigned to **present** an action. (See next section for information about presenting an action).
  - If assigned to **review** an action*:
    - The reviewer will thoroughly evaluate the course/curricular actions to determine compliance with University rules, regulations, and guidelines relevant to course and curricular development including the syllabus regulation. Identify and note any errors and present to the committee when the action is presented.
  - **All members should briefly review** each action and identify any items that are of concern to their program or department, such as course overlap or requiring a course from their department. If there may be impact, check with the affected program/department if possible and indicate when the action is presented. If consultation is needed, a motion to table may be presented to initiate the consult.

  **Checklists** > Course and Curriculum checklists at the end of the packet provide detail about review of actions and what to look for.

- **Review the minutes**, identify corrections, and arrive ready to vote.
- **Review discussion items** and identify any issues that may be of concern to units/persons within the member’s department/program. For items requiring college feedback there will be ample time given to solicit the feedback.

*Note: In the absence of assigned reviewers on the agenda, all members are to evaluate the action.
Member Responsibilities
If Assigned to Present an Action

Each action shall be introduced by a representative from the program or department where the action originated. The assigned representative will serve as liaison between the department/program that submitted the action and DASA CCC.

If a member is assigned an action and cannot attend, the member should contact another DASA CCC representative to present the action(s), or secure a proxy who can attend in their absence. In the event a representative from a program or department is unavailable, and no proxy is available, please notify the committee coordinator immediately.

If assigned an action to present,

- **Examine the action** and note anything questionable, please contact the department/program for clarification or ask the department/program to send a representative to the meeting to field questions that may arise. If a member deems an action should be withdrawn and presented at a future meeting, notify the committee coordinator prior to or before the meeting starts if possible.

- **Present the action** at the upcoming meeting in the form of a motion (Ex: “I move to approve the revision to SOC 202”). The committee will address actions in the order they appear on the agenda.
  - A member may be asked to say a few words describing the action or to clarify a specific item in the action.
  - Presenting members should note any changes/corrections needed to an action as requested by the committee.
• **Communicate results** of the committee’s action to the applicable persons/groups in the member’s department/program.

  • *If the action is approved by the committee as submitted* no further action is required.
  • *If the action is approved contingent upon changes* (approved pending), notify the department of the required changes.
    • Please be aware that the action does not have final approval and will not take effect until all contingent items have been resolved.
    • The **required changes needed for final approval of the action are to be submitted** to committee coordinator. Please have the preparer coordinate with the department/program liaison for submission of the revised action via email attachment. The documentation with revisions should be in Word format if possible.
    • **Do not send changes directly to Registration & Records.** The Department of Academic and Student Affairs (DASA) will send the final signed action on for further review and/or processing.
  • *If the action is tabled*, notify the department as to what is necessary for the action to return to the committee agenda. The departmental liaison will need to submit the action to the DASA CCC to be placed on the next agenda.
  • *If the action is denied or withdrawn*, notify the department of the reason.
Course Approval Process

All course proposals including new courses, course edits, and courses for the general education program will be processed using the new CourseLeaf Curriculum Inventory Management system referred to as CIM. After logging in to CIM, search for your course to make the needed edits or click on the new course proposal button for a new course form. After completion, submit into the approval workflow.

- Propose a New Course or to Edit a Course
- Approve a Course in the workflow

Guides on Using CIM

- Approver Help Guide
- Course Archive Building Plan
- Propose a New Edit to a Course in CIM
- Creating a Course in CIM
- Workflow Structure Overview

Questions and Help:

For contacting the NCSU CIM Admin Team, send email to courseleaf-help@ncsu.edu and the Undergraduate or Graduate Curriculum Office will respond
## Committee Decisions

