



Marywood University **University Standing Committees (USC) Description**

Undergraduate Curriculum Committee (UCC)

Purpose and Function:

The Undergraduate Curriculum Committee (UCC), an advisory body to the Provost on undergraduate curricular issues:

1. Reviews and approves all new courses and substantial changes to existing ones (i.e., changes that would require an alteration to the catalog's course description), especially to ensure that courses do not overlap in content;
2. Reviews and approves proposals related to academic programs, including the creation of new programs and the viability of existing ones; and
3. Reviews and approves curriculum changes proposed by each department.

Membership and Selection:

Position Titles of Members on this USC

- Chair or one of the Co-Chairs of the Undergraduate Core Curriculum Committee (UCCC)
- Two faculty members from each college (CHHS, CAS, CPS)
- One member from the Library
- One at-large member from any college or the Library
- Alternates: In addition, faculty from each unit will also elect an alternate in the event that the elected representative cannot attend a meeting.
- Two Undergraduate Students
- Three Consultants:
 - Director of the Undergraduate Core Curriculum
 - Assistant Provost for Student Success
 - Registrar

Method of Selection of Members

The two faculty representatives from each college, one member of the Library, and one at-large member from any college or Library are elected as coordinated by the Faculty Senate.

Two Undergraduate Students are appointed by the Dean of the College of Arts and Sciences.

The remaining members on the UCC are ex officio.

Selection of Chair and Vice or Co-Chair

The UCC elects its Chair or Co-Chairs from among its faculty membership at the beginning of the Fall Semester from among its faculty membership.

Voting Privileges:

All faculty members of the UCC, including the Chair (Co-Chairs), have voting privileges.

Membership from the Undergraduate Core Curriculum Committee (UCCC): The UCCC can have either one Chair or two Co-Chairs. If the UCCC is represented by two Co-Chairs, only one of the Co-Chairs may attend an Undergraduate Curriculum Committee meeting and has one collective vote on Undergraduate Curriculum Committee matters.

Non-voting member include:

- Consultant: Director of Undergraduate Core Curriculum
- Consultant: Assistant Provost for Student Success
- Consultant: Registrar
- Undergraduate Students

Terms:

Faculty – three-year term with the possibility of re-election for one additional consecutive term. Eligibility is effective again after a hiatus of one year.

Undergraduate Students – one-year term with possibility of renewal for up to three years.

The remaining members of the UCC are ex officio.

Meetings:

Meetings are held two to three times per semester, with additional meetings scheduled as needed.

Documentation Requirements for this University Standing Committee

As provided in the University Standing Committee Policy, the Chair(s) of this University Standing Committee, in collaboration with the Office of the Secretary of the University and General Counsel, must provide the following documentation at the end of each Academic Year:

Annual Report: Yes No

Minutes of Meetings: Yes No

Reports to:

Provost

Related University Policies:

University Standing Committees Policy
Policy Development, Approval and Dissemination Policy

Related University Standing Committees:

Undergraduate Core Curriculum Committee (UCCC)
Graduate Curriculum Committee

History:

03/28/03 - Revision approved by the President of the University as recommended by the Policy Committee of the University

05/23/05 - Title "Associate Vice President for Academic Affairs" changed by the Vice President for Academic Affairs to "Associate Vice President for Enrollment Management"

06/06/05 - Recommended lists from Student Life for the appointment of students to the undergraduate curriculum subcommittees no longer required, per the Vice President for Academic Affairs

02/20/06 - Two new responsibilities were added to the description, as approved by the Vice President for Academic Affairs

03/01/08 - Title change to Vice President for Enrollment Management

05/06/08 - Title change to Provost and Vice President for Academic Affairs

11/19/10 - Delete "non-voting" from the Dean of the College of Liberal Arts and Sciences and Registrar positions per Dean of the College of Liberal Arts and Sciences

07/01/11 - Title changed to Vice President for Academic Affairs

2011- Description revision approved by Vice President for Academic Affairs

05/2012 - Description revision approved by the Vice President for Academic Affairs

09/10/13 - Membership revision approved by the Vice President of Academic Affairs to reflect student appointments to be made by the Dean of the College of Liberal Arts and Sciences

10/10/13 - Membership revision approved by the Vice President for Academic Affairs to reflect Academic Deans and Registrar as non-voting members

08/01/14 - Revision to include Consultants title changes - from Director of Learning Outcomes Assessment and Accreditation to Associate Vice President for Planning and Institutional Effectiveness; from Director of Academic Success Center to Assistant Vice President for Student Success

08/22/14 - Revision to reflect faculty elections will be coordinated by the Election Committee for University Standing Committees

12/11/15 – Clarification of voting privileges of committee members and length of term in regard to re-election approved by the President of the University as recommended by the Policy Committee of the University.

07/01/17 - Membership and Description revisions were necessary due to recommendations by the SRA Report: Final 29 November 2016 and the Academic Re-structuring, and were approved by the President of the University.

07/01/18 - Title changed from Associate Vice President for Planning and Institutional Effectiveness to Assistant Provost

11/02/21 – Title changes resulting from the reorganization of the University structure outlined in the President's Memo dated 5/26/21; clarification edits; and addition of the Documentation Requirements

Section were made per review and approval with the Chair of this USC, and the final approval by the Provost, the Reporting Area for this committee.

**MARYWOOD UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

**Mary Theresa Gardier Paterson, Esquire
Secretary of the University and General Counsel**