



UNDERGRADUATE CURRICULUM COMMITTEE **BYLAWS**

The Undergraduate Curriculum Committee shall consist of voting members, their alternates, and non-voting advisory members. One Faculty Senate representative and one alternate from each college and the Library shall be selected by Faculty Senate colleagues from the same college/Library. One curriculum committee representative and one alternate shall be selected from each of the college undergraduate curriculum committees. To ensure adequate representation, three faculty members and three alternates shall be appointed by the Executive Committee. The at-large appointees should normally be Senators, but non-Senators may be appointed. One student senator shall be selected by the Student Government Association to serve on the Committee. The selected senators, curriculum committee representatives, at-large appointees, and the student representative are voting members. The Registrar, a representative of the Office of the Provost, and the deans (or their representatives) of the undergraduate colleges, and the Library shall be non-voting advisory members.

The functions of the Undergraduate Curriculum Committee shall be:

- a. to review existing undergraduate programs and new program proposals in light of the university's mission statement;
- b. to review any undergraduate academic matters such as degree and graduation requirements, standards of scholastic achievement, rules and regulations governing faculty-student relations;
- c. to review existing undergraduate courses and new courses having significant consequences that cross college lines;
- d. to study any undergraduate curricular matter it chooses; and,
- e. to study undergraduate matters assigned to it by the Executive Committee.

The Undergraduate Curriculum Committee shall have two types of responsibilities: 1) to make proposals to the Faculty Senate concerning university-wide undergraduate academic policies, and 2) to review particular undergraduate programs and courses to determine whether they meet established standards. The latter includes both action, consent, and information items received from college curriculum committees.

Undergraduate university-wide academic policies include such matters as admission requirements, undergraduate degree and graduation requirements, and all similar matters that have application or significance beyond a single college, except matters pertaining to Colonnade General Education. The Chair of the Undergraduate Curriculum Committee shall submit a report setting forth its recommendations concerning these matters to the Chair of the Faculty Senate Executive Committee at least seven days prior to the Executive Committee's meeting for approval to include the report on the Faculty Senate agenda. Upon approval by the Faculty Senate Executive Committee, the report shall be included on the Faculty Senate agenda for the

next scheduled Faculty Senate meeting. Upon Faculty Senate approval, the report shall be forwarded as a recommendation to the Provost.

The Undergraduate Curriculum Committee shall place on its agenda the following items. In his/her report to the committee, the Chair shall inform the committee of all information items submitted by the college curriculum committees. (See Appendix A for a definition of “information item.”) All consent items submitted by the college curriculum committees shall be placed on a consent agenda. (See Appendix A for a definition of “consent item.”) Any member of the Undergraduate Curriculum Committee shall have the option of removing a consent item from the consent agenda and placing it on its action agenda for regular review. All action items submitted by the college curriculum committees shall be placed on the action agenda. (See Appendix A for a definition of “action item.”) Any action item that the Undergraduate Curriculum Committee rejects shall be returned to the college curriculum committee which submitted it, accompanied by a rationale for the rejection. The Chair of the Undergraduate Curriculum Committee shall submit a report setting forth the consent and action items as approved by it to the Chair of the Faculty Senate Executive Committee at least seven days prior to the Faculty Senate Executive Committee’s meeting for approval to include the report on the Faculty Senate agenda. Upon approval by the Faculty Senate Executive Committee, the report shall be included on the Faculty Senate agenda for the next scheduled Faculty Senate meeting. Upon Faculty Senate approval, the report shall be forwarded as a recommendation to the Provost.

It is not the role or responsibility of the Chair of the Undergraduate Curriculum Committee or the Committee membership to edit proposals for grammar and formatting. The college curriculum committees shall be responsible for ensuring that proposals are free from grammatical errors and follow the formats and guidelines established by the UCC. Proposals that require substantial editing may be returned to the proponent at the discretion of the UCC Chair. UCC proposal guidelines and forms can be found online at: www.wku.edu/ucc