



**BYLAWS OF THE  
UNDERGRADUATE CURRICULUM COMMITTEE**

As Revised February 22, 2024

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## **INTRODUCTION**

The Undergraduate Curriculum Committee (UCC) is a standing committee of the Faculty Senate as defined in part IV-A of the Faculty Senate Charter. Composed of regular and advisory members representing the faculty, administration, and student body, the Undergraduate Curriculum Committee makes recommendations to the Faculty Senate concerning university-wide [undergraduate] academic policies and reviews particular undergraduate programs and courses to determine whether they meet established standards. Specific functions of the Undergraduate Curriculum Committee are covered under UCC Bylaws Section IV. The Charter of the Faculty Senate and the Bylaws of the Undergraduate Curriculum Committee govern the 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 ensure 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 Faculty Senate and is subject to the regulations established in the Faculty Senate Charter

### **III. PURPOSE**

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 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 courses.
- to study any undergraduate curricular matter, it chooses; and
- to study undergraduate academic matters assigned to it by the Executive Committee of the Faculty Senate.

## **V. MEMBERSHIP OF THE UCC**

### **A. COMPOSITION**

The Undergraduate Curriculum Committee shall consist of voting members, their alternates, and non-voting advisory members. One senate representative and one alternate from each college (excluding Honors College) and the Library shall be selected by 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 at-large faculty members and three at-large 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.

### **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 undergraduate 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 Faculty 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 Faculty Senate shall appoint a new at-large representative.

### **D. OFFICERS AND THEIR FUNCTIONS**

#### **1. Chair**

- a. The Chair, who need not be a Senator, will be elected by the Undergraduate Curriculum Committee from among its voting faculty members.
- b. The Chair shall preside over the meetings of the Undergraduate Curriculum Committee, set meeting agendas, ensure proper recording of the minutes of each meeting, create ad hoc committees as needed, and appoint members to ad hoc committees.
- c. 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. The Chair shall continue to serve until a new chair is elected.

- d. The Chair shall represent the Undergraduate Curriculum Committee at the Senate Executive Committee and Faculty Senate meetings to ensure the curriculum is approved.

**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 shall not have voting privileges.
- c. The Recorder shall keep the minutes for all meetings and shall assume other duties at the request of the Chair.

**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 shall not have voting privileges.
- c. The Parliamentarian shall ensure that meetings are conducted according to standard parliamentary procedure and these Bylaws.

**VI. ELECTIONS**

- A. Faculty Senate representatives to the Undergraduate Curriculum Committee (and alternates) will be elected at the college caucuses as scheduled by the Faculty Senate Executive Committee.
- B. College curriculum committee representatives to the Undergraduate Curriculum Committee (and alternates) will be elected by the end of the preceding 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 University 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. 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 made available on the UCC website at least seven days prior to the meeting.
- F. A quorum shall consist of a simple majority of the voting members of the Undergraduate Curriculum Committee. Once quorum has been met, it shall be presumed for the remainder of the meeting, unless questioned by a member.
- G. *American Institute of Parliamentarian 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.