Committee/Council Name: University Curriculum Committee
Committee Type: ☒ Standing ☐ Ad Hoc
Reports to: Vice President for Academic Affairs
Membership Recommended by: ☐ Faculty Senate ☒ VPAA

Membership (Describe in general terms who should serve on the committee/council): Total = 20
- Faculty Senate Member(s): N/A
- Staff Senate Member(s): N/A
- Faculty/Staff Members: CAES-5; CBSS-5; CHPS-5 (Graduate Council Chair, Graduate Council Member, College Graduate Coordinator – these are included in the college members)
- Student Members: N/A
- Ex Officio Members: 1-eULM; 1-Graduate School; 1-Registrar’s Office; 1-Student Success Center; 1-University Library

Officers (Describe in general terms who should serve as officers):
- Chair: Appointed by VPAA
- Co- or Vice-Chair: N/A
- Secretary: Elected from the committee members

Charge (Describe the charge or purpose of the committee/council):
Guided by the principle aim of advancing the educational level at ULM, the UCC reviews and recommends approval or disapproval of any type of curricular change including:
- a) Adding/removing a class outside of that department’s offerings to a degree plan or program of study.
- b) Addition/Creation of a new course in that department
- c) Closing a course and removing it from the catalog
- d) Changing a course
- e) Add, change, remove a minor, option, or concentration

The UCC must ensure any proposed curricular change meets the academic standards set forth in the university strategic plan and system-wide and campus policies. Additionally, the committee must prepare annual reports for the Vice President of Academic Affairs.

Rotation Rules (List the rules that govern how committee/council membership changes with time):
This is a committee with a substantial time commitment and faculty may wish to leave the committee after a period of time; therefore the rotation policy is somewhat voluntary. Initial appointment is 3 years. First year to learn the process and develop knowledge base, the second two years as a main stream contributing member. Voluntary appointment: 2 year - After initial appointment a member may choose to stay on the committee for as long as they wish in two year appointment intervals. Other recommendations: All officers (Chair and Vice-Chair) should be regular members for at least three years. Also, the best candidates for Chair are former Vice-Chairs.

Duties of Members (Describe the duties expected of each committee member)
- Chair: The chairperson will convene the committee as needed to fulfill its charge, establish an agenda for each meeting, oversee each committee meeting, form subcommittees and delegate responsibilities as needed to fulfill the committee’s mission, annually evaluate committee member performance, and make recommendations for membership. The chairperson will also maintain a file that includes: a statement of the charter of the committee; the approved minutes of each committee meeting; the annual report of the committee; and documents, correspondence, data and other information that might be of continuing value to the committee. Also, the chairperson shall forward committee records to the new committee chair when a new one is appointed.
- Co- or Vice-Chair: N/A
- Secretary: Maintains minutes of committee meetings, distribute minutes to committee members, and distribute approved minutes for posting on appropriate web site.
- Faculty Senate Member(s): N/A
- Staff Senate Member(s): N/A
- Faculty/Staff Members: Participate in committee responsibilities.
- Student Members: N/A
- Ex Officio Members: Represent the office that they hold and participate in all committee responsibilities.

Last Updated: 8/4/2014