

**University Senate
UNIVERSITY CURRICULUM COMMITTEE**

Bylaws Draft

I. NAME

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

II. AFFILIATION

The University Curriculum Committee is a standing committee of the University Senate.

III. PURPOSE

The purpose of the University Curriculum Committee is to make proposals to the University Senate concerning university-wide academic policies and to review particular programs and courses to determine whether they meet established standards.

IV. FUNCTIONS

The functions of the University Curriculum Committee shall be

- A. to review existing academic programs and new academic program proposals in light of the university's mission statement.
- B. to review any academic matter, such as admission requirements, awarding of academic credit, degree and graduation requirements, standards of scholastic achievement, and rules and regulations governing faculty-student relations.
- C. to review existing courses and new courses having significant consequences that cross college lines.
- D. to study any curricular matter it chooses.
- E. to study academic matters assigned to it by the Executive Committee of the University Senate.

V. COMPOSITION

The composition of the University Curriculum Committee shall be as follows.

- A. University Senate Representatives (voting)
 - 1. Representatives, one senator from each of the undergraduate colleges or independent schools and the Library, each elected by University Senate colleagues from his/her unit.

2. Alternate representatives, one senator from each of the undergraduate colleges or independent schools and the Library, each elected by University Senate colleagues from his/her unit.
- B. College Curriculum Committee Representatives (voting)
1. Representatives, one elected from each of the undergraduate college/school curriculum committees, the college graduate curriculum committees, and the Graduate Council.
 2. Alternate representatives, one elected from each of the undergraduate college/school curriculum committees, the college graduate curriculum committees, and the Graduate Council.
- C. At-Large Representatives (voting)
1. Three faculty representatives, not necessarily senators, appointed by the Executive Committee of the University Senate.
 2. Three alternate faculty representatives, not necessarily senators, appointed by the Executive Committee of the University Senate
- D. Student Representative (voting)
1. One student representative, selected by the Student Government Association.
 2. One student alternate representative, selected by the Student Government Association.
- E. Advisory Members (non-voting)
1. The University Registrar and a representative of the Office of the Vice President for Academic Affairs.
 2. The Deans of the undergraduate colleges or independent schools, Graduate Studies and Research, and the Library or their representatives.

VI. QUALIFICATIONS

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

VII. TERMS OF OFFICE

- A. Each faculty representative and alternate shall serve a one-year term from September 1 through August 31 and may be elected or appointed to successive terms of office.

- B. The Chair shall continue to serve as presiding officer until a new Chair is elected.
- C. The student representative and alternate shall serve a one-year term from September 1 through August 31 and may be appointed to successive terms of office.

VIII. OFFICERS

A. Chair

The Chair will be elected by the University Curriculum Committee from among its voting faculty members. The member chosen as Chair shall be an elected senator.

B. Vice Chair

The Vice Chair will be elected by the University Curriculum Committee from among its voting faculty members.

C. Recorder

The Recorder Parliamentarian, who need not be a member of the University Curriculum Committee, will be appointed by the Chair from the faculty or staff of the University. If the Recorder is not a member of the University Curriculum Committee, he/she shall not have voting privileges.

D. Parliamentarian

The Parliamentarian, who need not be a member of the University Curriculum Committee, will be appointed by the Chair. If the Parliamentarian is not a member of the University Curriculum Committee, he/she shall not have voting privileges.

IX. SUBCOMMITTEES

A. Standing Subcommittees

1. Steering Subcommittee

The Steering Subcommittee 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.

2. Academic Policy Subcommittee

The Academic Policy Subcommittee 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.

B. Ad Hoc Committees

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

X. AMENDMENTS TO BYLAWS

Amendments to the Bylaws of the University Curriculum Committee require a two-thirds majority vote of the quorum of the University Curriculum Committee. Amendments made by the University Curriculum Committee must be approved by the University Senate.

