

College of Education Undergraduate Curriculum Committee

1. Name

The name of this organization is the College of Education Undergraduate Curriculum Committee.

2. Rationale

The College of Education Undergraduate Curriculum Committee will provide oversight for undergraduate courses, programs, and curriculum. The Committee's duties and responsibilities shall include:

- Approve or disapprove proposals related to undergraduate matters and forward those approved to the Dean of the College and, upon their approval, to the appropriate University Undergraduate Curriculum Council through Curriculog
- Curricula and programs addressed by the committee shall include courses, majors, minors, degrees, concentrations, undergraduate certificate programs, and other academic programs that serve undergraduate students
- Oversee undergraduate academic policies and procedures
- Act as a liaison between the University Undergraduate Curriculum Council, departments, and programs within the College
- Serve as an Appeals Committee for students who have received Program Termination notices from their program of study (where applicable to undergraduate programs)

3. Membership and Coordination

- The Council shall be comprised one full-time faculty member from each academic department in the College in addition to the Chair of the Committee and one at-large appointed faculty member
- Representatives may be either tenure-track, teaching, research, or clinically appointed faculty
- Representatives to the Committee will be elected from their departments for staggered two-year terms and individuals may serve successive terms
- Each academic department will elect their representative to the Committee either at their first faculty meeting of the fall semester or the last meeting of the spring semester
- A Committee representative may send an alternate to Council meetings. Alternates will be allowed to vote, and their meeting attendance will be regarded as attendance by the regularly elected Committee representative.
- The Chair of the Committee shall be appointed by the Dean
- Minutes will be recorded and maintained in the College's Dean's Office

4. Meetings

- The Committee shall hold regular monthly meetings from September through May on a date selected by a majority of the Council's members.
- Changes in meeting dates and specially called meetings shall be communicated at least one week before the meeting.

- The Committee Chair may call additional meetings as needed to accomplish the work of the Committee between meetings when the issues are beyond the scope of electronic voting.
- Two-thirds of the membership of the Committee attending a meeting shall constitute a quorum
- Robert's Rule of Order will be used to operate meetings and a simple majority vote will constitute a passing measure for the approval of proposals brought before the Committee
- The Committee will post their meeting agendas and minutes on the a designated space on the COE website

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