

# Bylaws of the Northeastern University Undergraduate Curriculum Committee

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# 1. Mission and Purpose of the University Undergraduate Curriculum Committee and Definitions

## 1.1. Mission

The University Undergraduate Curriculum Committee, UUCC, is charged to review proposals for undergraduate curriculum and, depending on the type of proposal, make determinations regarding adoption or make recommendations to the Faculty Senate regarding adoption. Such proposals can include, but are not limited to:

- Creation, change, or deletion of disciplinary and interdisciplinary courses and programs
- Elimination of overlapping courses
- Administration of university-wide core curriculum requirements (NUpath)

## 1.2. Purpose

The UUCC serves as a forum to address interdepartmental and intercollegiate concerns that may arise involving courses or programs offered or proposed. All undergraduate courses (including 5000-level courses open to undergraduate students) must be approved by the University Undergraduate Curriculum Committee prior to being offered to students.

## 1.3. Definitions

In this document:

“College” refers to the College of Arts, Media and Design; the Bouvé College of Health Sciences; the D’Amore-McKim School of Business; the Khoury College of Computer Sciences; the College of Engineering; the College of Professional Studies; the College of Science; and the College of Social Sciences and Humanities.

# 2. The University Undergraduate Curriculum Committee

## 2.1. Membership

The UUCC shall be composed of the following members:

- Voting Members
  - The Provost or a designee (who acts as Chair). The Chair shall vote only in the event of a tie.
  - One full-time faculty representative from each of the colleges offering undergraduate programs.
  - One full-time faculty-at-large representative appointed by the Senate Agenda Committee
  - The Undergraduate Associate Deans of each of the colleges offering undergraduate programs
  - One full-time undergraduate student selected from and representing the Student Government Association
- Non-Voting Members
  - The Registrar or designee(s)
  - The chair at his/her discretion may invite non-voting guests if it is beneficial to the proceedings. These might include university staff who may provide necessary supplemental information relevant to deliberations, faculty members with disciplinary expertise, etc.

## 2.2. Meetings

The UUCC shall meet at least once monthly during the academic year. A quorum will consist of two

thirds of the voting members. Meetings will be conducted in accordance with Robert's Rules of Order. The UCC shall maintain minutes of its meetings which shall contain the complete voting information for each deliberation.

### 2.3. Annual Reporting

All activity of the UCC will be reported to the Senate Agenda Committee annually or more frequently as requested.

### 2.4. Amendments to the Bylaws

Annually, or as needed, a subcommittee of the UCC designated by the chair will propose amendments or other changes to the UCC Bylaws, which will be circulated for comment at least ten business days before the meeting of the UCC at which the changes will be reviewed. Once approved by the UCC, proposed amendments or other changes to the bylaws will be sent to the Faculty Senate for review and approval.

### 2.5. Operating Guidelines

The UCC shall maintain an "Operating Guidelines" manual that details policies and procedures followed by the UCC in carrying out its charge from the Faculty Senate to review and approve undergraduate courses and curricula. These guidelines shall be kept up to date and held in the Office of the Provost, available through the Provost's website.

## 3. Courses (New and Revised)

Each College is responsible for establishing an appropriate procedure for new course approval and revised course approval within its College. All proposals must be approved by the Dean of the College or a designee prior to submission to the UCC. The Registrar's Office will review proposals and, if necessary, work with the submitter to resolve any questions before the UCC begins its consideration. Course proposals, with the exception of minor revisions (see below), are voted upon by the UCC at scheduled meetings unless conditions warrant an electronic vote, which shall be at the discretion of the UCC Chair. Approval by the UCC is communicated by the Provost's Office to the Office of the Registrar for inclusion in the University Undergraduate Catalog and the course may then be offered to students. If the proposal is not approved, a UCC member from the College originating the proposal will provide the feedback from the UCC to the originating academic unit and will work with the originators to determine appropriate follow-up.

### 3.1. Exception for Minor Revisions to a Course

The UCC distinguishes between major and minor course revisions. If revisions to an existing course substantially impact the course description, the inter-college restrictions, any university core curriculum designations, and/or another college in any way, the course revisions are considered to be major and must be approved by the UCC as described above. If the proposed revision to an existing course is not deemed to be a major revision, the UCC Chair may approve the proposal for the UCC. The UCC Chair may delegate to the Registrar the authority to implement, without consultation with the UCC or UCC Chair, certain minor revisions having no substantive academic impact. However, any member of the UCC may request a full committee review of any course revision proposal.

## 4. New Programs

The many types of undergraduate curricular offerings are divided into two categories: those requiring final approval of Board of Trustees and those requiring final approval of the UCC. Any program for which the UCC does not have the final approval authority must be reviewed and approved by the Provost and the Faculty Senate before it is brought to the Board of Trustees for final approval. The following table shows the approval paths for the various types of new program

proposals.

<b>Approvals Required for New Undergraduate Programs</b>				
<b>Program Type</b>	<b>UUC</b>	<b>Provost</b>	<b>Faculty Senate</b>	<b>Board of Trustees</b>
New Major	✓	✓	✓	✓
New Combined Major	✓			
New Minor	✓			
New Concentration	✓			
New Certificate	✓			
New Independent Major	✓			

Each college (as defined in Section 1.3) is responsible for establishing an appropriate procedure for new curriculum approval within its unit. In all cases, it is the Dean’s (or the Dean’s designee’s) responsibility to ensure all procedures established by the Senate Agenda Committee and the Provost’s Office are followed throughout the college portion of the proposal process.

