

# **JACKSON STATE UNIVERSITY**

## **UNDERGRADUATE CURRICULUM COMMITTEE**

### **OVERVIEW**

The Undergraduate Curriculum Committee (UGCC) is a standing committee for the university, with the responsibility of screening and making recommendations regarding approval of new undergraduate curricula and courses, changes to existing undergraduate curricula and courses, undergraduate academic programs and undergraduate program requirements, undergraduate academic degree requirements. Primarily, the UGCC reviews and recommends proposals for the creation, modification, and deletion of bachelor degree programs, concentrations, minors, and certificate programs. The UGCC has a subcommittee, *Screening Committee*, which reviews proposal and makes recommendations to the full committee for a vote. A description of role is defined in the Workflow Process.

### **MEETINGS**

The UGCC committee meets the 4<sup>th</sup> Tuesday in September, October, November, February, March, and April.

The Screening Committee meets the 1<sup>st</sup> Tuesday of September, October, November, February, March, and April if proposals need to be screened.

Time and location of meetings will be determined by the Chair of the UGCC.

A quorum is established when thirteen members are present. The parliamentarian confirms the quorum. In the absence of the parliamentarian, the person presiding over the meeting can confirm that a quorum is established.

### **MEMBERS**

**Total Members: 22 (19 representatives from the colleges, library, university studies, and SGA, plus Immediate Past Chair, Chair, and Vice-Chair)**

**Terms: 1- year, 2-year, and 3-year**

Members of the UGCC include the six officers and faculty members that are elected from each college, library, student body, and University Studies. Each college—College of Business, College of Education and Human Development, College of Liberal Arts, College of Health Sciences, and College of Science, Engineering, and Technology—elects three members from its college to serve on the committee. Undergraduate Studies and the Library elect one representative to serve. The student body elects two student representatives from the Student Government Association.

The Screening Committee consists of faculty members that are selected based on the full UGCC committee's recommendations. One member is selected from each of the five colleges and two members are members-at-large that can be selected among the full UGCC Committee. The student representatives may not serve on the Screening Committee. The members of this subcommittee are selected each year.

## **ELECTION PROCESS**

### **College, Library, University Studies, and Student Body Elections**

Elections are held in August during college/staff meetings via the Faculty Seminar time allotted for these meetings. Colleges, the library, SGA, and University Studies will submit the names of their elected representatives by August 31 to the Office of Academic Affairs. The election results for colleges should be submitted in categories: one-year term, two-year term, and three-year term. Only the one-year term will be open for election each year, except in the case that faculty in a two- and/or three-year term position retires, no longer desires to serve, or leaves the university.

Each college must elect three faculty members (They do not have to have a specified faculty rank.). The college will elect one for a one-year term; one for a two-year term; and one for a three-year term. Once members have served their terms, colleges must fill these seats on the committee. Members may be re-elected as their terms expire.

The Library and University Studies will elect one member to serve 2-year terms. Members may be re-elected as their terms expire.

The Student Government Association who will elect two student representatives to serve one-year terms. Members may be re-elected as their terms expire.

### **Undergraduate Curriculum Committee**

The UGCC has six officers: Chair, Vice-Chair, Immediate Past Chair, Secretary, Assistant Secretary, and Parliamentarian. The term of the Chair and Vice-Chair is two years. To maintain continuity, the Vice-Chair moves up to Chair and serves two years in the position. The Chair moves to Immediate Past Chair and serves two years in that position.

In the case any of the elected members to the UGCC is elected as Chair or Vice Chair from a college, library, or University Studies, special elections to fill those seats must be held. The term is based on the officer's initial election term. For example, if a faculty member elected with a 2-year term from the College of Business serves on the UGCC and gets elected as Chair or Vice Chair, the 2-year term seat on the UGCC becomes open, and the College of Business will hold a special election or appoint a faculty representative to that seat on the UGCC for the remainder of the term. The UGCC Chair will notify the college, library, or University Studies in regards to any special election.

The Vice-Chair becomes Chair after a two-year term. In the case that the Chair of the UGCC resigns before the two-year term is up, the Vice-Chair will assume the role as Chair during the remainder of the term and will assume his/her two-year term succession thereafter.

In the case that the Chair and Vice Chair resign in the same year, the UGCC will hold special elections for Chair and Vice-Chair. As a result, seats in the college, Library, or University Studies of the newly elected Chair and Vice-Chair will be open. (NOTE: At all times, there must be three representatives from each College, one from Library and one from University Studies. The Chair, Vice-Chair, and Immediate Past President are exempt from this count).

