

## ELECTION INSTRUCTIONS FOR THE UNIVERSITY UNDERGRADUATE CURRICULUM COMMITTEE

### MEMBERS

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

**Terms: 1- year or 2-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, one for two-year- and two for one-year-term. Undergraduate Studies and the Library elect **one** representative to serve. The student body has **two** student representatives (SGA President and Vice President) from the Student Government Association. (UCC Guidelines)*

### ELECTION INSTRUCTIONS for COLLEGES:

1. During college elections in August, colleges will elect three representatives from the college to serve on the university's Undergraduate Curriculum Committee (UCC).
2. Three from the whole college, not three from each department, is the requirement.
3. One electee will serve a 2-year term.
4. Two electees will serve a 1-year term.
5. One of the electees will serve on the Screening Committee. This person must be available to screen proposed curricula as they are submitted.
6. Once you have completed the elections, please complete the attached form (last page) and submit to academic affairs, c/o Patricia Sheriff-Taylor at [patricia.sheriff-taylor@jsums.edu](mailto:patricia.sheriff-taylor@jsums.edu).
7. Elected member will receive notifications from the UCC chair for orientation and meeting agenda.
8. The present UCC officers cannot be one of the electees.  
Chair - Dr. Jennifer Young Wallace  
Vice-Chair – Dr. Trenia Allen  
Immediate Past Chair – Dr. Carolyn Howard

NAME	POSITION	TERM	EMAIL
		1 - Year	
		1 - Year	
		2 -Year	
Screening Committee Rep.	Choose one of the Three		

### ELECTION INSTRUCTIONS for LIBRARY

1. During college elections in August, the library will elect **one** person to serve.
2. One electee will serve a 1-year term.
3. This person is a voting member but **does not** serve on the Screening Committee.
4. Once you have completed the election, please complete the attached form (last page) and submit to academic affairs, c/o Patricia Sheriff-Taylor at [patricia.sheriff-taylor@jsums.edu](mailto:patricia.sheriff-taylor@jsums.edu).
5. Elected member will receive notifications from the UCC chair for orientation and meeting agenda.
6. The present UCC officers cannot be one of the electees.  
Chair - Dr. Jennifer Young Wallace  
Vice-Chair – Dr. Trenia Allen  
Immediate Past Chair – Dr. Carolyn Howard

NAME	POSITION	TERM	EMAIL
		1 - Year	

### ELECTION INSTRUCTIONS for UNDERGRADUATE STUDIES

1. During college elections in August, Undergraduate Studies will elect **one** person to serve.
2. One electee will serve a 1-year term.
3. This person is a voting member who **will** serve on the Screening Committee.
4. Once you have completed the election, please complete the attached form (last page) and submit to academic affairs, c/o Patricia Sheriff-Taylor at [patricia.sheriff-taylor@jsums.edu](mailto:patricia.sheriff-taylor@jsums.edu).
5. Elected member will receive notifications from the UCC chair for orientation and meeting agenda.
6. The present UCC officers cannot be one of the electees.  
Chair - Dr. Jennifer Young Wallace  
Vice-Chair – Dr. Trenia Allen  
Immediate Past Chair – Dr. Carolyn Howard

NAME	POSITION	TERM	EMAIL
		1 - Year	

**ELECTION INSTRUCTIONS for STUDENT GOVERNMENT ASSOCIATION**

1. The SGA has two representatives.
2. The student body elects the SGA President and Vice-President, who will serve on the University Undergraduate Curriculum Committee.
3. The two representatives are voting members who **do not** serve on the Screening Committee.
4. By August 15, please complete the attached form (last page) and submit to academic affairs, c/o Patricia Sheriff-Taylor at [patricia.sheriff-taylor@jsums.edu](mailto:patricia.sheriff-taylor@jsums.edu).
5. The representatives will receive notifications from the UCC chair for orientation and meeting agenda.
6. The present UCC officers are as followed:  
Chair - Dr. Jennifer Young Wallace  
Vice-Chair – Dr. Trenia Allen  
Immediate Past Chair – Dr. Carolyn Howard

NAME	POSITION	TERM	EMAIL
		1 - Year	



## UNDERGRADUATE CURRICULUM REPRESENTATIVE FORM

*Complete this form and submit to academic affairs, c/o Patricia Sheriff-Taylor at [patricia.sheriff-taylor@jsums.edu](mailto:patricia.sheriff-taylor@jsums.edu), immediately after college elections.*

**College:**

**Dean:**

**Dean's Email:**

**List the faculty/representative elected to serve. List according to elected terms.**

NAME	POSITION	TERM	EMAIL
		1 - Year	
		1 - Year	
		2 -Year	
Screening Committee Representative (Colleges only)	Choose <b>one</b> of the Three		

**NOTE:**

\*Colleges submit three faculty members to represent; two will have a 1-year term; one will have a 2-year term. Choose one of the three to serve on the Screening Committee.

\*The Library submits one representative for 1-year term. Do not submit a name for the Screening Committee.

\*Undergraduate Studies submits one representative for a 1-year term who will automatically serve on the Screening Committee.

\*The SGA will submit the names of the SGA President and Vice-President who will serve 1-year terms.