

**Undergraduate Program Council (UPC)  
Standard Operating Procedures (SOP)  
College of Agriculture and Life Sciences  
Updated February 2023**

**Purpose:** The Undergraduate Program Council (UPC) shall:

- Review all curricular requests pertaining to the undergraduate academic courses and programs.
- Review for duplication of course and degree programs.
- Advise the Executive Associate Dean and Dean on all undergraduate program matters through the Associate Dean for Academic Affairs.

**Meetings:** The UPC will meet on a monthly basis, with meeting dates set before the start of each semester.

**Membership and Structure:**

- 1) Membership shall consist of one faculty member from each of the 15 departments in the college who will serve as voting members of the committee. All faculty members will be appointed by their respective departments.
- 2) The Associate Dean for Academic Affairs will appoint the Chair of the UPC, who will serve in a non-voting role and will also represent the college on the University Curriculum Council (UCC).
- 3) The assistant for the Associate Dean for Academic Affairs will serve as Secretary.
- 4) Ad-hoc members of the AGLS Administrative team will attend as needed.
- 5) Academic Advisor Center Leads are encouraged to attend as non-voting members, as are academic advisors and program coordinators as able.
- 6) A member may be removed from the committee with the majority approval of the UPC.

**Agenda and Procedures:**

- 1) The UPC shall operate under these rules:
  - The Friday prior to meeting, all agenda items are due to the UPC Secretary and must have already been reviewed by Curricular Services prior to the meeting.
  - No later than Monday on the week of meeting, all voting and non-voting members will receive the agenda (and prior meeting minutes) as a digital file to be easily searched and including all materials necessary to complete an informed review. It will be posted in the COALS College Level Committee Microsoft Teams UPC folder, along with other agenda items.
  - No Consent Agenda is designated. Rather, all agenda items will be fully considered at the Monthly meeting.
  - The UPC meeting discussion and vote on each agenda item is initiated by a motion to approve from a committee member, with a second from another committee member. Agenda Items requiring vote include; approval or modification to any new courses, course withdrawals, change in courses, change in curricula, administrative changes, name changes, changes to, or new programs, degrees, minors, and certificates.

These items may be approved, not approved, approved with changes (friendly amendments), referred to an electronic vote prior to the deadline to submit to the UCC, or postponed (tabled) to a certain time, or meeting date.

- For a vote to be taken, there must be a quorum of members present, and/or that voted electronically after receiving the agenda. 50% or more of the departmental faculty members represents quorum. The first time an agenda item is presented to the UPC, a single member can request tabling of the item for further review and discussion, with the agenda item to be voted on at the next monthly meeting. To be accepted, each item must receive a majority vote, which is at least 50% of UPC voting members in attendance and/or those that voted electronically.
- 2) For any agenda item to be voted on, the Department representative or designee must be present at the meeting to present the agenda item and to answer any questions.. The departmental member of the UPC (or designee) will present the agenda item for discussion.
  - 3) A UPC member can have another departmental undergraduate faculty serve as a voting substitute; however, staff cannot substitute. This is a rule of the Southern Association of Colleges and Schools Commission on Colleges (SACS COC).
  - 4) The Chair may elect to hold an electronic vote (e-vote) when agenda items are minimal and there are no pending deadlines. An e-vote for a specific agenda item with an extremely tight deadline may also be used as deemed appropriate by the Chair and voted by the committee. E-votes by the committee (Associate Department Head or designee) are sent to the Secretary for compilation. A majority of members will constitute a quorum, which is 50%, and for an item to be accepted, at least 50% of the voting members must approve. The Chair is notified and the agenda item either passes, is tabled, or fails based on the e-votes received. Members will be able to post questions and comments with their votes as needed.
  - 5) The UPC may vote to postpone voting on an agenda item (table the item) for various reasons (i.e., no representative present, support letters missing, corrections to form/syllabus, etc.). The table may be a friendly table if the chair can resolve the issue in a timely manner. It is the responsibility of the department to resubmit the postponed item for reconsideration with the updates as requested by the committee prior to the next monthly meeting.
  - 6) The committee will make decisions on general UPC business by consensus, with all members having an equal voice.

#### **Curricular Approval Request System (CARS):**

All new or modified course, degree program, or certificate submissions will be through CARS.

- 1) Letters of support from all academic programs affected by curricular changes shall be provided in the CARS system when applicable.
- 2) Submissions for consideration by the UPC that are not complete or correct by stated UPC standards will be returned to the department designee in the CARS workflow by the Secretary, in consultation with the Chair.
- 3) New course requests and course changes involving significant content modification or alteration in course credit hours must include syllabi that comply with current [University minimum syllabus requirements](#) .
- 4) Proposed courses in which undergraduate and graduate students meet at the same time with the same instructor (“stacked courses”) must have an instructor of record that is a member of the Graduate Faculty, and the syllabus must clearly indicate the additional work required for the graduate students. Syllabi must meet [minimum syllabus requirements](#).
- 5) New cross-listed courses require individual sets of approval forms. Follow the CARS course requirements.

6) Non-traditional course delivery, and/or online courses, must provide evidence of both learning outcome equivalency, as well as equivalency of instructional and student activity time, compared to a traditional course offering for the appropriate number of academic credits.

7) Course level justifications can be satisfied by either

a) A prerequisite course/s that directly sequences to the new/modified course, i.e 100->200->300->400, or

b) The college-level rubric that utilizes the modified Bloom's taxonomy action verbs to justify the lower- (100/200 - lower-level taxonomy) or upper-level (300/400 - upper-level taxonomy)\_

Note that the course level justification requirement does not prevent the use and enforcement of non-sequenced prerequisites or other requirements to be required or preferred for registration in a course.

### **Department Requests for Special Topics Course 489**

Currently, the request for a 489 course proceeds as follows (courses will eventually be entered through CARS):

- One-time courses (489) are exempt from the review. This exemption is interpreted as a license to offer any new course two times prior to its being reviewed by the UPC for a formal course number. A course does not have to be taught as a 489 to be submitted for a new number.
- 489 course requests are submitted through the Section Request System (SRS). Each request must include an uploaded syllabus, time/day of course, and location if applicable. Syllabus must meet [minimum syllabus requirements](#).

### **Changes to UPC Standard Operating Procedures**

Any member of the Committee can propose an amendment to the Operating Procedures at any Committee meeting. The amendment will be voted on during the next meeting, with passage of the amendment requiring 100% approval of a quorum of the Committee members.