

## University Undergraduate Curriculum Council

### April 2022 Meeting Minutes

April 8, 2022 1:00 PM

Virtual via Zoom

**Present:** **Voting Members:** Debra Bartelli (SPH), (COE) Russell Deaton (ENGR), Ryan Fisher (CCFA), Joanne Gikas (CPLS), Matthew Haught (CCFA); Joy Hoffman (LCON); Claudio Meier (ENGR), Pete McMickle (FCBE), Lisa Mendel (CSD), Ladrica Menson-Furr (CAS), Terra Smith (Faculty Senate), Jun Min Wang (CAS), Lawrence Weiss (SHS), Alistair Windsor (CAS), Lan Zhang (CAS).

**Non-Voting Members.** Eric Bailey (SAS); Jessica Flanagan (ACC), Carol Danehower (Academic Affairs), Kenneth Haggerty (Libraries), Sean Holden (OIR), Melinda Jones (Honors), Keri Kerr (Registrar), James Orr (Office of the Provost), Karen Weddle-West (SAS).

**Absent:** Voting: Alfred Hall proxy by Sandra Cooley-Nichols (COE); Ramona Lee proxy by Joanne Gikas (CPLS); Kurt Kraiger (FCBE). Non-Voting: Davis (Registrar), Jones (Honors), Keel (Registrar), Tardugno (CAS), Wallace (SGA); Walker (AAN).

### Call to Order

Meeting called to order at approximately 1:00pm, by Carol Danehower, quorum present.

### Minutes

Minutes from October 2021 and March 2022 meetings were approved.

### Old Business

Proposal for revision to the UUC Bylaws was presented and discussed at the March 18, 2022, meeting as a requirement (per current bylaws) for vote at this April 2022 meeting. Revision proposal is attached and includes: revision of Article 3 Sections 1 (Representation) and 2 (Elections/Appointments) including a numerical schema for the number of elected representatives per college/school; revision to Article IV, Section 4---Quorum = 2/3 of voting members; updating member titles.

Revision proposal discussed and presented at March meeting.

**New Business - None**

**Announcements**

Carol Danehower noted that the 2022/23 Undergraduate Catalog was published with some “editing in progress”. Deadline for submitting any corrections is May 13.

“Special Topics” (ST) course deadlines were also discussed.

The next UUC meeting will be held on May 6, 2022, 1:00 PM on Zoom.

**Meeting was adjourned at approximately 2:00 pm.**

**Attachments** -- Proposal for revision to UUC Bylaws; October 2021 and March 2022 Minutes.

[Bylaws - University Undergraduate Council](#)

[ARTICLE I](#)

**NAME**

The name of this organization shall be the University Undergraduate Council (hereinafter referred to as the UUC).

[ARTICLE II](#)

**MISSION**

The UUC acts on behalf of faculty in the governance of undergraduate programs and policies. It performs both as a policy-making body, subject to approval by the Provost and President, and as an advisory body to the provost. The UUC will:

1. Review requirements and recommend action on both the lower and upper division graduation requirements, including general education requirements, and approval of courses for general education.
2. Propose through the Vice Provost, Academic Innovation and Support Services to the Provost and the President policies and procedures that influence the quality of undergraduate instruction and research programs.
3. Review proposals and recommend action on new or revised undergraduate programs and courses.
4. Advise the Vice Provost, Academic Innovation and Support Services on such matters as may be brought to the UUC.

## ARTICLE III

### SECTION 1: REPRESENTATION

Voting membership shall consist of dean-appointed directors, faculty representatives elected by colleges and schools granting baccalaureate degrees, and one (1) representative chosen by the Faculty Senate.

Ex officio members shall include the

- Vice Provost for Academic Affairs and Strategic Enrollment,
- Director of University Honors Program,
- Registrar,
- Representative from the University Libraries,
- Representative from the Academic Advising Network (AAN),
- Director of the Academic Counseling Center, and
- Representative from the Student Government Association.