<table>
<thead>
<tr>
<th>Decision</th>
<th>Meaning</th>
<th>Next Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>The committee supports and endorses the action as presented. No changes are necessary.</td>
<td>The action is signed by the Chair and processed by DASA. Once it is processed, it is sent on to next appropriate step in the workflow. The departmental liaison is notified of the action's approval.</td>
</tr>
<tr>
<td>Approved with Friendly Suggestion(s)</td>
<td>The committee supports and endorses the action, but makes suggestions that the instructor can choose to implement or take under advisement.</td>
<td>The action is signed by the Chair and processed by DASA. Once it is processed, it is sent on to next appropriate step in the workflow. The departmental liaison is notified of the action's approval. Meanwhile, the action presenter notifies the instructor of the committee’s suggestions.</td>
</tr>
<tr>
<td>Approved Pending Revision(s)</td>
<td>The committee supports and endorses the action only after required revisions have been met.</td>
<td>The action presenter should notify the instructor of the necessary changes. The instructor then submits the changes to DASA CCC, who will ensure that this meets the committee’s stipulations. Once this has been reviewed, the action is processed and sent to the next step in the workflow. The departmental liaison is notified of the action's approval.</td>
</tr>
<tr>
<td>Denied</td>
<td>The committee does not support or endorse the action as presented.</td>
<td>The DASA CCC notifies the departmental liaison of the committee’s decision. The action presenter notifies the instructor of the decision. The action must be resubmitted through the whole workflow.</td>
</tr>
<tr>
<td>Tabled</td>
<td>Further discussion is deferred to a future conversation. It needs a second and can only be debated as to how long the action should be tabled.</td>
<td>The action remains with the department until it is brought back before the committee. Changes can be made to the action, or it can remain the same. The action presenter notifies the instructor of the concerns voiced by the committee.</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>The presenter of the action removes the action from the discussion.</td>
<td>The action remains with the department until it is brought back before the committee. Changes can be made to the action, or it can remain the same. The action presenter notifies the instructor of the concerns voiced by the committee.</td>
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College Liaisons 2015 – 2016

<table>
<thead>
<tr>
<th>College</th>
<th>Liaison</th>
</tr>
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<tbody>
<tr>
<td>CALS</td>
<td>Robin Clements</td>
</tr>
<tr>
<td>Design</td>
<td>Christie Chronister</td>
</tr>
<tr>
<td>CED</td>
<td>Mary Martin</td>
</tr>
<tr>
<td>COE</td>
<td>Mazie Lewis</td>
</tr>
<tr>
<td>CNR</td>
<td>Yvonne Lee</td>
</tr>
<tr>
<td>HASS</td>
<td>Hope Ziglar</td>
</tr>
<tr>
<td>PCOM</td>
<td>Andy Nowel</td>
</tr>
<tr>
<td>COS</td>
<td>Cheryll Bowman-Medhin</td>
</tr>
<tr>
<td>COT</td>
<td>Teresa Langley</td>
</tr>
<tr>
<td>DASA</td>
<td>Kasey Harris</td>
</tr>
</tbody>
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DASA Meeting and Submission Dates for Actions

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Actions Due By</th>
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<tbody>
<tr>
<td>September 14, 2015</td>
<td>August 31, 2015</td>
</tr>
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<td>October 12, 2015</td>
<td>September 28, 2015</td>
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<td>November 9, 2015</td>
<td>October 26, 2015</td>
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<td>January 11, 2016</td>
<td>December 14, 2015</td>
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<td>February 8, 2016</td>
<td>January 25, 2016</td>
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<tr>
<td>March 14, 2016</td>
<td>February 29, 2016</td>
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<tr>
<td>April 4, 2016</td>
<td>March 21, 2016</td>
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<tr>
<td>May 2, 2016</td>
<td>April 18, 2016</td>
</tr>
</tbody>
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Course Development Considerations

Consultations:

- Is there duplication or significant overlap with an already existing course?
  - Search Course Catalog.
- Is the proposed new course intended to serve as a required course or qualified elective in another curriculum outside the offering department?
- Has the course being revised or dropped served as a required course or qualified elective in another curriculum outside the offering department?
- Is there a change in pre-requisites that would significantly impact enrollments in another department?
  