The process for proposing and approving new degree programs at Northeastern University is outlined in the *New Degree Program Proposal Guidelines* document, which is available at <https://provost.northeastern.edu/policies/>. Permission to proceed with a new program proposal must first be granted by the relevant College Dean and then by the Provost. After these two approvals have been granted, preparation of a full proposal for a new degree program may commence.

#### 4.1. New Major

All new major proposals must be approved by the Dean of the college or a designee prior to being submitted to the Provost or a designee. The Registrar’s Office will review proposals and, if necessary, work with the submitter to resolve any questions before the UUC begins its consideration. The proposal will be considered, and a vote taken during a meeting of the UUC. Originators of the proposal, if they are not members of the UUC, may be invited to present the proposal to the UUC. Otherwise, the UUC member(s) representing the originating college(s) will present the proposal. Once approved by both the UUC and the Provost, the proposal is sent to the Senate Agenda Committee which advances the proposal to the Faculty Senate for review and, if approved, to the Board of Trustees for its review and final consideration for approval. Upon approval the Registrar will activate the new major and the new program may then be offered to students.

#### 4.2. Other New Programs

For all other new programs (combined majors, minors, certificates, concentrations, independent majors, etc.) the UUC has final approval authority. All proposed programs must be approved by the Dean of the college or a designee prior to being submitted to the Provost or a designee. If more than one college is involved, both Deans (or designees) must approve the proposal prior to submission to the Provost or a designee. The proposed program will then be submitted to the UUC for academic review. The Registrar’s Office will review proposals and, if necessary, work with the submitter to resolve any questions before the UUC begins its consideration.

All proposed programs will be considered, and a vote taken during a meeting of the UUC. Originators of the proposal, if they are not members of the UUC, may be invited to present the proposal to the UUC. Otherwise, the UUC member(s) representing the originating college(s) will

present the proposal.

Approval by the UCC is communicated by the Provost's Office to the Office of the Registrar who will activate the new program which may then be offered to students. If the proposal is not approved, the UCC member(s) from the college(s) originating the proposal will provide the feedback from the UCC to the originating academic unit(s) and will work with the originators to determine appropriate follow-up.

## 5. Program Revisions

Once approved by the college(s), all proposed changes to programs must be submitted to the UCC chair. The Registrar's Office will review proposals and, if necessary, work with the submitter to resolve any questions before the UCC begins its consideration. Minor changes involving only one college will be sent by the UCC chair to the Registrar for implementation. Substantial changes to a curriculum (as judged by the UCC chair), or any change to a curriculum that involves more than one college, must follow the same guiding policies as the new program procedures defined above. The only difference in the approval process is that final approval rests with the UCC in all cases *except as noted below*:

### 5.1. Name Change of a Major

Following UCC approval, a name change of a major must be approved by the Provost and then the Faculty Senate.

### 5.2. Suspension of a Major

The purpose of suspension is to allow a unit to remedy problems within a program or to consider the program for elimination at a later date. If a program is in suspension, it means that the unit may no longer recruit or accept students into that program. Suspending admissions to a program and suspending a program are identical actions. Students already in the program must be allowed to complete the program within a reasonable period of time and the unit must make provisions to educate the students in a manner consistent with the curriculum in effect when the students entered the program. Once a program is suspended, it may be proposed for *Reinstatement* or for *Elimination*.

A proposal to suspend a major may be initiated by the faculty of the academic unit in which the program resides, the Dean of the parent college, or the Provost. The proposer is responsible for ensuring all procedures of the Senate Agenda Committee and the Provost are followed throughout the proposal process.

If the faculty in the academic unit initiates the program suspension proposal, they must vote to approve the suspension. The faculty of the college in which the program resides must also approve of the suspension. The Dean of the college may approve or veto the vote of the college faculty. Once approved by the Dean, the proposal will then be forwarded to the Provost for administrative and budgetary review, and to the UCC for academic review. If approved by the Provost and the UCC, the proposal will be forwarded to the Senate Agenda Committee, which may choose to approve directly or to bring to the Faculty Senate.

### 5.3. Reinstatement of a Major

A proposal to reinstate a major that has been suspended may be initiated by the faculty of the academic unit in which the program resides, the Dean of the parent college, or the Provost. The reinstatement must be voted on by the same bodies that voted on the suspension. Once approved by the Dean, the proposal will then be forwarded to the Provost for administrative and budgetary review, and to the UCC for academic review. If approved by the Provost and the UCC, the

proposal will be sent to the Senate Agenda Committee, which may choose to approve directly or to bring to the Faculty Senate.

#### **5.4. Elimination of a Major**

A proposal to eliminate a major that has been suspended may be initiated by the faculty of the academic unit in which the program resides, the Dean of the parent college, or the Provost. The proposer must provide assurances that all students in the program at the time of suspension have since completed the program. The elimination must be voted on by the same bodies that voted on the suspension. Once approved by the Dean, the proposal will then be forwarded to the Provost for administrative and budgetary review, and to the UCC for academic review. If approved by the Provost and the UCC, the proposal will be sent to the Senate Agenda Committee to bring to the Faculty Senate for a vote. The Board of Trustees will be informed when a major is eliminated.