## **OFFICERS & RESPONSIBILITIES**

**Chair:** The Chair presides over the full UGCC meeting, entertains and carries motions, and maintains the professional flow and atmosphere of the meeting. The chair signs all proposals and curricular action forms and submits to the Office of Academic Affairs; contacts deans when a vacancy occurs or when members from specified colleges are not present; notifies members of all

meetings; orients newly elected members; and serves as the representative of the committee in university meeting. The chair can appoint members to any ad-hoc committees as needed. The term of the Chair is two years.

**Vice-Chair:** The Vice-Chair presides over the Screening Committee; ensures that proposal reviews are within the timelines; sets the agenda for screening proposals; assigns proposals to Screening Committee members for review; contacts initiators in regards to the proposals; provides information on changes needed for proposal and missing documents that should be attached to each proposal; assist initiators in accurately completing the proposals; presides over meetings in the absence of the chair. The term of the Vice-Chair is two years. The Vice-Chair moves to Chair after the two-year term expires as VC.

**Secretary:** The secretary records attendance at all UGCC meetings; records content of the meeting; provides written minutes for each monthly meeting to the members; and ensures that all information is accurately recorded. The secretary is elected each year.

**Assistant Secretary:** The Assistant Secretary assumes the responsibility in the absence of the Secretary. The Assistant Secretary is elected each year.

**Parliamentarian:** The Parliamentarian is responsible for order and proper procedures for conducting all meetings and for the interpretation of the Robert rules of order. The Parliamentarian is elected each year.

**Immediate Past Chair:** The Immediate Past Chair serves as an experience support for the incoming chair, advises the committee, and informs the committed on practices. He/she serves two years after serving as Chair of the UGCC. The Immediate Past Chair can be elected to any positions on the UGCC once his/her term expires.

**JACKSON STATE UNIVERSITY**  
**UNDERGRADUATE CURRICULUM COMMITTEE**  
**GUIDELINES**

**ROLES AND RESPONSIBILITIES**

**A. Department Level**

- Determine there is a need for change in the curriculum or course
- Discuss changes with the department
- Identify an initiator of the proposal(s)
- Refer to the Guiding Principles for modifying curricula/courses.
- Complete the Curricular Action Form and Proposal
- Include all required documents with proposal
- Ensure accuracy of all elements of the proposal
- Get Department Chair's signature
- Get cross-referenced personnel signature if applicable
- Forward to the College Curriculum Committee

**B. College Level**

- Verify changes in the curriculum or course that are presented.
- Review course descriptions for accuracy (refer to university's catalog); if change is the description of course, ensure that the original description reflects the present catalog.
- Review the impact of change on other departments within the college and university.
- Identify linkage of change to the college mission and strategic plan.
- Ensure that the syllabi are reflective of the college's model.
- Forward to Dean for final approval and signature.
- Dean gives proposal(s) to the initiator.
- Initiator scans all signed proposal(s) and electronically submits to Academic Affairs.
- The initiator submits physical proposal(s) to Academic Affairs for review of the Screening Committee. See Timelines for review process.

**C. Academic Affairs Specialist Level**

- Gather all proposals.
- Submit electronic copies to the Chair and Vice-Chair of the UGCC.
- Inform Chair and Vice Chair when original proposals are available.

**D. Screening Committee Chair**

**Before Screening Meeting:**

- Create the agenda for the Screening Committee. (The agenda includes the action that is proposed by the initiator.)
- Assign proposals to Screening Committee members. At least two members should review each proposal prior to the committee meeting.
- Meet with all members of the Screening Committee to make recommendations for each item on the agenda, according to the timeline.

### **After Screening Meeting:**

- Send initiators an electronic correspondence of the committee's recommendation.
- Inform initiators of specific changes that they need to make prior to the full UGCC committee meeting.
- Require initiators to send any missing document to Screening Committee Chair.
- Provide initiators with deadlines for resubmission.
- Inform initiators of instructions for presenting proposals to the full UGCC Committee.

### **E. Screening Committee Level**

- Review each curricula proposal and action form to ensure that all information is accurate and relevant to the description of the course/degree.
- Ensure that syllabi are reflective of proposed outcomes of the curriculum and course.
- Match course objectives and outcomes with descriptions of courses.
- Ensure that all necessary documents are included with the proposal for future reference.
- Specify changes that proposal initiators need to make to meet all requirements.
- Make recommendations to the full UGCC committee in regards to each proposal.

### **F. University Committee Level**

- Ensure that all proposals meet the university requirements and adheres to policy, procedures and expectations of the university.
- Recommend curriculum and course changes to the Provost.
- Review proposal recommendations from the Screening Committee for quality assurance.
- Maintain fairness and shared-governance in the decision-making process of the university's undergraduate curricula.
- Vote on each item for recommendation to Academic Affairs.

### **G. UGCC Chair**

- Sign all proposals recommended for approval.
- Take all original copies of the proposals to the Academic Affairs Specialist.