  *If the answer is yes to any of the above, a consultation is required.*

Cross-listings:

- If cross-listed, are signatures present from cross-listing department(s)?
- Are at least two instructor names (one from each discipline) listed on the CAF or statement on support from cross-listed department in justification?
- Is justification provided for the cross-list?

Dual-Level (Piggybacking): a combined 400 level and 500 level course

- Do both courses have the same last two digits (410/510)?
- Does the action and syllabus address how the performance expectations and evaluations will differ for those taking the 500 level?
- The catalog description must be the same for UG and GR?
- Has a graduate course action been submitted concurrently for dual-level approval?
Course Syllabi

Course Syllabi must follow the NC State Syllabus Regulation. Syllabi are required to be submitted when proposing the following:

- Creation of a new course
- Specific types of revisions as follows:
  - Revision in credit/contact hours
  - Revision in grading method from credit-only to letter-grading
  - Revision in course description reflecting a change in course content
  - Revision in course content
  - Revision in student learning outcomes

For assistance in creating a Syllabus, a new Syllabus Tool has been developed to help Faculty with course revision and development. This tool is a web-based application that walks the user step-by-step through the syllabus requirements and can be recalled each semester and updated for the next semester offering. The tool is programmed with the required boilerplate text, standard course meeting times and other syllabus requirements so that a syllabus can easily be created to meet the regulation.

**Syllabus must include requirements:**

- Instructor contact info
- Class meeting time
- Pre-requisite, Co-requisite and Restrictive statement
- GEP category and GEP learning outcomes as applicable
- Course student learning outcomes
- Required text, cost
- Projected course/lab schedule, reading assignments, due dates for assignments, quizzes, tests
- Grading scale and how grades are determined (course components)
- Attendance policy (URL) and late assignments policy/penalties
- Missed assignments make up policy if excused absences accepted
- Disability statement
- Policy on Academic Integrity
- Lab safety statement if applicable
- Transportation statement if applicable
- Electronic Hosting Components statement if course has online components/submission
- Statement on extra expenses beyond text cost
Curriculum Proposal

Curriculum Development Considerations For:

NEW UNDERGRADUATE DEGREES

- Are the hours required to complete the curriculum within 120-128 hours?
- Does the curriculum require at least 27 semester hours in the proposed program area (apart from any college requirements)?
- Is the 4-year curriculum attainable within 8 semesters?
- Is the course load evenly distributed over the eight semesters with a range of 15-17 credit hours?
- Is the curriculum appropriately arranged so that the level of courses (100, 200, etc) is consistent with the academic level of students (Fr, So, etc)?
- Does the sequence of courses provide the necessary prerequisites in time for later advanced courses?
- Are the courses normally offered in the semester in which they appear in the eight-semester display?
- Does the curriculum provide reasonable transfer opportunities at the appropriate levels (freshman, sophomore, etc.) for students from other institutions or within this institution, consistent with the goals of the program?

Have all the necessary or appropriate interdepartmental or intercollege consultations been held and the results been documented?

GENERAL EDUCATION PROGRAM (39-40 HOURS)

- Are the GEP objectives and outcomes listed?
- Have the general education program requirements been accounted for as follows?
  - **Mathematical Sciences** (6 credit hours)
    - At least one course with an MA or ST prefix
  - **Natural Sciences** (7 credit hours)
    - at least one laboratory course or course with a laboratory
  - **Introduction to Writing** (4 credit hours)
    - ENG 101
  - **Humanities** (6 credit hours)
    - Selected courses must be from two different disciplines
  - **Social Sciences** (6 credit hours)
- Selected courses must be from two different disciplines
  - Health and Exercise Studies (2 credit hours)
    - 2 courses (at least one Fitness/Wellness 100-level series)
  - Interdisciplinary Perspectives (IP) (5 credit hours)
  - Additional Breadth (3 credit hours)
    - Three credit hours in the Additional Breadth category must be selected from the university approved GEP course lists that represent an approach to scholarship that is clearly distinct from the primary approach of the Major. These two approaches are distinguished for GEP purposes as “Humanities/Social Sciences/Visual and Performing Arts” or the “Mathematics/Natural Sciences/Engineering”
  - US Diversity Co-requisite (1 course, 0 additional credit hours)
  - Global Knowledge Co-requisite (1 course, 0 additional credit hours)
  - Other Co-requisites
    - Foreign Language Proficiency at the FL_102 Level
    - Communication in the Major (satisfied within curriculum requirements)
    - Technology Fluency (integral curriculum content)

