



Handbook Of Operating Procedures

UNDERGRADUATE CURRICULUM COMMITTEE

A. Description

The Undergraduate Curriculum Committee is a standing academic University committee of The University of Texas at Brownsville and Texas Southmost College (UTB/TSC). UTB/TSC HOOP Policy 5.2.4 further defines academic University committees and councils.

B. Sanction

The Provost of UTB/TSC appoints all members after receiving recommendations from the Academic Senate concerning representative members and recommendations from the designated vice president concerning administrative members.

C. Duties and Responsibilities

The committee shall review undergraduate curriculum actions and recommend to the Vice President for Academic Affairs (1) all new course and academic program proposals; (2) revisions to existing programs; (3) matters related to the general education program and other University-wide programs; and (4) matters related to the improvement of all academic programs. Committee recommendations shall be forwarded to the Office of the Vice President for Academic Affairs for appropriate administrative review and action. The committee's minutes shall be made available to the academic community.

D. Membership

The membership shall include one faculty member from each college and school as recommended by the senate. The faculty representatives to the committee shall be members, not necessarily the chair, from each college and school curriculum committee. The faculty member's term of office coincides with the term of service on the college or school curriculum committee. Administrative members shall include the Vice President for Academic Affairs and two deans, one from a college and one from a professional school, recommended for appointment by the Vice President for Academic Affairs. The administrative members are nonvoting, ex-officio members. The Vice President for Academic Affairs shall assign a nonvoting administrator or staff member to serve as liaison to the Vice President for Academic Affairs. All committee appointments or recommendations are made in the spring semester and are effective at the beginning of the next academic year.



Handbook Of Operating Procedures

E. Term

A voting member of this committee may not serve concurrently on more than two standing academic University committees. The term of office is for a maximum of three academic years. A voting member may not serve for more than two consecutive terms on any standing University committee or council.

F. Officers

The chair and vice-chair shall be elected every May from among the tenured faculty members of the committee for a one-year term which commences with the beginning of the next academic year.

G. Meetings and Procedures

A regular schedule of meetings shall be established by the committee at the beginning of each academic year. Agendas shall be developed and meetings shall be called by the chair or the Vice President for Academic Affairs in consultation with the chair. A majority of both faculty appointees and administrative appointees constitutes a quorum. During general discussion, the committee shall operate as a committee of the whole under the direction of the chair. When discussion leads to the need for a vote, the committee shall follow the procedures prescribed by Robert's Rules of Order. Only faculty members of the committee may vote. Members must be present to vote.

H. Review

This policy will be reviewed after each legislative session (every odd numbered year), no later than December 31, by the Vice President for Academic Affairs.