

UNIVERSITY UNDERGRADUATE ACADEMIC COUNCIL

Meetings

The council will meet at least one time each fall and spring semester.

Membership

1. The Provost or designee shall serve as the chair and may vote only in the case of a tie.
2. Nine full-time, tenured faculty members will serve as members of the council. Two representatives will be faculty members of the College of Arts and Sciences, one will be from the College of Biblical Studies, one will be from the College of Business Administration, one will be from the College of Education and Human Services, one will be from the Graduate Council, and three will be at-large. At-large membership will be distributed among the colleges and other academic units with faculty members. Department/school chairs or directors must not be a majority of the members of the council.
3. *Ex officio* members will include the Dean of the Library and Information Resources, the Director of Instructional Development/Faculty Development of the Adams Center, the Director of Curriculum, the Registrar, and the chair of the Faculty Senate or his/her designee. The deans and directors of the schools, colleges, and units who are ultimately responsible for faculty and curriculum are welcome to attend any meeting of the UUAC.

Members will serve a term of three years. One-third of the membership will rotate each year. A member is not eligible for immediate reappointment.

Criteria for Membership

Full-time, tenured faculty member

Rotation

Approximately one-third of the membership of the University Undergraduate Academic Council will rotate each year in order to provide continuity.

Functions and Responsibilities

1. Reviews recommendations from the University General Education Council (UGEC). If substantive changes in the goals and requirements of the general education curriculum are approved by the UGEC, the proposed changes also must be reviewed by the full-time faculty as previously defined in Chapter One of the Faculty Handbook;
2. Reviews proposals for new degree programs and makes recommendations to the full-time faculty as previously defined in Chapter One of the Faculty Handbook;
3. Reviews student admission standards on a regular basis and makes recommendations to the full-time faculty as previously defined in Chapter One of the Faculty Handbook. Because both the UUAC and Admissions Committee have responsibilities to review and

recommend, the Admissions Committee and UUAC should inform one another of recommendations;

4. Reviews general requirements for graduation and makes recommendations to the full-time faculty as previously defined in Chapter One of the Faculty Handbook;
5. Reviews the Final Report of each Academic Program Review and makes recommendations as needed to the administration;
6. Reviews proposals for new undergraduate courses, majors, minors, certificate programs, and/or degree-offering units and makes recommendations to the Provost and President.
7. Recommendations may be made to the University General Education Council by college or unit academic councils. Recommendations of the University General Education Council are made to the University Undergraduate Academic Council and, if approved, they may go to the full-time faculty as previously defined in Chapter One of the Faculty Handbook for action.

APPENDIX C

DESCRIPTIONS OF STANDING COMMITTEES

STANDING COMMITTEES OF THE FACULTY

Appointments

Unless otherwise noted, at-large positions are appointed by the Faculty Senate and submitted to the Provost for approval. Appointments to represent the colleges and schools are made by the Faculty Senate after soliciting nominations from deans and department chairs.

Faculty members serving on committees should be individuals at the level of chair and below who teach six or more hours per semester and who have no ad hoc responsibilities to the committee on which they serve.

The School of Nursing has representation on the Provost's Cabinet, and the nursing faculty may serve as ad hoc members of other committees as recommended by the Provost or the chair of the committee.

Each committee chair or secretary shall submit a copy of the minutes of each meeting to the Faculty Senate secretary.