*Has a graduate course action been submitted concurrently for dual-level approval?*
Curriculum Action Forms and Memorandum

For more guides and help on curricula revision, please visit the OUCC website, and for downloadable copies for the various forms and tools needed to develop or revise curricula see the Curriculum Forms page.

THE ACTION SHOULD INDICATE:

- Type of proposal
- Offering department
- Curriculum/degree/program/certificate/concentration title
- CIP code if available
- Proposed Effective Date
- Required signatures

SUPPORTING DOCUMENTATION
(required attachments to form or memo)

- Statement of justification for type of action
- Statement of program objectives
- For program revision, list of proposed revision(s) and justification for each
- Current approved semester-by-semester (8-semester) curriculum display (Format A)
- Proposed semester-by-semester curriculum display (Format B)
  - 8 semester displays should include:
    - Approved title or proposed title of program if applicable
    - Semester display showing each year as FR, SO, JR, SR
    - Courses arranged so course levels consistent with academic level of students (FR, SO, etc)
    - Courses sequenced to provide prerequisites for later courses
    - Courses with correct titles and credit hours listed in semester normally offered.
    - Courses listed are approved courses (Planned courses may be listed if Course Action accompanies the curriculum action)
    - Range of 15-17 credit hours/semester and hours totaled correctly
- Footnotes provided on Format A where necessary to explain groupings, electives, and requirements.
  - Footnotes should be placed at end of display. Superscript numbers should be in order and consistent throughout display.
- List of requirements (Format B)
  - New concentration/certificate or major revision in curriculum requirements should submit Format B in addition to Format A.
Concentrations should not deviate from the existing degree program by more than 26 hours.

- Catalog description for proposed program
- Number of major/graduates past five years
- Projected enrollment (new concentration or certificate)
- Statement on other departments likely to be affected by the action and summary of consultations with these departments.

MINOR ACTIONS FOR CURRICULAR REVISION

Minor Actions for revising curricula will:

- Usually be in memo format and will most often appear on the UCCC consent agenda
- Require all Signatures as with a full curriculum action
- Include the proposed revision(s) with appropriate justification
- Provide consultation documentation if needed
- Provide Current and Proposed 8 semester displays as applicable
- Types of revisions approved for submission as a minor action include:
  - Change in the order of requirements as shown on 8 semester display
  - Adding or removing of courses when these courses are offered by the major department
  - Substitution of one course for another if current course is dropped or replaced by a new course
Academic Minor Proposal

CURRICULUM DEVELOPMENT FOR MINORS

- **Departmental minors:**
  - An academic department that offers a major may develop one or more minors within disciplines offered in that department. Usually the departmental minor includes only courses from one discipline.

- **Inter-departmental minors:**
  - A minor may be developed by different departments through a permanent committee of faculty who teach in the disciplines most relevant to the particular minor. Each committee for inter-departmental minors will be chaired in the school or department in which the majority of the required courses are taught.
  - A minor shall be completely optional for a student and cannot be required by an academic program.
  - A student cannot obtain a minor in their major.
  - Satisfactory completion of the minor will be noted on the final transcript following graduation.
  - The **number of hours** required for a minor is at the discretion of the department or committee offering the minor.
    - A departmental minor will be at least 15 hours in one discipline.
    - An interdepartmental minor will be at least 15 hours in the participating disciplines.
    - Prerequisite courses which are needed will be in addition to the hours required for the minor.
    - Courses constituting the minor may be used to satisfy General Education Requirements if applicable, including free electives.
  - Submitted in memo format, the action requires endorsements and signatures from the department, college curriculum committee, college dean, UCCC and Dean of UAP. If inter-departmental, approval from all appropriate departments and college committees required.

