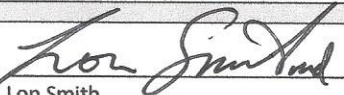


UNIVERSITY-LEVEL COMMITTEE/COUNCIL DATA SHEET

University of Louisiana at Monroe

Committee/Council Name:	University Curriculum Committee		
Committee Type:	<input checked="" type="checkbox"/> Standing	<input type="checkbox"/> Ad Hoc	
Reports to:	Provost and Vice President for Academic Affairs		
Term/Date formed:	First documentation in VPAA Office is 1996-1997		
Membership (Describe in general terms who should serve on the committee/council): Total = 25			
<i>Faculty Senate Member(s):</i>	1 Faculty Senator		
<i>Staff Senate Member(s):</i>	N/A		
<i>Faculty/Staff Members:</i>	CAES-5; CBSS-4; CHS-4; CPY-4 (Graduate Council Member or College Graduate Coordinator are included in the college members) VPAA-2 (University Curriculum Committee Chair & Graduate Council Chair)		
<i>Student Members:</i>	N/A		
<i>Ex Officio Members:</i>	VPAA-4 (1 ULM OOSA representative, 1 Graduate School representative, 1 Registrar's Office representative and University Library Director); VPIS-1 (and 1 Student Success Center representative)		
Officers (Describe in general terms who should serve as officers):			
<i>Chair:</i>	Appointed after serving as committee Vice Chair following Rotation Rules and approved by VPAA.		
<i>Vice-Chair:</i>	Recommended by the committee Chair and approved by VPAA.		
<i>Secretary:</i>	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):			
Faculty/Staff members serve 4 academic years. First year member learns the process and develops knowledge base, the next three years serves as a main stream contributing member. Contingent upon the Chairs' recommendation and the VPAA's approval, a member's years of service may be either increased or decreased by a period of time deemed appropriate or necessary. A member who has held office will serve an extended term. Faculty Senate representative will rotate off when his or her term as a Faculty Senator ends. The officer rotation: Serve 2 years as a Vice Chair, 2 years as Chair, and 1 year as a Chair Liaison. Thus if a member holds an office, their years of service could be more than 4 academic years.			
Duties of Members (Describe the duties expected of each committee member)			
<i>Chair:</i>	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.		
<i>Vice-Chair:</i>	The Vice Chair will assume the responsibilities of the Chair when the Chair is absent and will assume the Chair position when current Chair's term ends.		
<i>Chair Liaison</i>	Serve as a resource for Chair and Vice Chair and participate in committee responsibilities.		
<i>Secretary:</i>	Maintains minutes of committee meetings, distribute minutes to committee members, and distribute approved minutes for posting on appropriate web site.		
<i>Faculty Senate Member(s):</i>	Represent the Faculty Senate at all committee meetings, report committee actions to the Faculty Senate, and participate in committee responsibilities.		
<i>Faculty/Staff Members:</i>	Participate in committee responsibilities.		
<i>Ex Officio Members:</i>	Represent the office that they hold and participate in all committee responsibilities.		
Last updated	<input checked="" type="checkbox"/>	Date: 9/18/2023	Signature: 
Last reviewed	<input checked="" type="checkbox"/>	Fall 2023	Chair: Lon Smith