Texas A&M University
Undergraduate Curriculum Committee Standard Operating Procedures

[Faculty Senate Bylaws](#) (Chapter II, Section N, Subsection h) establish the Undergraduate Curriculum Committee (UCC) as a reporting committee to the Faculty Senate and defines the voting and non-voting members of the committee.

Definitions

(1)   The word "college" used through this document includes all colleges and schools at Texas A&M University.

(2)   Texas A&M University defines "Curricular," "Curriculum," and "Program" as "academic programs, including courses, minors, degrees, and certificates" (see [TAMU SAP 11.99.99.M0.01](#)).

(3)   An academic unit may be "affected by a curricular item" because of:

   a)   **Similar/Duplicate Content** – The proposed curricular item involves a subject matter that another academic unit also teaches or that overlaps the domain of another academic unit.
   b)   **Course Dependency** – The proposed curricular item involves one or more courses from another academic unit. For example, a program proposal from one academic unit may include one or more courses from another academic unit as a required or elective course in the program. Another example is a course from one academic unit includes one or more courses from another academic unit as prerequisite(s).

(4)   In "stacked courses" graduate and undergraduate students meet for a class (3xx/6xx or 4xx/6xx) at the same time with the same instructor, but at their respective level of instruction. More rigorous activities are provided for graduate students to ensure work at the graduate level (TAMU Policy for Stacked Courses, [FS.18.033](#)).

(5)   A "cross-listed course" is offered with two or more course prefixes (and sometimes a different course number) but the content of the course remains the same. Cross-listed courses must be exactly alike.

(6)   "Traditionally delivered course" is a term to describe a face-to-face course in which students and instructor meet at a regular time over a fifteen-week semester or a five- or ten-week summer session for a total of between 15-16 contact hours per credit hour ([University Rule 11.03.99.M1](#)).

(7)   "Non-traditionally delivered course" is a term used to describe a course that does not meet the traditionally delivered course definition for length of course (not a 5-, 10-, or 15-week semester) or contact method (not face-to-face). This definition is implied but not formally included in University Rule 11.03.99.M1 and Texas Higher Education Coordinating Board Rules, 19 Tex. Admin. Code § 4.6.

UCC Operating Procedures

(8)   The UCC members shall elect a Chair and Vice Chair to serve a two-year term. The election for the Chair and Vice Chair should take place in the October meeting for an effective date of 1 January the following year. The Chair and Vice Chair will be limited to one two-year term unless otherwise voted upon by the committee; the elevation of the Vice Chair to Chair, though commonplace, shall not be automatic.

(9)   The Undergraduate Curriculum Committee (UCC) shall review all curricular proposals for new or changed curriculum at the undergraduate level and shall recommend appropriate policies to improve and develop undergraduate academic programs (Faculty Senate Bylaws, Chapter II, Section N, Subsection h.2).

(10)   Items requiring a vote include New Courses, Course Withdrawals, Change in Courses, New Programs, Change in Curricula, Administrative Changes, and Special Considerations. These items may be approved, not approved, approved with changes, referred to an electronic vote prior to the deadline to submit to Faculty Senate (see Section (15)), or postponed to a later time in the agenda or to another meeting (see Section (14)). Each item must receive a majority vote to pass.

(11)   The UCC shall meet monthly (except in January and in August) at a convenient and regular time to ensure all members may attend. At least half (50 percent) of voting members, or representatives of the 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. Electronic voting may take the place of a regular meeting when the agenda is minimal (see Section (15)).

(12)   The UCC shall operate under these rules:

   a)   Departments and programs must use the Curricular Approval and Request System (CARS) to submit all curricular requests.
   b)   Ten working days prior to the meeting (e.g., Wednesday prior to a Friday meeting the following week), voting and non-voting members will receive notification that the agenda has been posted for review.
   c)   The agenda shall include all curricular requests submitted and approved through the UCC Preparer role of the CARS workflow prior to the published agenda deadline for the meeting.

d) Two voting UCC members will be assigned to review each agenda item. Committee members will consider the following in their review: academic rigor, content overlap with another academic unit, consistency with college level guidelines for establishing course level, program and university curriculum goals, adherence to university minimum syllabus requirements, and measurable student learning outcomes.

e) UCC members provide comments and suggestions for improvements in CARS, by noon, at least 72 hours before the UCC meeting to constitute a Consent Agenda for items considered without discussion.

f) 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 another committee member.

g) The committee members will discuss any remaining items on the agenda and vote on their disposition.

h) The committee shall communicate their recommendations for each agenda item to the Faculty Senate (see Faculty Senate Bylaws, Chapter II, Section N, Subsection h.3).

