



BYLAWS OF THE UNDERGRADUATE CURRICULUM COMMITTEE

Format Effective February 21, 2002.

Revised December 12, 2002; March 20, 2003; April 24, 2003; March, 2005; November 20, 2008.

TABLE OF CONTENTS

	Section	Page
Introduction		3
I. Name		3
II. Affiliation		3
III. Purpose		3
IV. Functions		3
V. Membership		4
A. Composition		4
1. University Senate Representatives		4
2. College Curriculum Committee Representatives		4
3. At-Large Representatives		4
4. Student Representative		4
5. Advisory Members		4
B. Qualifications		4
C. Terms of Office		4
D. Officers and Their Functions		5
1. Chair		5
2. Vice Chair		5
3. Recorder		5
4. Parliamentarian		5
VI. Elections		5
VII. Subcommittees		6
A. Steering Subcommittee		6
B. Academic Policy Subcommittee		6
C. Other Subcommittees		6
VIII. Meetings and Rules of Procedure for the UCC and Subcommittees		6

INTRODUCTION

The Undergraduate Curriculum Committee (UCC) is a standing committee of the University Senate as defined in part IV-A of the University Senate Charter. Composed of regular and advisory members representing the faculty, administration, and student body, the Undergraduate Curriculum Committee makes recommendations “to the University Senate concerning university-wide [undergraduate] academic policies” and reviews “particular [undergraduate] programs and courses to determine whether they meet established standards” (Charter of the University Senate, 2001, p. 6). Specific functions of the Undergraduate Curriculum Committee are covered under UCC Bylaws Section IV. The Charter of the University Senate and the Bylaws of the Undergraduate Curriculum Committee govern operation of the Undergraduate Curriculum Committee. The mission of the UCC is not simply to consider passage of undergraduate curricular and academic proposals but to insure the development of high quality undergraduate courses, programs, and academic policies that will help the University fulfill its academic mission.

BYLAWS

I. NAME

The name of the body is the Undergraduate Curriculum Committee (UCC).

II. AFFILIATION

The Undergraduate Curriculum Committee is a standing committee of the University Senate and is subject to the regulations established in the University Senate Charter, Section IV-A-2.

III. PURPOSE

As per section IV-A-2 of the University Senate Charter, the Undergraduate Curriculum Committee shall have two types of responsibilities: 1) to make proposals to the University Senate concerning university-wide undergraduate academic policies, and 2) to review undergraduate programs and courses to determine whether they meet established standards.

IV. FUNCTIONS OF THE UCC

The functions of the Undergraduate Curriculum Committee shall be:

- to review existing undergraduate academic programs and new undergraduate academic program proposals in light of the university's mission statement.
- to review any academic matter, such as undergraduate admission requirements, awarding of undergraduate academic credit, undergraduate degree and graduation requirements, undergraduate standards of scholastic achievement, and rules and regulations governing faculty-student relations.
- to review existing and new undergraduate course.
- to study any undergraduate curricular matter it chooses.
- to study undergraduate academic matters assigned to it by the Executive Committee of the University Senate.

V. **MEMBERSHIP OF THE UCC**

A. **COMPOSITION**

1. **University Senate Representatives** (voting)
 - a. Representatives, one senator from each of the undergraduate colleges and the Library, each elected by University Senate colleagues from his/her unit.
 - b. Alternate representatives, one senator from each of the undergraduate colleges and the Library, each elected by University Senate colleagues from his/her unit.
2. **College Curriculum Committee Representatives** (voting)
 - a. Representatives—One elected from each of the undergraduate college curriculum committees.
 - b. Alternate representatives—One elected from each of the undergraduate college curriculum committees.
3. **At-Large Representatives** (voting)
 - a. Three faculty representatives, not necessarily senators, appointed by the Executive Committee of the University Senate.
 - b. Three alternate faculty representatives, not necessarily senators, appointed by the Executive Committee of the University Senate.
4. **Student Representative** (voting)
 - a. One student representative, selected by the Student Government Association.
 - b. One student alternate representative, selected by the Student Government Association.
5. **Advisory Members** (non-voting)
 - a. The University Registrar and a representative of the Office of the Vice President for Academic Affairs.
 - b. The deans of the undergraduate colleges and the Library or their representatives.

B. **QUALIFICATIONS**

Faculty representatives and alternates must be full-time employees of the University who hold faculty rank, instructor and above, excluding visiting professors. The student representative and alternate must be full-time students in good standing with at least one semester in residency at Western Kentucky University.

C. **TERMS OF OFFICE**

All voting representatives and alternates shall serve a one-year term from August 1 through July 31 and may be elected or appointed to successive terms of office, not to exceed four consecutive years.

1. **Vacancies**
 - a. If a voting member of the Committee is absent from two regularly scheduled Committee meetings during an academic year and fails to provide an alternate, then the Chair may declare the member's position vacant.
 - b. If the position of a senate or college curriculum committee representative is declared vacant, the respective University Senate college caucus or college curriculum committee, as appropriate, shall hold a new election.

- c. If the position of an at-large representative is declared vacant, the Executive Committee of the University Senate shall appoint a new at-large representative.

