

## **BY-LAWS OF THE UNIVERSITY UNDERGRADUATE CURRICULUM COMMITTEE<sup>14</sup>**

### (1) Composition

The UUCC shall be composed of one faculty representative from each of the colleges, chosen annually by and from the respective curriculum committees, plus three Academic Deans chosen annually by the Provost.

The Provost or his designee shall chair the UUCC and shall vote only in the event of a tie. Invitations to attend meetings as non-voting participants shall, as a rule, be extended to the Dean of University College, the Director of the School of Engineering Technology, the Dean of Cooperative Education, and those Deans of colleges who are not themselves members of the UUCC.

### (2) Functions and Procedures

(a) The function of the UUCC shall be to consider and make recommendations to the Senate concerning any proposals for undergraduate curriculum changes (e.g., establishment, change, or deletion of curricula; establishment of University-wide requirements; elimination of overlapping courses; or establishment of interdisciplinary programs crossing college lines) affecting the colleges which would normally require Senate action. Such proposals may originate within the UUCC itself, or may be submitted to the UUCC in writing via the Chairperson or by any person or group.

In the latter case, a copy of the proposal must also be submitted to the Senate Agenda Committee (SAC)

(b) The UUCC shall meet within two weeks of the receipt of any proposal to vote on whether it should be studied further.

(1) If the UUCC favors further study, it shall move promptly to consider the proposal, develop a charge and a timetable, and report these matters to the SAC.

(2) If the UUCC does not favor further study, it shall report its recommendations to the SAC forthwith. Within two weeks of the receipt of the UUCC report, the SAC will consider placing the recommendation before the Senate for ratification. The SAC will report on receipt and consideration of UUCC proposals at the Senate meeting directly following SAC's consideration.

(3) If the SAC receives no response from the UUCC on a given proposal within six weeks of first having received notice of it, it may bring the matter directly to the Senate for possible consideration.

(c) The UUCC, following the report of any ad hoc committee and its own deliberations, shall (after making appropriate additions or modifications) forward its recommendation to the SAC.

(d) The UUCC shall constitute the Senate's designee in considering interdepartmental and intercollege disputes arising from matters concerning courses or programs offered or proposed. The Senate Agenda Committee will review UUCC's recommendations for possible referral to the full Senate.

(1) All proposals for new courses or programs (including, but not limited to, concentrations, specializations, program minors or majors) or significant changes thereof, must be submitted to every college Curriculum Committee and Dean, with a copy to the Provost, at least thirty days before the new courses, programs, or changes can be publicized or implemented by the proposing College. (This requirement applies in particular to the inclusion of new course in the Registrar's course registration booklet.)

(2) If overlap or duplication would appear to result from the course being offered, the proposal should set forth the extent of the apparent duplication or overlap, and give the reasons for it.

(3) Recommendations by UUCC on actions forwarded to the Committee from any sources shall be forwarded by submitting parties to the Provost, and the Senate Agenda Committee.

(4) If, within two weeks of receiving UUCC recommendations, the Senate Agenda Committee does not indicate its intent to forward them to the full Senate for its consideration, the resolution recommended by the UUCC shall be put into effect by the appropriate authorities.

### (3) Meetings

(a) The UUCC shall meet at least once during each academic quarter, and shall submit to the SAC each quarter a status report on all matters under consideration.

(b) The UUCC shall keep appropriate minutes of its meetings which shall reflect the sense of the meetings, except that all votes taken shall be recorded in detail.