



**SUBJECT: UNDERGRADUATE CURRICULUM COMMITTEE MEMBERSHIP
AND ROLE**

I. PURPOSE: To define the membership and role of the University Undergraduate Curriculum Committee and to describe unit curriculum committees

II. REFERENCES

SUU Policy and Procedures 6.8 Development and Revision of Curriculum:
Introduction

SUU Policy and Procedures 6.8.2 Undergraduate and Graduate Curriculum
Development and Revision – Proposing New Curriculum or Curriculum Changes

SUU Policy and Procedures 6.50 Graduate Council and University Graduate
Curriculum Committee

III. POLICY:

I. Membership and structure

The Curriculum change and/or review process operates at three levels: University Undergraduate Curriculum Committee (UUCC), College/School Curriculum Committee (CCC), and the Department Curriculum Committee (DCC).

A. The UUCC is composed of members selected as follows:

1. The Associate Provost serves as chair of the committee and votes only in case of a tie;
2. One elected faculty representative from each academic College/School who serves for a term of three years;
3. One faculty representative from the library (ex officio);
4. One representative of the Faculty Senate (ex officio);
5. One representative of SUUSA (ex officio);
6. One representative from the School of Continuing and Professional Studies (ex officio); and
7. One representative of the Registrar's Office (ex officio).
8. All faculty representatives should be tenured or tenure track, with a strong preference for tenured.

B. The CCC is composed of:

1. The one elected representatives from each DCC;
2. The UUCC representative from I, A, 2 above; and



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3. The Dean of the College/School who chairs the committee.

C. DCC are composed of:

1. At least two elected representatives of the faculty; and
2. The department chair or one member appointed by the chair.

D. All elections for subsequent academic years will be held by April 1.

II. Role

The UGCC has the following responsibilities:

- A. Implement policies and procedures for the development of new courses, programs, majors, minors, and other elements of the curriculum in alignment with SUU's Strategic and Academic Plans;
- B. Receive and act on curriculum and program proposals submitted by CCC's. All program proposals and other curricular changes will be forwarded with a committee recommendation to the Provost for further action;
- C. Assure that departments/divisions engage in annual curriculum review and analysis, receive reports of such analyses, and make recommendations to departments.
- D. Arbitrate consistency and remove unnecessary redundancies in the curriculum.
- E. Assure that all components of the curriculum adhere to the standards and policies of the Utah System of Higher Education (USHE), Northwest Commission on Schools and Colleges (NWCCU), and of specialized accreditation organizations.