### **H. ACADEMIC AFFAIRS SPECIALIST**

- Log all recommended proposals
- Ensure that all documents are included for file purposes
- Forward signed documents to the Provost

### **I. PROVOST**

- If approved, signed and forward to Registrar; send notification to the dean, initiator, UGCC Chair and Vice-Chair.
- If rejected, send notification to the dean, initiator, UGCC Chair and Vice-Chair.

### **J. REGISTRAR**

- Reflect changes in the database.
- Notify Academic Affairs when changes are reflected in the database.

**Jackson State University**  
**Undergraduate Curriculum Committee Workflow Process**

- 1. Faculty initiate proposed curriculum change.**
  - Within the departments, faculty determine that there is a need for change in specified curriculum.
- 2. Faculty submit curriculum change proposal(s) to department.**
  - Faculty complete the Curricular Action Forms and Curricular Proposal Forms for each change in the curriculum. There should only be one change per proposal and action form.
- 3. Department Committee convenes to review proposed curriculum change.**
  - Department committee reviews each form to ensure that proposal is precise and includes all necessary information and required documents.
- 4. Department Committee reviews and sends to department chair.**
  - Department committee reviews each form to ensure that proposal is precise and includes all necessary information and required documents.
- 5. Department Chair reviews, approves and sends to College Committee.**
  - Department Chairs reviews and signs all documents.
  - Department Chairs also ensure that cross-reference signatures (chair signatures from other departments whose courses may be included in the curriculum changes).
- 6. College Committee reviews, approves and sends to Dean.**
  - College Committee votes to approve changes and sends to Dean.
- 7. Dean reviews, approves and sends to Academic Affairs Specialists.**
  - The dean reviews, signs, and sends to Academic Affairs Specialist (AAS).
- 8. AAS sends physical and electronic to UCC Chair and Screening Committee Chair.**
  - The AAS ensures that all documents are scanned (with signatures). The documents are electronically sent to the Undergraduate Curriculum Committee Chair and the Screening Committee Chair. The AAS also sends the physical, original signed copies and documents to the Undergraduate Curriculum Chair.
- 9. Screening Committee review and makes recommendations to initiators.**
  - The Screening Committee Chair sends electronic copies to screening committee teams to review. Teams will review different proposals.
  - The Screening Committee convenes on specified, standard times three times a semester (September, October, and November) and makes recommendations for each reviewed proposal.

**10. The Screening Committee makes recommendations send to initiators and full committee.**

- The Screening Committee Chair sends a letter to the initiators about the recommendation of the committee.
- If no changes are necessary, the chair will send a letter to the initiator that includes information about the time of the full Undergraduate Curriculum Committee meeting and the documents to bring to the meeting.
- If changes are necessary before the full Undergraduate Curriculum Committee convenes, the letter will provide detailed information about the necessary changes, times for resubmission, and other pertinent information. If timely resubmissions are approved, the Screening Committee Chair will provide a follow up letter that includes information in regards to the full committee convening.
- The Screening Chair will send recommendations of all proposals to the full committee prior to the meeting.

**11. Full Committee Recommendations/Review and Send to AA**

- The initiators will provide copies of the proposals and present their changes to the full committee.
- The full committee will make recommendations.
- If approved, the UCC Chair will make sign the proposal(s) and forward to AAS.
- If not approved, the committee will make recommendations and the initiator will send proposal through the process again for review.

**12. Academic Affairs will review signed proposals.**

- The AAS will review signed proposals and forward to the Provost for decision.

**13. Provost reviews signed proposals and makes decision.**

- The Provost will review the proposals and makes a decision.
- If approved, the Provost will sign necessary documents.
- If not approved, the AAS will return to the initiator with comments, and the initiator will send proposal through the process again.

**14. Upon Approval from Provost, AA Specialist sends approved curriculum to notify stakeholders**

- The AAS will send approved curriculum to the UCC Chair.
- The UCC Chair will notify the initiator, chair and dean.

**15. Academic Affairs will send approved curriculum to the registrar, UCC, Dept. Chair, Dean.**

- The AAS will notify Registrar and other stakeholders to confirm approval.

**16. The Registrar will apply action for implementation of new curriculum in Banner, DW, etc.**

- The Registrar will ensure that curriculum changes are reflected in Banner, PAWS, etc.

