Undergraduate Curriculum Committee (UCC) Standard Operating Procedures

(1) Membership shall consist of one representative from each college and off campus academic unit, who shall be selected by the Faculty Senate Committee on Committees after consultation with the college deans and caucuses (chairs of the college level curriculum committee shall be considered for appointment); two undergraduate students appointed by Student Government Association; one representative of the University Library and the Associate Provost for Undergraduate Studies as Ex-Officio members.

All of the above members shall be voting members.

The Associate Director of Curricular Services or a designated representative shall serve as secretary but not have voting privileges.

Additionally, a representative from the following committees shall be invited to serve as Ex-Officio, non-voting, members:
- Core Curriculum Council
- Executive Committee of the Faculty Senate
- Graduate Council
- Writing and Communication Advisory Committee

(2) The election for the UCC should take place in the October meeting for an effective date of 1 January. The chair and vice chair will be limited to one two-year term; the elevation of the vice-chair to chair, though commonplace, shall not be automatic. It is highly recommended the Chair and Vice-Chair represent different Colleges of the University.

(3) The Undergraduate Curriculum Committee shall review all proposed courses, programs, and changes to existing courses and programs, at the undergraduate level and shall recommend appropriate policies to improve and develop undergraduate academic programs.

(4) Items requiring vote include New Courses, Course Withdrawal, Change in Courses, Change in Curricula, Administrative Change and Special Considerations. These items may be approved, not approved, approved with changes, referred to an electronic (e-vote, see item 12) prior to the deadline to submit to Faculty Senate, or postponed to a certain time (later in the agenda or another meeting, see item 13). Each item must receive a majority vote to pass.

(5) The UCC shall meet monthly at a convenient and regular time to ensure all members may attend. At least half (50 percent) of voting members, or

representatives of the 14 voting members, must be in attendance to constitute a quorum. The College representative or designee must be present for agenda items from that College to be considered.

(6) All courses must be approved by the UCC before seeking approval as Writing/Communication Intensive or Core Curriculum courses by respective committees and Faculty Senate.

(7) Letters of support from all academic programs affected by curricular changes, such as withdrawal of an existing course, addition of a prerequisite to an existing course, or a proposed new course and /or program shall be provided to UCC by the department bringing the item(s) forward. The UCC will monitor curricular duplication and work to minimize unforeseen consequences of curricular decisions across campus.

(8) The syllabus for a proposed course in which undergraduate and graduate students meet together at the same time with the same instructor ("stacked course"). The instructor of record must be a member of the Graduate Faculty and the syllabus must clearly indicate the additional work required for the graduate students. This can be accomplished by a single syllabus with rigorous graduate activities outlined in the combined syllabus; or by two separate but cross referenced syllabi. In this latter case, both syllabi must be submitted at the same time to the UCC and the Graduate Council (GC) with representatives from the appropriate College both informed and prepared to defend the proposals.

(9) Cross-listed courses require individual sets of approval forms. Adding a cross-listed course to an existing course only needs to be considered by the UCC if the course is a new course. For example, on the December, 2010 UCC agenda, JOUR 230 was proposed and approved as a new course and cross-listed with COMM 230, an existing course. Only JOUR 230 was on the agenda for approval since COMM 230 was already an approved course and adding the cross-listing is considered an editorial change. Cross-listed courses should be in compliance with information in the resource section of the Curricular Services Web site.

(10) Approval of research and problem-based credit hours (285; 485; 291; 491) and exploratory new courses (289; 489) do not require the UCC approval. However, each College may have their own intra-College approval process for such courses through department- and College-level curriculum committees, department heads, and academic deans.

(11) The UCC shall operate under these rules: Ten working days prior to meeting (e.g., Wednesday prior to a Friday meeting the following week) voting and non-voting members will receive the agenda as a digital file easily searched and including all materials necessary to complete an informed review. Members must submit

comments and suggestions for improvements 72 hours before the UCC meeting in order to constitute a Consent Agenda for items to be considered without discussion. Items on the Consent Agenda designated for approval may be challenged at the meeting by a motion from a Committee Member with a second from a second Committee Member.

(12) The Chair and Vice-Chair may elect to hold an electronic vote (e-vote) meeting when agenda items are minimal and there are no pending deadlines.   An e-vote for a specific agenda item with an extremely tight deadline will be used as deemed appropriate and voted by the committee. E-votes by the committee are sent to the Secretary for compilation. The Chair and Vice-Chair are notified and the agenda item either passes or fails based on the e-votes received.

(13) The UCC may vote to postpone voting on an agenda item for various reasons (i.e., no representative present, support letters missing, corrections to form/syllabus, etc.). It is the responsibility of the department to resubmit the postponed item for reconsideration with the updates as requested by the committee.

(14) Prerequisites for 300- and 400-level courses must contain either a course prerequisite (appropriate sophomore level prerequisites) or if no prerequisites, then junior or senior classification. Reference FS.16.166 posted at http://curricularservices.tamu.edu.

(15) Submissions for consideration by the UCC that are not complete or correct by stated UCC standards will be returned by the Secretary, in consultation by the Chair and Vice Chair.

(16) Proposals must include syllabi that adhere and comply with current University minimum syllabus requirements posted at http://curricularservices.tamu.edu and supporting evidence (see 7). Among considerations the UCC will include in review are: Academic rigor; Consistency with program and university curriculum goals and student learning outcomes; and Adherence to the approved university established syllabus template, including:
   o Appropriate number of weeks in the semester (14 weeks of instruction with a 15th week of final examinations (which may include presentations);
   o Explicit grading schemes. If more than 10% of any grading scheme is based on participation, the syllabus should explicitly define and outline how the grade is determined. Helpful rubrics can be found under the resources tab on the Curricular Services Web site;
   o Clear reference to student absence rule 7; the Aggie honor code, and ADA requirements.