Faculty Handbook

Committee on Undergraduate Curriculum and Academic Standards Bylaws

I. Objective
To ensure that academic programs are consistent with the mission of Western Connecticut State University.

II. Responsibilities
A. To oversee and contribute to the development of an academic program which shall be required of all students regardless of major.
B. To review submitted proposals for changes to courses, programs, and academic standards for need, potential duplication, and conformity to University policy.
C. To receive, review, and make recommendations for any program discontinuance.
D. To develop, review, and recommend to the University Senate and administration policy concerning the undergraduate grading system and its application.

III. Powers
To request and receive reports and recommendations from departments, schools, faculty, etc., regarding curriculum and/or academic standards.

IV. Membership (17 Voting, 3 Non-Voting)
A. Eight (8) teaching faculty members, elected for three-year overlapping terms; two (2) members from each school elected by the teaching faculty of that school.
B. Four (4) academic school deans, ex officio, only two (2) as voting members, appointed annually.
C. Registrar or Registrar’s Office designee, ex officio.
D. Four (4) student members, one from each school, selected by the SGA for one-year terms.
E. Two (2) at-large teaching faculty members, elected for three-year terms by the teaching faculty.
F. Director of Institutional Research or his or her designee from the Assessment Committee, ex officio, non-voting.

V. Conduct Of Business
A. Meetings
1. Meetings are to be convened by the Chairperson. In the absence of the Chairperson, his or her designee shall convene meetings, except as follows:
   a. If no new Chairperson is elected at the last meeting of the academic year, then the first meeting of the new academic year shall be convened by the previous year’s Chairperson if that individual still serves on the committee. In the absence of a Chairperson elected at the last meeting of the prior year or of the previous Chairperson still serving on the committee, the President of the University Senate will designate a committee member to convene the committee.
2. A quorum shall consist of nine (9) members, at least five (5) of whom are teaching faculty.
3. Unless there are no proposal to review, meetings are to be held not less than once a month during the academic year and at the request of the Chairperson.
4. The call to meeting, accompanied by the agenda, shall be delivered to committee members at least three school days prior to each meeting.
5. Ordinarily, no decision shall be made on program or course proposals at a meeting the first time such items are discussed unless said material was received by the members at least three school days prior to the meeting.
6. Decisions of the committee require a majority vote of the members present.
7. Concerned parties may attend meetings to discuss, or be invited to discuss, particular items on the agenda.
8. The committee operates under a modified form of parliamentary procedure.

B. Officers
1. The Chairperson shall be elected by majority vote at the last meeting of the academic year prior to the next academic year in which they take office. Only those committee members serving in the next academic year may vote for the chairperson and a quorum of such members is required at the last meeting of the year to conduct the election. If there is no quorum of members serving in the next academic year present for the vote, then the vote for Chairperson shall be held at the first meeting of the next academic year.
2. The position of secretary shall be filled, whenever possible, by a designee from the Registrar’s Office. Absent this person, a member other than the Chairperson may fill-in in this capacity.

C. Reports
1. To whom reports are given:
   a. The committee, through its chair, shall submit an annual report of all policy recommendations to the University Senate.
   b. The committee shall notify, via WCSU’s current online central repository system, the appropriate department and school dean concerning recommendations regarding program and course proposals and changes.
   c. The committee shall report, via WCSU’s current online central repository system, to the Provost/Vice President for Academic Affairs (as the University President’s designee) for appropriate administrative review of the committee’s action.
2. From whom reports are received:
   a. As they proceed through governance from the appropriate school curriculum review committees, proposals for undergraduate:
      a. New/Revised Majors & Minors
      b. New/Revised Options/Concentrations
      c. New/Revised Courses
         i. Including course changes (lab, lecture, studio, etc.)
         ii. **Excluding revisions/changes ONLY to Title, Pre-requisites, Description, Outline, Outcomes, Dual label, Level, Catalog removal, Credit hours, Deletion, GenEd designation, or Frequency**; revisions to multiple aspects may be reviewed by CUCAS
      d. New/Revised Certificates
      e. Contract Majors
   b. New programs and options of major impact to the University from the University Planning and Budgeting Committee.
   c. Any catalog/curriculum/policy related to academic policy & procedure changes affecting more than one major.
   d. Any University curriculum proposals from the Student Government Association.
   e. Any change from the University Senate concerned with the common core.
   f. Any recommendation for program discontinuance from a department, the University Senate, or the President.

D. Minutes
1. Minutes of all meetings shall be made available online via central storage no later than 2 weeks after the meeting to:
   a. All members of the committee.
   b. University Senate President.
   c. School curriculum review committee chairs.
   d. Provost/Vice President for Academic Affairs.
   e. Each department chairperson and program director.
   f. SGA President.
E. Amendments
These Bylaws may be amended by two-thirds vote of members present at any regularly scheduled meeting with a quorum and the approvals of the University Senate and the University President.

Senate Approval: Mar. 18, 1992 (R92-2-1)
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