D. OFFICERS AND THEIR FUNCTIONS

1. **Chair**

- a. The Chair will be elected by the Undergraduate Curriculum Committee from among its University Senate Representatives and shall preside at the meetings of the Undergraduate Curriculum Committee, set meeting agendas, insure proper recording of the minutes of each meeting, create ad hoc committees as needed, and appoint members to ad hoc committees.
- b. The Chair shall oversee editing of curriculum proposals, prior to their being placed on the agenda. Oversight may include returning proposals to the college curriculum committees for further editing and formatting revisions.
- c. The Chair shall continue to serve until a new chair is elected.

2. **Vice Chair**

- a. The Vice Chair, who need not be a Senator, will be elected by the Undergraduate Curriculum Committee from among its voting faculty members.
- b. The Vice Chair shall perform all of the duties of the Chair in the absence of the Chair and shall assume other duties at the request of the Chair.

3. **Recorder**

- a. The Recorder, who need not be a member of the Undergraduate Curriculum Committee, will be appointed by the Chair from the faculty or staff of the University.
- b. If the Recorder is not a member of the Undergraduate Curriculum Committee, he/she shall not have voting privileges.
- c. The Recorder shall prepare meeting agendas, keep the minutes for all meetings, and notify the members of all meetings.

4. **Parliamentarian**

- a. The Parliamentarian, who need not be a member of the Undergraduate Curriculum Committee, will be appointed by the Chair.
- b. If the Parliamentarian is not a member of the Undergraduate Curriculum Committee, he/she shall not have voting privileges.
- c. The Parliamentarian shall insure that meetings are conducted according to standard parliamentary procedure.

VI. **ELECTIONS**

- A. University Senate representatives to the Undergraduate Curriculum Committee (and alternates) will be elected at the college caucuses as scheduled by the University Senate Executive Committee.
- B. College curriculum committee representatives to the Undergraduate Curriculum Committee (and alternates) will be elected by the end of the spring semester.
- C. The student representative to the Undergraduate Curriculum Committee (and alternate) will be named by the Student Government Association prior to the August meeting of the Undergraduate Curriculum Committee.

VII. SUBCOMMITTEES

A. STEERING SUBCOMMITTEE

The Steering Subcommittee is a standing subcommittee and shall be appointed by the Chair from the membership of the Committee to interpret the bylaws of the Committee, to consider suggested changes in the bylaws and make recommendations to the Committee, and to advise the Chair on other matters related to the operation of the Committee.

B. ACADEMIC POLICY SUBCOMMITTEE

The Academic Policy Subcommittee is a standing subcommittee and shall be appointed by the Chair from the membership of the Committee to review proposals regarding academic requirements and regulations that do not originate from an undergraduate college or the Graduate Council. The Registrar shall serve as a voting member of the Academic Policy Subcommittee.

C. OTHER SUBCOMMITTEES

The Chair of the Undergraduate Curriculum Committee may create other subcommittees as needed and may appoint members to subcommittees from the membership and from outside the membership as appropriate.

VIII. MEETINGS AND RULES OF PROCEDURE FOR THE UCC AND SUBCOMMITTEES

A. Regular meetings of the Undergraduate Curriculum Committee shall be held once a month during the academic year, according to the schedule set by the Chair in consultation with the UCC. Special meetings of the Undergraduate Curriculum Committee may be called at the discretion of the Chair.

B. Meetings and agendas of the subcommittees shall be arranged by their respective chairs. The subcommittee chair shall notify members of the subcommittee of meetings and agendas.

C. If a college curriculum or college Senate representative or an alternate cannot attend a UCC meeting, that representative may send any member of his/her college curriculum committee or college Senate caucus to the UCC meeting.

D. The agenda for each Undergraduate Curriculum Committee meeting shall be prepared by the Chair and the Recorder. Agenda items must be submitted to the Office of Academic Affairs according to the schedule established by the Chair.

E. The UCC agenda shall be distributed to the members of the committee at least seven days prior to the meeting. For consent and action items, appropriate information shall be distributed with the agenda. All materials shall be made available on the UCC website

F. A quorum shall consist of a simple majority of the voting members of the Undergraduate Curriculum Committee.

G. Sturgis' *Standard Code of Parliamentary Procedure* shall be the parliamentary authority of the Undergraduate Curriculum Committee and its subcommittees.

H. All meetings of the UCC shall be open to all members of the faculty and other interested parties. Visitors shall be permitted to address the UCC at the discretion of the chair.

I. On occasion, with consent of the membership, a vote may be conducted electronically. The conditions and requirements for conducting an electronic vote

shall be specified at the time that a matter is put to a vote. If at least three members object to making a decision electronically, a meeting shall be called at a time announced by the Chair.

- J. The procedures for proposal routing and formats, types and formats of agenda items, deadlines, and other procedures not specified herein but deemed necessary for carrying out the mission of the UCC as defined in these Bylaws shall be governed by the UCC Guidelines, which shall be posted on the UCC website.
- K. Changes to the Bylaws of the UCC require a 2/3 majority vote. Changes to the Guidelines, proposals formats, forms, and operation procedures require a simple majority vote.