

Operating Procedures – University Curriculum Committee

Adopted April 20, 2001

Rev. September 25, 2006

1. University Curriculum Committee (UCC) meetings are open to any member of the university community; however participation in those meetings except for elected representatives and ex-officio members is at the invitation of the Chair of the UCC.
2. If an elected representative is not in attendance at a UCC meeting, business issues arising from the college or constituency of the missing representative will be deferred, UNLESS otherwise arranged by prior request of that member to the chair or the curriculum office, until the next meeting when the representative shall be present.
3. In the event that the Chair is not present to convene a meeting of the committee and has not arranged for another member to act as chair, any other member of the committee may convene a meeting provided all members are duly notified of the meeting and the agenda. If a quorum of voting members is present, the committee may elect a chair, pro tem, for that meeting only and conduct business.
4. A quorum shall consist of six (6) of eleven (11) voting members of the committee.
5. A staff member appointed by the Provost will act as Secretary of the committee. The Secretary will prepare an agenda in cooperation with the Chair and shall record and prepare minutes to be distributed to the members prior to the subsequent meeting. After adoption of the minutes by the committee, the Chair will direct the Secretary to forward them to the Chair of Faculty Council.
6. The Committee may approve UCC minutes by e-mail when this consideration has been agreed to at a regular UCC meeting and would facilitate timely receipt of the approved minutes by the Executive Committee of Faculty Council. Other items of business will only be voted on by e-mail after they have been discussed at a UCC meeting, there is consensus among the members to have an e-mail vote, and a vote is needed prior to the next regular UCC meeting due to the timeliness of the matter.
7. It is the responsibility of the Chair of the committee to send copies of all official correspondence of the committee to the Chair of Faculty Council. It is also the responsibility of the Chair to inform the Chair of Faculty Council of any significant proposals or actions made to the committee by members of the faculty or the administration.
8. Robert's Rules of Order, latest edition, shall govern committee meetings.
9. The UCC shall by its own authority review, modify, delete, augment, and amend the procedures set forth in the Curriculum Policies and Procedures Manual. Changes and the effective date for those changes shall be publicized to the university community well before the effective date. Change that shall constitute modifications of POLICY or NEW POLICY shall be ratified as a special action item before the Faculty Council before adoption.

10. Review and modification of the operating procedures shall be by a majority vote at any regular meeting.