ARTICLE I. Name

The name of this body is the University College Curriculum Committee.

ARTICLE II. Purposes

A. To review all proposals relative to the curriculum of University College and forward approved proposals to the appropriate University committees.

B. To make recommendations to the Provost/Vice President for Academic Affairs, through the University Curriculum Committee or Graduate Council and University Senate, regarding academic programs, academic policies, and scholastic regulations pertaining to programs within University College.

C. To initiate studies relative to the curriculum and academic policies or regulations of University College.

ARTICLE III. Membership

A. Composition of Membership

Voting Membership: The dean or dean’s representative and one representative from each unit offering University College courses, minors, majors, or certificates. If a representative is unable to attend a meeting, he or she may ask another member of the University College to attend as an alternate; in this case, the invited member (alternate) has full voting rights.

B. Qualifications, Selection and Term of Membership of Elective Membership

1. Membership
   All members must hold faculty rank, as defined in the University Senate Charter.

2. Term of Office
   Duration of membership is one academic year, beginning in the fall semester, with elections held in the spring semester.

ARTICLE IV. Officers

A. Officers
1. Chair

2. Secretary (non-voting)

B. Method of selection

1. Chair: shall be elected yearly from membership, at the first meeting in the fall semester.

2. Secretary: shall be appointed from the UC dean’s office.

C. Duties of each officer

1. Chair: shall preside at all meetings of the Committee or arrange for an alternate if needed; shall be responsible for the agenda; shall create ad hoc committees and appoint members thereto, as needed, with consent of the committee.

2. Secretary: shall be responsible for keeping the minutes of the Committee, and notifying the membership of all meetings.

D. Term of office: All terms are one year.

ARTICLE V. Meetings

A. Regular: Meetings will be scheduled 1 week prior to the deadline for agenda items to be submitted to the earliest of either the University Curriculum Committee or the Graduate Council. Agenda items must be submitted to the Chair and the Secretary according to the schedule established by the Chair.

B. Special: Other meetings shall be called by the chairperson as needed.

C. Visitors: Meetings are open to anyone wishing to attend; involvement of non-members in discussion is permitted, at discretion of Chair.

D. Quorum: A quorum shall consist of a simple majority of voting members of the Curriculum Committee.

E. Voting Requirements: An affirmative vote of a simple majority of the Committee shall be required for passage of motions. Normally, voting shall take place by voice or by show of hands, but any member may request a vote by secret ballot, and that request shall be granted.

Voting on matters pertaining to graduate courses, programs, or policies is restricted to members who have graduate-faculty status.
F. Parliamentary Authority: Sturgis’s *Standard Code of Parliamentary Procedure* shall be the parliamentary authority of the Curriculum Committee.

**ARTICLE VI. Committees**

The Chair of the Curriculum Committee may create ad hoc committees as needed and may appoint members of ad hoc committees from either the membership or from outside the membership, as appropriate to the purpose for which the ad hoc committee is created.

**ARTICLE VII. Amendments to Bylaws**

A. Notice, form

Any member of the Curriculum Committee may propose an amendment to the bylaws. A proposed amendment should be submitted as a regular agenda item and should be stated in such language that, if adopted, it may be incorporated directly into the bylaws. The proposed amendment should be sent in this form as a notice to all members, with the agenda.

B. Method of consideration, vote required

1. At the time for considering the proposed amendments, the Chairperson or some other member of the Rules Committee reads the first proposed amendment as stated in the motion and moves its adoption. The proposed amendment is a main motion and amendments to that amendment are also in order.

2. A simple majority vote is required to amend the bylaws.