XI. RULES AND PROCEDURES

A. Organization

1. Chair: The Chair shall preside at the meetings of the University 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.
2. Vice Chair: 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: The Recorder shall prepare meeting agendas, keep the minutes for all meetings, and notify the members of all meetings.
4. Parliamentarian: The Parliamentarian shall insure that meetings are conducted according to standard parliamentary procedure.

B. Elections

1. University Senate Representatives to the University Curriculum Committee (and alternates) will be elected at the college caucuses as scheduled by the University Senate Executive Committee at the end of the preceding spring semester.
2. College Curriculum Committee Representatives to the University Curriculum Committee (and alternates) will be elected at the beginning of the fall semester, with new members and alternates named no later than the first week of September.
3. At-Large Representatives to the University Curriculum Committee (and alternates) will be named by the University Senate Executive Committee prior to the September meeting of the University Curriculum Committee.
4. The Student Representative to the University Curriculum Committee (and alternate) will be named by the Student Government Association prior to the September meeting of the University Curriculum Committee.

C. Full Committee Meetings

1. Schedule: Regular meetings of the University Curriculum Committee shall be held according to the schedule set by the Chair. Special meetings of the University Curriculum Committee may be called at the discretion of the Chair
2. Agenda: The agenda for each University 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.
3. Notification of Meetings: The Recorder shall notify members of the University Curriculum Committee of meetings and agendas. The agenda and the minutes from the previous University Curriculum Committee meeting shall be distributed to members prior to each meeting.
4. Quorum: A quorum shall consist of a simple majority of the voting members of the University Curriculum Committee.
5. Parliamentary Authority: *Sturgis' Standard Code of Parliamentary Procedure* shall be the parliamentary authority of the University Curriculum Committee.
6. Department/Program Representation

- a. For Action Items [see XI.F.1.a.]

It is the responsibility of the department/program with an item on the *action agenda* of the University Curriculum Committee to insure that a knowledgeable representative is present at the University Curriculum Committee meeting when the agenda item is being considered.

- b. For Consent Items [see XI.F.1.a.]

Departments/programs with items on the *consent agenda* need not be represented at the University Curriculum Committee meeting. However, if an item is moved from the consent agenda to the action agenda and the affected department/program is not represented, that item may be postponed until the next meeting of the University Curriculum Committee.

7. Visitors: All University Curriculum Committee meetings shall be open to visitors, who are seated separately from University Curriculum Committee members. The privilege of addressing the University Curriculum Committee may be granted to a visitor at the Chair's discretion.
8. Moving Items from the Consent Agenda to the Action Agenda: An item may be moved from the consent agenda to the action agenda by request of any member of the University Curriculum Committee.
9. Voting: Voting shall take place by voice or by show of hands, unless a request for vote by secret ballot is made by any member of the University Curriculum Committee. An affirmative vote of a majority of the quorum of the University Curriculum Committee shall be required for passage of all motions except motions to amend the bylaws, limit debate, close debate, and suspend the rules, which require a two-thirds majority vote of the quorum.

10. Minutes: Minutes of each University Curriculum Committee meeting shall be prepared by the Recorder and the Chair.
11. Absenteeism: 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. 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. 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. Subcommittee Meetings

1. Schedule: Meetings of subcommittees shall be arranged by their respective chairs.
2. Agenda: The agenda for each subcommittee meeting shall be prepared by the subcommittee chair.
3. Notification of Meetings: The subcommittee chair shall notify members of the subcommittee of meetings and agendas.
4. Quorum: A quorum shall consist of a simple majority of the members of the subcommittee.
5. Parliamentary Authority: *Sturgis' Standard Code of Parliamentary Procedure* shall be the parliamentary authority of the subcommittee meetings.
6. Visitors: All subcommittee meetings shall be open to visitors. The privilege of addressing the subcommittee may be granted to a visitor at the discretion of the subcommittee chair.
7. Voting: Voting shall take place by voice or by show of hands, unless a request for vote by secret ballot is made by any member of the subcommittee. An affirmative vote of a majority of the subcommittee quorum shall be required for passage of all motions except motions to limit debate, close debate, and suspend the rules, which require a two-thirds majority vote of the subcommittee quorum.
8. Minutes: Minutes of each subcommittee meeting shall be prepared and maintained by the subcommittee chair.
9. Reports: Subcommittee reports shall be made by subcommittee chairs to the University Curriculum Committee as needed.