Each independent college/school with baccalaureate degrees shall appoint one (1) undergraduate director to represent their college/school on the UUC. Additional representatives for colleges/schools shall be elected by their college/school to three (3) year

terms. The Office of Institutional Research will provide a list of representation numbers to the Chair of the UUC based on fall enrollment census data.

Elections must be held in the spring semester for terms to commence at the start of the next fall semester. Reapportionment of elected representatives shall occur once every three (3) years starting spring semester 2022 with terms starting at the beginning of the following fall semester. Representation among colleges/schools with baccalaureate degree-granting units will be based on their previous three (3) year average (e.g., fall 2019, fall 2020, fall 2021). Total elected representation is based on the college/school's percentage of the total undergraduate student population using the following table:

0% < % of Baccalaureate Student Population	1 Elected UUC Representative
10% ≤ % of Baccalaureate Student Population < 20%	2 Elected UUC Representatives
% of Baccalaureate Student Population ≥ 20%	3 Elected UUC Representatives

## **SECTION 2: ELECTIONS / APPOINTMENTS**

Each college/school shall establish criteria for the election of representatives to the UUC that will ensure broad disciplinary representation. No term limits for elected representatives exist at the university level. The Dean of each college/school shall appoint one undergraduate director to represent their college/school.

Prior to the first meeting of the academic year, the respective units shall forward the names of their elected representative(s) and appointed undergraduate director to the Vice Provost for Academic Affairs and Strategic Enrollment (or designee). At the first UUC meeting of the academic year, the UUC shall announce the newly constituted University Undergraduate Council. A three-year term of service begins for elected representatives in September or when a vacancy occurs.

Ex officio members shall serve without voting privileges.

## **ARTICLE IV**

### **OFFICERS**

The officer of the University Undergraduate Council shall be the Vice Provost for Academic Affairs and Strategic Enrollment or their designee. The officer shall perform the duties

prescribed by these bylaws and the parliamentary authority adopted by the UUC.

## ARTICLE V

### MEETINGS

#### ***SECTION 1: REGULAR MEETINGS***

The regular meetings of the UUC shall be held monthly during the academic semesters from September through May, unless otherwise requested by the Chair or a majority vote of the UUC. If necessary, meetings may be scheduled during summer months by the chair.

Meetings of the UUC shall be chaired by the Vice Provost for Academic Affairs and Strategic Enrollment or their designee.

#### ***SECTION 2: SPECIAL MEETINGS***

Special meetings may be called by the chair. The purpose of these meetings shall be stated in the call and, except in cases of emergency, a notice of at least five working days shall be given.

#### ***SECTION 3: ABSENCE OF MEMBERS***

If for any reason a member of the UUC cannot attend a meeting, another faculty member from that college or school may be designated as proxy for voting purposes. The chair shall be notified prior to the meeting.

#### ***SECTION 4: QUORUM***

Two-thirds of the number of voting members of the UUC shall constitute a quorum.

## ARTICLE VI

### COMMITTEES

Standing or special committees shall be appointed by the chair as necessary to carry on the work of the UUC.

## ARTICLE VII

### PARLIAMENTARY AUTHORITY

#### ***SECTION 1: PROCEDURE***

The rules contained in the latest edition of Robert's Rules of Order Newly Revised shall govern the University Undergraduate Council to the extent that they are not inconsistent with these bylaws or with any special rules of order the UUC may adopt.

#### ***SECTION 2: OPEN MEETINGS***

All meetings of the UUC shall be open to the university community. If confidential issues are on the table, then the Chair has the power to call the UUC to executive session.

## ARTICLE VIII

### AMENDMENT TO BYLAWS

These bylaws can be amended at any meeting of the UUC by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Approved by the University Undergraduate Council, December 10, 2004.

- Revised October 13, 2006
- Revised September 12, 2008
- Revised October 10, 2014
- Revised September 11, 2015
- Revised November 10, 2017
- Revised November 8, 2019
- Revised April 8, 2022