

Procedures of the Music Undergraduate Curriculum Committee (MusiCC)

Updated 9/10/2017

Charge of MusiCC from College of Music bylaws (revised 2017)

Section 2.6 Undergraduate Curriculum Committee—The Undergraduate Curriculum Committee reviews the curricula of all undergraduate programs in the College of Music. The committee is responsible for reviewing recommendations concerning the deletion, modification or addition of any undergraduate course. The committee is responsible as well for reviewing recommendations concerning the termination, modification, or creation of undergraduate programs. The committee makes recommendations to the Associate Dean for Academic Affairs for approval to ensure alignment with accreditation standards and university policies.

Terms and committee membership:

Section 10. Undergraduate Curriculum Committee (MusiCC)

The Undergraduate Curriculum Committee consists of one faculty* member elected by each division's faculty to a two-year, renewable (staggered) term. The Director of Undergraduate Studies serves as chair. An undergraduate student representative is nominated by committee members and elected by the Committee.

Non-standard course definitions:

- Experimental Course: A new course of 1-4 credits, offered on a trial basis for a maximum of three offerings. Registration is permitted upon the approval of the department chair, and paperwork must be submitted to the UCC every semester.
 - MUGC 4980 has been used for this purpose.
- Special Topics (or topics course): A course designed with substantial transitional content from semester to semester, (e.g. subject matter, discipline category), and with temporary standing (maximum of three years). Repeated submission of paperwork is not needed after initial approval.
 - In music, each academic division has special topic courses as MUxx 4890 (Studies in xyz).
- Special Problems: An existing course, temporarily (one semester) designed for individual instruction when said course is not offered in a semester suitable for a student's timely degree completion. Agreement of the instructor and approval of the department chair or dean required.
 - In music, these are generally MUxx 2900 (group) or MUxx 4900/4910 (individual/group)
 - In music, we have a form which the chair, director of UG studies, and the academic dean sign
 - These courses usually help students fulfill a degree requirement when a course is not offered in the semester sequence (such as allowing a student to take piano pedagogy a semester earlier than the class is offered).

Timeframe:

The committee generally works two catalog years ahead for course and degree proposals to allow time for the catalog to move through the proper channels. Proposals should be submitted to the MusiCC at

least one month before the UUCC dates listed below. Experimental courses can be proposed for the nearest semester since they are not published in the catalog. The non-curricular information in the catalog can be updated anytime and does not need to follow the calendar years listed below. Meeting dates are published at www.curriculum.unt.edu.

If proposed to MusiCC:	Goes to UUCC:	Enters catalog:	Number of semesters needed for experimental/special topics courses:
By last meeting of spring 2016	First meeting in September 2016	2017-2018	1 (spring 2017)
Fall 2016	Fall 2016	2018-2019	3 (spring 2017, fall 2017, spring 2018)
Spring 2017	Spring 2017	2018-2019	2 (fall 2017, spring 2018)
By last meeting spring 2017	First meeting in September 2017	2018-2019	1 (spring 2018)
Fall 2017	Fall 2017	2019-2020	3 (spring 2018, fall 2018, spring 2019)
Spring 2018	Spring 2018	2019-2020	2 (fall 2018, spring 2019)

Important notes:

All faculty can track curricular changes by searching for the course or degree program at unt.curriculog.com. Not all faculty have permission to change proposals in Curriculog, but all faculty can view the proposals in the queue.

Approved MusiCC minutes are part of the public record and can be accessed by contacting the Director of Undergraduate Studies. The Division Chairs, Deans, Directors, and MusiCC committee members have access to all committee documents and minutes on UNTranet at this address:

<https://untranet.unt.edu/COM/musiCC/SitePages/Home.aspx>.

Step-by-step process for submitting undergraduate curricular changes:

Required process for all proposals	Additional steps for UNT core course proposals only
1. Before the MusiCC can vote on a proposal, it must be approved by both the area and the division. If a change will affect other degree programs, the affected areas and divisions must be consulted.	
2. The MusiCC representative for the division enters the proposal in Curriculog (unt.curriculog.com).	
3. After the proposal is entered, the division chair makes the approval in Curriculog. Please note that in the Curriculog system, this involves two steps: (1) for the division and (2) as the chair. In Curriculog, the division is labeled as “department.”	
(if not UNT core, proceed to step 4)	<i>For UNT core course proposals only:</i> the course originator arranges a meeting with the Director of Undergraduate Studies, the Division Chair, and the Director of the Core to discuss the proposal and any necessary revisions.
4. The proposal moves to the MusiCC, which meets on the 1 st and 3 rd Monday of each month during each long semester. After voting, the Director of Undergraduate Studies marks the approval in Curriculog.	
(if not UNT core, proceed to step 5)	<i>For UNT core course proposals only:</i> the course moves to the Oversight Committee on the Core Curriculum for approval. This process can take several months.
5. The proposal moves to the University Undergraduate Curriculum Committee, which meets on the 1 st Wednesday of each month during each long semester.	
6. All proposals require Texas Higher Education Coordinating Board (THECB) approval. Responses from THECB generally occur in early summer for the following fall.	<i>For UNT core course proposals only:</i> consider starting the process for proposals an extra year in advance, due to the timeframe for acquiring THECB approval.