E. Proposal Routing

1. Curricular Proposals

As a rule, curricular proposals from programs/departments shall be routed through committees as specified in the University Curriculum Committee Guidelines. Interdisciplinary curricular proposals must be reviewed by an undergraduate or graduate college curriculum committee. Under ideal circumstances, an interdisciplinary curricular proposal should be reviewed by

the college whose programs are most closely related to the topic of the curriculum proposal needing review. If no college obviously seems most appropriate, then the University Curriculum Committee Chair will assign the proposal to a college curriculum committee at his or her discretion or on a rotating basis.

2. Non-Curricular Proposals

Non-curricular proposals may be referred by the Chair to the Academic Policy Subcommittee of the University Curriculum Committee.

F. Agenda Items

1. Types of Agenda Items

a. Reports from College Curriculum Committees and Graduate Council

- 1) Information Items (no vote required): Proposals to offer courses on a one-time only basis or change course prefixes.
- 2) Consent Items (vote required): Proposals to change program (major, minor, certificate) titles, replace one intradepartmental course in a program with another, delete courses, suspend courses, change course titles, change course catalog descriptions (as long as course content is not changed), change course numbers without changing level (e.g. PSY 342 becomes PSY 353), change course prerequisites, or create community college equivalent courses.
- 3) Action Items (vote required): Proposals not listed as information or consent items, such as proposals for new programs (majors, minors, certificate programs), significant changes in programs, suspension of programs, deletion of programs, new courses, multiple changes to existing courses, changes in course credit hours, changes in course numbers with changes in level (e.g. PSY 342 becomes PSY 453), multiple offerings of "one-time only" courses, and academic policies and regulations.

b. University Curriculum Committee Subcommittee Reports

c. Other Business

2. Submission of Agenda Items by Units

Agenda items may be submitted by the college curriculum committees, the Graduate Council, Interdisciplinary Programs, the Office of the Registrar, and the Office of Academic Affairs.

3. Agenda Item Submission

Agenda items shall be submitted according to the University Curriculum Committee Guidelines.

4. Review of Agenda Items

Incomplete proposals and proposals that do not follow the designated format may be sent back to the sponsoring unit at the discretion of the Chair of the University Curriculum Committee.

G. Proposal Formats

All proposals must follow the format specifications indicated in the University Curriculum Committee Guidelines.

H. Appeals

1. Any action item that the University Curriculum Committee rejects shall be returned to the College Curriculum Committee or other unit, accompanied by a rationale for the rejection.
2. The unit shall have the opportunity to revise its proposal and resubmit it to the same committee. If the proposal is rejected a second time, the College Curriculum Committee or other unit shall have the right to appeal its case to the University Senate. It shall submit the proposal to the Chair of the University Senate to be placed as an action item on the Senate agenda.
3. If the University Senate rules in favor of the College Curriculum Committee's or other unit's proposal, the proposal shall be forwarded as a recommendation to the Office of the Vice President for Academic Affairs.

I. University Curriculum Committee Report

The Chair of the University Curriculum Committee shall prepare a report of approved consent and action items. The report will take the form of a consent agenda to be considered by the University Senate for its approval. All proposals approved by the University Senate shall be forwarded as recommendations to the Office of the Vice President for Academic Affairs.

XII. APPROVAL

University Curriculum Committee	<u>April 26, 2001</u>
University Senate Executive Committee	<u>April 9, 2001</u>
University Senate	<u></u>