## TIMELINES FOR UNDERGRADUATE CURRICULUM MEETING

### FALL SCHEDULE

2 <sup>nd</sup> TUESDAY - <b>SEPTEMBER</b> MEETING (Screening Committee Schedule)		2 <sup>nd</sup> TUESDAY - <b>OCTOBER</b> MEETING (Screening Committee Schedule)		2 <sup>nd</sup> TUESDAY- <b>NOVEMBER</b> MEETING (Screening Committee Schedule)	
1 <sup>st</sup> Tuesday September	Submit to Academic Affairs (electronic and physical copy)	1 <sup>st</sup> Tuesday October	Submit to Academic Affairs (electronic and physical copy)	1 <sup>st</sup> Tuesday November	Submit to Academic Affairs (electronic and physical copy)
24 Hours	AA - submit to the Screening Committee Chair (electronically)	24 Hours	AA - submit to the Screening Committee Chair (electronically)	24 Hours	AA - submit to the Screening Committee Chair (electronically)
24 Hours	Screening Chair Submit to the Screening Committee for preview	24 Hours	Screening Chair Submit to the Screening Committee for preview	24 Hours	Screening Chair Submit to the Screening Committee for preview
2 <sup>nd</sup> Tuesday September	Screening Committee meets to make recommendations	2 <sup>nd</sup> Tuesday October	Screening Committee meets to make recommendations	2 <sup>nd</sup> Tuesday November	Screening Committee meets to make recommendations
48 Hours	Screening Committee sends initiator correspondence of recommendations	48 Hours	Screening Committee sends initiator correspondence of recommendations	48 Hours	Screening Committee sends initiator correspondence of recommendations
72 Hours	IF APPLICABLE: Initiators who had “approvals with conditions” will submit changes to the Screening Chair.	72 Hours	IF APPLICABLE: Initiators who had “approvals with conditions” will submit changes to the Screening Chair.	72 Hours	IF APPLICABLE: Initiators who had “approvals with conditions” will submit changes to the Screening Chair.
4 <sup>th</sup> Tuesday September	The full Undergraduate Curriculum Committee meets to make final decision on the proposals	4 <sup>th</sup> Tuesday October	The full Undergraduate Curriculum Committee meets to make final decision on the proposals	4 <sup>th</sup> Tuesday September	The full Undergraduate Curriculum Committee meets to make final decision on the proposals
48 Hours	Undergraduate Curriculum Chair submits signed copies to Academic Affairs	48 Hours	Undergraduate Curriculum Chair submits signed copies to Academic Affairs	48 Hours	Undergraduate Curriculum Chair submits signed copies to Academic Affairs

## SPRING SCHEDULE

2 <sup>nd</sup> TUESDAY – FEBRUARY MEETING (Screening Committee Schedule)		2 <sup>nd</sup> TUESDAY – MARCH MEETING (Screening Committee Schedule)		2 <sup>nd</sup> TUESDAY- APRIL MEETING (Screening Committee Schedule)	
1 <sup>st</sup> Tuesday February	Submit to Academic Affairs (electronic and physical copy)	1 <sup>st</sup> Tuesday October	Submit to Academic Affairs (electronic and physical copy)	1 <sup>st</sup> Tuesday February	Submit to Academic Affairs (electronic and physical copy)
24 Hours	AA - submit to the Screening Committee Chair (electronically)	24 Hours	AA - submit to the Screening Committee Chair (electronically)	24 Hours	AA - submit to the Screening Committee Chair (electronically)
24 Hours	Screening Chair Submit to the Screening Committee for preview	24 Hours	Screening Chair Submit to the Screening Committee for preview	24 Hours	Screening Chair Submit to the Screening Committee for preview
2 <sup>nd</sup> Tuesday February	Screening Committee meets to make recommendations	2 <sup>nd</sup> Tuesday October	Screening Committee meets to make recommendations	2 <sup>nd</sup> Tuesday February	Screening Committee meets to make recommendations
48 Hours	Screening Committee sends initiator correspondence of recommendations	48 Hours	Screening Committee sends initiator correspondence of recommendations	48 Hours	Screening Committee sends initiator correspondence of recommendations
72 Hours	IF APPLICABLE: Initiators who had “approvals with conditions” will submit changes to the Screening Chair.	72 Hours	IF APPLICABLE: Initiators who had “approvals with conditions” will submit changes to the Screening Chair.	72 Hours	IF APPLICABLE: Initiators who had “approvals with conditions” will submit changes to the Screening Chair.
4 <sup>th</sup> Tuesday February	The full Undergraduate Curriculum Committee meets to make final decision on the proposals	4 <sup>th</sup> Tuesday March	The full Undergraduate Curriculum Committee meets to make final decision on the proposals	4 <sup>th</sup> Tuesday April	The full Undergraduate Curriculum Committee meets to make final decision on the proposals
48 Hours	Undergraduate Curriculum Chair submits signed copies to Academic Affairs	48 Hours	Undergraduate Curriculum Chair submits signed copies to Academic Affairs	48 Hours	Undergraduate Curriculum Chair submits signed copies to Academic Affairs