

University Curriculum Committee (UCC)

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Purpose:

The purpose of the University Curriculum Committee (UCC) is to serve as a university-wide curriculum approval and oversight committee with representation from all colleges and schools.

Scope:

- *In Scope/Responsibilities:*
 - Approving university academic curricula, including majors, minors, endorsements, and other courses and credit-bearing offerings included in the catalog.
 - Reviewing and approving curriculum proposals for all new or revised academic offerings included in the academic catalog. (UCC defines which revisions should be submitted to the committee.)
 - Defining consistent standards and processes for the review of curricula, including the development of standardized forms to be used for approval of curricula across all schools (UCC defines standards and processes to be included. Any form should include input from a library representative, Academic Development, and IT [as needed.]
 - Reviewing and approving recommendations made by the General Education Committee.
- *Out of Scope/Limitations:*
 - General Education program requirements
 - accreditation/licensure requirement (catalog changes will be documented)
 - catalog changes that do not make substantive revisions to program curricula

Membership:

- *Faculty:* The Faculty Governance Assembly (FGA) executives determine membership in collaboration with each school/college.
 - Representative faculty members from each school/college; if a school/college includes post-trad programs, at least one representative from that school should have a primary teaching assignment in this area. Recommended membership: 3 from the College of Arts, Sciences, and Education, 2 from the School of Business, 2 from the College of Health Sciences, and 1 from the School of Theology and Seminary. This distribution may change with the review of charters for representation for all committees.
 - Chairs of Course Approval Teams (CAT) (voting members) **who may also serve as the school representative member.**
- *Librarian with faculty status* (voting member)
- *Ex Officio:* Deans of colleges/schools, Registrar, 1 representative from Academic Development, **Associate Provost for Teaching and Learning**
- *Committee leadership:* Chair, vice chair, secretary, or rotating secretary shared among committee members (each a one-year term). Committee elects leadership. Faculty serving in each position should ideally have served as a committee member for one year before taking a leadership role. Those in leadership are voting members.
- *Terms:* 3-year term, staggered.

Meeting Details:

- *Frequency:* Monthly meetings (August–May). Committee meets for urgent needs only in June and July (most likely electronically).
- *Quorum:* a simple majority of voting members present.

- *Rules:* Robert's Rules of Order
- *Agenda:* A template agenda used by all university committees will be provided.
- *Minutes:* The Secretary will document the minutes of all meetings. Minutes will contain a list of attendees, motions, and decisions and links to resource documents. Minutes will be uploaded to the appropriate committee repository within two business days. Approved minutes for all meetings will be made available to the Bethel community, as appropriate or upon request. Minutes will be maintained in the appropriate Bethel repository.

Responsibilities:

- *Chair:* in collaboration with the vice chair create and distribute the agenda one week in advance of each meeting. Run the meeting per Robert's Rules of Order.
- *Vice-Chair:* Assist with agenda development; serve in the role of chair when chair is absent.
- *Secretary:* take minutes; save minutes to the appropriate location.
- *Members:* Attend meetings. Take action and/or vote in order to enable the committee to fulfill its purpose.

Reporting: The chair of this committee, or a designee determined by the chair, will report the decisions of this committee to the faculty governing body when invited to do so.

Review Process:

- This charter will be reviewed initially after one year.
- The charter will be reviewed no later than every 5 years thereafter.

Amendments:

- Amendments to the charter begin with committee recommendations to the faculty governing body.
- The faculty governing body will review the recommendations and can approve or reject them.
- Administration should be consulted, depending on the scope of change.
- The committee secretary will record the proposal and amend the charter if changes are approved.
- The faculty governing body secretary will record discussion and vote.