

Tenth-Year Review: Revised 4/26/17
UNDERGRADUATE COUNCIL [Tier 2]

1) **Name of Committee** followed by [*Committee Tier Number inbrackets*]: Undergraduate Council [Tier 2]

2) **Brief Description of the Committee:**

The Undergraduate Council shall be responsible for reviewing, evaluating and enhancing the quality of the University's academic program.

3) **Background:**

4) **Charge and Responsibilities:**

The Undergraduate Council shall be responsible for reviewing, evaluating and enhancing the quality of the University's academic program.

The Council's charge includes:

- Review and promote the objectives and purposes of undergraduate education and assure that all policies and procedures, curricula, personnel and teaching decisions that affect undergraduate education are consistent and defensible with the institution's undergraduate education mission as defined in the University's Mission Statement and Statement of Philosophy, Undergraduate Education.
- (2) Participate, on behalf of the University faculty, in planning the development and improvement of the undergraduate instructional program of the institution, in consultation with the University President, officers of administration and with relevant department heads and program directors.
- (3) Formulate, monitor and respond to general academic policies, especially those which have an impact on undergraduate programs across the University.
- (4) Develop and recommend new and revised baccalaureate degree requirements and policies as appropriate.
- (5) Monitor, help shape, and approve new undergraduate programs (majors, minors, certificates) and changes to existing programs.
- (6) Establish criteria and outcomes to determine the success of the overall undergraduate program and review the program and its various components in light of these criteria and outcomes.
- (7) Monitor the academic coherence, quality, and standards of the undergraduate academic program to assure that the quality and rigor of instruction and evaluation are consistent across the curriculum.

5) **Membership Requirements:**

Membership of the Undergraduate Council is fixed and consists of the following:

- Elected faculty representing:
 - the College of Design (1)
 - College of Business (1)
 - College of Education (1)
 - School of Journalism and Communication (1)
 - School of Music and Dance (1)
 - School of Law (1)

- Honors College (1)
- College of Arts and Sciences (~~5-6~~ total, no 2 from the same department, **at least 1 from each division: Humanities, Social Sciences, and Natural Sciences**):
 - *~~—Humanities (1)~~
 - *~~—Social Sciences (1)~~
 - *~~—Natural Sciences (1)~~
 - *~~—2-3 CAS At-Large representatives~~
 - ~~—Faculty Senator (appointed), to serve as liaison between Senate and Committee~~
- 4 students (no more than 2 from the same school or college)
- Ex Officio, Voting:
 - Chair of the Committee on Courses
 - ~~Chair of the CAS Curriculum Committee~~
- Ex Officio, Non-Voting:
 - University Registrar
 - representative from the Office of Academic Affairs
 - Director of the Office of Academic Advising
 - Director of the Teaching Effectiveness Program
 - representative from the ~~President's Office~~ **Office of the Provost**
 - representative from the Library
 - Vice Provost for Undergraduate Studies

6) **Leadership Structure (Chair, Convener &/or Staff):**

- a) Chair: elected from the committee membership
- b) Convener: Vice Provost for Undergraduate Studies
- c) Staff: Office of Vice Provost for Undergraduate Studies

7) **Election Schedule for Chair (quarter, week or “at the first meeting”):**

Last meeting of Spring term

8) **Length of Term:**

- a) Non-Students (faculty, OA's, OR's, Classified): 3 years, staggered
- b) Students: 1 year
- c) Ex Officio: indefinite

9) **Term Limits:**

- a) For the Chair: 2 consecutive terms
- b) For Committee Members: 2 consecutive terms - recommended
- c) Ex officio: none

10) **Frequency of Meetings:**

2 hours bimonthly during the academic year

11) **Workload Designation** expressed as [Tier # in brackets] followed by hours/year:

- a) For the Chair: [Tier 1++] 70 hours/year or more
- b) For Committee Members: [Tier 2] 34 hours/year (sometimes more, thus [Tier

1))

12) **ReportingDeadline(s):**

The Undergraduate Council shall report to the University Senate. At a minimum this report shall be in the form of an annual written report submitted by the Committee Chair to the Senate President and Senate Executive Coordinator no later than June 1. The committee shall also make additional written or oral reports to the Senate as necessary.

13) Current Members [*Leave blank at present*]:

14) Type:

Standing Committee

15) Category:

Academic

16) Selection Process:

Elected

17) Additional Information:

More information may be found on the worksite for the Undergraduate Council.