(13) Agenda items that receive member comments will be coordinated for resolution by the Office of the Provost. The initiator, the UCC college representative, and the College Dean roles from CARS will be notified of the comments so that concerns can be addressed before the meeting. Agenda items with outstanding concerns will remain for committee discussion.

(14) 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.

(15) 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.

(16) Submissions for consideration by the UCC that are not complete or correct by stated UCC standards may be returned to the department by the "Curricular Services Review" role in the CARS workflow, in consultation with the Chair and Vice Chair.

(17) The UCC shall follow the curricular processes as outlined in TAMU Standard Administrative Procedure 11.99.99.M0.01.

Curricular Request Requirements

(18)   Departments submitting curricular requests for new courses must provide justification for determining the appropriate course level. Each college must attest to appropriateness of course level based upon the college's [reported policies and procedures](#) posted on the UCC website.

(19)   The department bringing a curricular item forward shall provide documentation of support from all academic programs affected by curricular changes. The UCC will monitor curricular duplication and work to minimize unforeseen consequences of curricular decisions across campus. (See [TAMU SAP 11.99.99.M0.01](#), Section 5.3.6.)

    a)   A letter of support is not needed if the two academic units belong to the same college. When both academic units belong to the same college, the approval by the "College Dean UG" role in CARS constitutes support and approval for all academic units within the college.

    b)   Proposed curricular changes to courses that affect one-third or more of the colleges across the university must be submitted through CARS and received in the "UCC Preparer" role in CARS by the agenda deadline for September UCC meeting to give affected units adequate time to submit any necessary changes to their curriculum before the published deadlines. For example, a curricular request to change a course number for a Core Curriculum course or another course that is used in many different programs.

(20)   Proposals that require submission of a syllabus must include a syllabus that adheres to the [current University minimum syllabus requirements](#). A syllabus is required for new course proposals, a change in course delivery mode (e.g., non-traditional delivery), a change in course number (course prefix and/or number), or a change in course hours. A course request for non-traditional delivery mode must include a non-traditional delivery syllabus. Only one syllabus (a non-traditional syllabus) is required for a new course request that includes both traditional and non-traditional delivery modes.

(21)   Departments submitting curricular requests for non-traditional delivery modes must provide justification for how the course learning outcomes and contact hours are appropriate for the course (i.e., equivalent to course learning outcomes and to contact hours for a traditionally delivered course) ([TAMU University Rule 11.03.99.M1](#)). Each college must attest to the appropriateness of learning outcomes and contact hours based upon the college's [reported policies and procedures](#) posted on the UCC website.

    a)   On the CARS form, the learning outcomes justification statement should specify: "The department/college faculty determined the learning outcomes are appropriate for the course."

    b)   On the CARS form, the contact hours justification statement should specify: "The department/college faculty determined the contact hours are appropriate for the course."

(22) Curricular requests for stacked courses must meet university requirements for stacked courses (see FS.18.033). The requesting unit must include a syllabus that clearly indicates the additional work required for graduate students (or both an undergraduate and graduate version of the syllabus) in CARS. In addition, the requesting unit must submit the undergraduate request to the UCC and the graduate request to the Graduate and Professional Council (GPC) at the same time.

(23) Curricular requests for cross-listed courses require the submission of one course proposal to add the cross-listing for all course prefixes. Approval by all department heads associated with the course prefixes will be handled through the CARS workflow.

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

(25) 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. Academic units are responsible for ensuring that appropriate credit hours, contact hours, course level, and learning outcomes are established for these courses (see TAMU SAP 11.99.99.M0.01 and TAMU SAP 11.03.99.M1).