SUPPORTING DOCUMENTATION (ATTACHMENTS TO MEMO)
When creating a new minor, the following is required:

- Statement of Justification
- Statement of Objectives
- Catalog Description
- List of Courses constituting the minor (include in list the pre-requisites for each course as applicable)
- Administration of the Minor
  - Name, location, phone number and email address of the Program Administrator (to be used in university publications)
  - Contact information for application to the minor. (if different from that of the Program Administrator)
  - Requirements for admission and completion, if any (such as GPA, course grades, deadlines for plan of work, etc.)
- Summary of consultations with departments likely to be affected and responses from those departments, if applicable.
- Optional: Statement on expected enrollment and resources required

When revising a new minor, the following is required:

- Proposed revision(s) and statement of justification for each.
- Revised Catalog Description, if revisions result in a change in the description of the minor.
- If revisions involve a change in course requirements, provide list of current requirements and a list of proposed requirements.
- Any updates to
  - Name, location, phone number and email address of the Program Administrator (to be used in university publications)
  - Contact information for application to the minor. (if different from that of the Program Administrator)
  - Requirements for admission and completion, if any (such as GPA, course grades, deadlines for plan of work, etc.)
  - Summary of consultations with departments likely to be affected and responses from those departments, if applicable.

When discontinuing a new minor, the following is required:

- Statement of Justification: indicate the reasons for the discontinuation.
- Summary of consultations with departments likely to be affected and responses from those departments, if applicable.
- Effective date of discontinuation.
Rules and Procedures

Call to Order

This occurs at the beginning of the meeting, once quorum has been reached. Quorum has historically been determined as: 50% of total voting members + 1.

Motions

Business is resolved at meetings by voting on propositions put forward by members. These are called motions. Any person who is eligible to vote at a meeting may make a motion. A second member is required to second the initial motion. Motions are then debated and voted upon. No member may speak more than once to any motion (although the Chair may choose not to enforce this rule if he deems it appropriate).

Amendments

A motion may be amended by a subsequent motion. If the mover and seconder of the original motion consent to the amendment, then the amendment is deemed ‘friendly’ and does not require a second and is not subject to debate. If an amendment is not deemed friendly, it does require a second. Such a motion must then be debated and voted upon before the debate resumes on the original motion.

Voting

Voting on motions normally requires a simple majority. Voting is normally done by a show of hands. Voting by secret ballot normally occurs only when an election to fill a position is required, and the assembly does not desire to conduct the election by a show of hands.

Motions Which Take Precedence

Typically, a motion cannot be made while another is being debated. However, there are certain types of motions that take precedence over ‘normal’ motions:

<table>
<thead>
<tr>
<th>Motion</th>
<th>Detail</th>
</tr>
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<tbody>
<tr>
<td>Motion to Amend</td>
<td>This is a motion to alter the original action. This can be friendly or unfriendly.</td>
</tr>
<tr>
<td>Motion to Table</td>
<td>This is a motion to defer further debate on the main motion until some future time. It is appropriate to make this motion when there is a need for additional information. The motion requires a second and is debatable only as to the length of time that the main motion will remain tabled. It is not appropriate to table a motion in an attempt to “kill” it.</td>
</tr>
<tr>
<td>Motion to Refer</td>
<td>This is a motion that is similar to Motion to Table, except that instead of deferring a motion for a specific amount of time, it is deferred until advice can be sought from another body</td>
</tr>
<tr>
<td>Motion to Call to Question</td>
<td>This is a motion to cease debate and proceed to the vote on the main motion. If there is an objection to the motion, the motion requires a second and must pass by a two-thirds vote. The motion is not debatable.</td>
</tr>
<tr>
<td>Motion to Reconsider</td>
<td>This is a motion to re-open debate on a motion that has already been voted upon earlier in the same meeting. This motion requires a seconder.</td>
</tr>
<tr>
<td>Motion to Adjourn</td>
<td>This is a motion to end the meeting. It requires a seconder and is not debatable.</td>
</tr>
</tbody>
</table>
Points

