

University Curriculum Committee (UCC)

North Dakota State University

Committee Responsibilities

- a. Developing criteria and procedures for submitting, evaluating, and approving courses, experiences, and program proposals for curriculum and course changes.
- b. Coordinating and recommending actions on proposals for curriculum and course changes that have been received from the colleges.
- c. Requesting the formation of ad hoc Faculty Senate committees to recommend policies for the evaluation of transfer credit, policies for graduation, and make other recommendations as needed, and
- d. Performing other appropriate duties as assigned by the Faculty Senate.

Membership

Voting: Voting members shall consist of one tenured faculty member from each of the representation units (colleges), a tenured faculty representative appointed by the Dean of the College of Graduate and Interdisciplinary Studies, and two students – one graduate and one undergraduate - appointed by the Student government.

Non-voting: The Provost, Registrar, and Dean of Libraries shall each appoint one non-voting representative.

- a. Terms shall be four years. Voting members shall not serve consecutive terms. Non-voting member terms are not limited. Terms shall be staggered so that no more than one-third of the members are new.
- b. One faculty member will be elected as chair. Neither the Provost's, Registrar's, nor Dean of Libraries' representative shall serve as chair.
- c. The chair shall have served at least one year on the committee.
- d. Each representation unit shall also select an alternate faculty member to serve in case of recusal or absence.

Committee member duties

- a. Follow all Committee Responsibilities as outlined by [NDSU Faculty Senate](#)
- b. Review UCC policies and procedures
 1. [NDSU Policy 333.1: Course Syllabus](#)
 2. [Faculty Senate Bylaws](#)
 3. [NDSU Policy Manual \(Policies 330-339\)](#)
- c. Review NDSU Faculty Senate policies and procedures pertinent to UCC operations

- d. Attend weekly meetings, whatever the format, or send alternate faculty member representative.
- e. Review weekly meeting agenda and previous minutes in advance.
- f. Review assigned proposals, prepare notes/comments for each, and prepare your intended motion for each proposal.
- g. Collaborate with your college curriculum committee (CCC) regularly
 - a. Present and/or send updates from UCC to the CCC
 - b. Assist your CCC in the review process procedures
 - c. Provide training for the CCC when necessary
 - d. Assist on follow through with the UCC charge to CCCs (see below)
- h. Prepare discussion/new business items for weekly meeting and submit one week in advance
- i. Serve on *ad hoc* committees within UCC to address special business items and policy and procedure development
- j. Where appropriate, recommend new UCC policies and/or procedures

Committee chair duties (in addition to the above)

- a. Elected annually prior to final meeting of the spring semester
- b. Lead the business of the committee
 - 1. During scheduled meetings
 - 2. Across the University
- c. Have a working knowledge of Parliamentary Procedure (Robert's Rules of Order)
- d. Prepare weekly agendas alongside a Registrar's Office representative
- e. Assist in preparation of the monthly UCC Report, alongside Registrar's Office representative, sent to Faculty Senate for review
- f. Communicate the business of the committee to affected parties across campus
- g. Communicate UCC decisions to departments and faculty when appropriate.
- h. Attend monthly Faculty Senate meetings

Committee co-chair duties:

- a. Elected annually prior to final meeting of the spring semester
- b. Serve as chair in the absence of the chair
- c. Coordinate the responsibilities of *ad hoc* UCC committees
- d. Collaborate with the Graduate Council and General Education Committees
- e. Mentor student members and co-review assigned proposals with students
- f. Attend monthly faculty senate meeting in the absence of the chair

Student Member duties:

- a. Serve as a voting member to UCC

- b. Attend UCC meetings and designate an alternate when absent
- c. Shared responsibilities for review of proposals as other elected members to UCC
- d. Collaborate with UCC Co-Chair in review process
- e. Present business items related to UCC responsibilities from student perspective
- f. Report your work back to Student Council

Approved by UCC January 2022

UCC Charge to College Curriculum Committees (CCC)

The purpose of the CCC is to review undergraduate and graduate curriculum proposals in the college. The committee performs five functions:

- 1) It alerts respective units within their college about upcoming curricular deadlines;
- 2) It advises individual units about initiation and creation of curriculum change proposals, including consideration of such issues as course duplication and awareness of cross listing policy;
- 3) It will have the primary responsibility for evaluating routine curricular matters such as changes in course descriptions, course content, course requirements, course credits, course prefix, and course syllabi;
- 4) Advise and review general education course proposals; and
- 5) After thorough review/and evaluation, the CCC will recommend curriculum changes to the University Curriculum Committee (UCC).
 - a. The UCC will receive proposals from the CCC that deal with such routine curricular matters to be moved to a consent agenda. The UCC will return such proposals to the CCC for reconsideration only in cases where there appears to be a serious oversight on the part of the college and/or department curriculum committees.

Approved by UCC February 1, 2017