There are several special motions called 'Points' that have priority over all motions or discussion. Points are considered serious enough that a speaker may be interrupted by another individual who wishes to make a Point. Points do not require a seconder:

<table>
<thead>
<tr>
<th>Motion</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Point of Order</td>
<td>An individual may raise a point of order if they feel that business is proceeding incorrectly. The Chair must either agree or disagree with the point raised. An individual may also use this point if they do not understand the proceedings and/or wish to have a clarification made on a specific ruling.</td>
</tr>
<tr>
<td>Point of Privilege</td>
<td>Individuals may raise Points of Privilege if it is felt that their rights as members of the assembly have been violated. This Point can also be used if an individual is unable to participate in the discussion due to an inability to hear the Chair, because the room is too hot or cold, or because s/he is unclear on matters of procedure. An individual can interrupt the speaker and request clarification on a Point of Privilege.</td>
</tr>
<tr>
<td>Point of Information</td>
<td>This Point is used to ask for information that a member feels is essential to the understanding of the debate. It is not used in order to give information. The member may decide not to answer the question by refusing to yield the floor.</td>
</tr>
<tr>
<td>Challenge to the Chair</td>
<td>This Point is used when an individual disagrees with the Chair’s ruling. The mover must state why s/he disagrees with the ruling. The Chair may then give the reasoning behind the ruling. A vote is then taken to affirm the Chair’s ruling.</td>
</tr>
</tbody>
</table>

To Ensure Smooth Discussion

- **Please be courteous and polite** to all members of the committee.
- Raise your hand if you wish to speak. The Chair will take note and ask you to speak at the appropriate time.
- State your name and department before speaking to the topic at hand.
- Speak to the topic/motion at hand. If you wish to raise something not on the agenda, there is always the “Question Period”.
- If you wish to make a suggestion regarding the motion on the floor, form it in the terms of an amendment. Your amendment will need seconding, after which it will become the current item on the floor.
- Try not to repeat points others have already made unless you have something new to add to the point.
Other Resources

Important Links:

- Office of Undergraduate Courses and Curricula Website [http://oucc.dasa.ncsu.edu/](http://oucc.dasa.ncsu.edu/)

Academic Policies and Regulations:

- REG 02.20.07 Course Syllabus [http://policies.ncsu.edu/regulation/reg-02-20-07](http://policies.ncsu.edu/regulation/reg-02-20-07)
- REG 02.50.03 Grading [http://policies.ncsu.edu/regulation/reg-02-50-03](http://policies.ncsu.edu/regulation/reg-02-50-03)
- REG 08.00.11 Online Course Material Host Requirements [http://policies.ncsu.edu/regulation/reg-08-00-11](http://policies.ncsu.edu/regulation/reg-08-00-11)
- REG 02.20.01 Academic Accommodations for Students with Disabilities [http://policies.ncsu.edu/regulation/reg-02-20-01](http://policies.ncsu.edu/regulation/reg-02-20-01)
- POL 11.35.01 Code of Student Conduct [http://policies.ncsu.edu/policy/pol-11-35-01](http://policies.ncsu.edu/policy/pol-11-35-01)
- REG 02.20.03 Attendance Regulations [http://policies.ncsu.edu/regulation/reg-02-20-03](http://policies.ncsu.edu/regulation/reg-02-20-03)