

# **Undergraduate Curriculum Committee (UCC)**

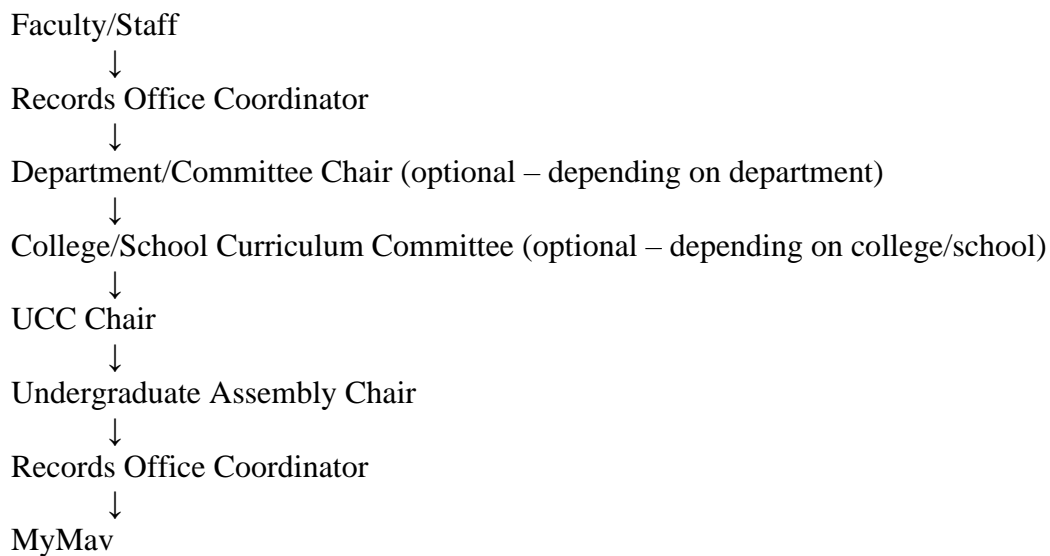
## **Policies and Procedures**

All changes to undergraduate degree programs must be approved using the Workflow outlined below. Changes are submitted and reviewed through the [Courseleaf Catalog System](#).

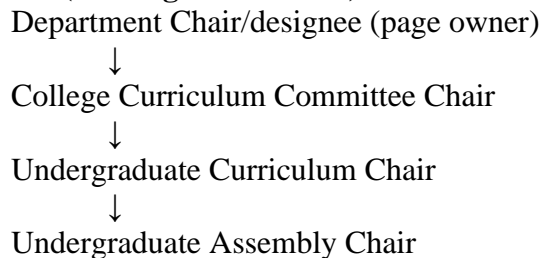
For assistance with

- curricular questions, contact Martha Salinger at [salinger@uta.edu](mailto:salinger@uta.edu)
- technical questions, contact Kimberly Tate at [kimberly.tate@uta.edu](mailto:kimberly.tate@uta.edu).
- policy questions, contact Diane Lange at [lange@uta.edu](mailto:lange@uta.edu)

### **Workflow (Courses – CIM)**



### **Workflow (Catalog Text – CAT)**



## **UCC – Standing Committee**

### **Undergraduate Assembly Bylaws (Updated 10/24/2016)**

#### **University Committee on Undergraduate Curricula**

Curricular matters are forwarded to the University Committee Undergraduate Curricula by the appropriate College/School Curriculum Committee.

Responsibilities of this committee consist of:

- (a) reviewing and evaluating undergraduate curricular matters involving changes, deletions, or additions to undergraduate courses or undergraduate degree requirements;
- (b) providing appropriate assistance and advice concerning general university degree requirements; and
- (c) insuring that proposals under its consideration meet such requirements. All curricular matters approved by this committee are forwarded and presented for action by the Assembly.

### **Curriculum Committee Members**

- The Undergraduate Curriculum Committee will be appointed by September 1<sup>st</sup> of each year.
- The representative(s) from each college/school/center are expected to attend UCC meetings.
- The UCC will choose a Chair-elect to work with the UCC Chair to aid with transitions from one year to the next.

### **Changes in Course Inventory**

- All changes to the undergraduate course inventory (adds, changes, deletes) request must be submitted using the online Curriculum Change system, [Courseleaf](#).

### **Changes in Catalog Text**

- All changes to the undergraduate catalog must be submitted using the online Catalog System at [Nextcatalog](#).

### **Curriculum Timeline**

- All curriculum proposals will be considered for the following academic year (changes will be implemented in the fall)
  - Spring changes will be considered only in emergency situations (extenuating circumstances)
- All catalog changes will be approved during the spring (during the last two meetings) for the following academic year. No catalog changes will be approved after March because the changes need to be published for the following academic year.

## Curriculum Proposals

- There must be a quorum in order to vote on curricular proposals.
- All curriculum proposals must be in the workflow to be put on the agenda. The chair of the UCC will send an agenda, including prefix and course number – i.e., MUSI 4211, at least one week before the meeting of the courses found in the UCC workflow.
- Only the curriculum proposals in the UCC workflow will be discussed and voted during the meeting.
- If the college representative is not present, their curriculum proposals will be tabled until the next meeting.
- All wordsmithing must occur at the college/departmental level.
- Consult Rebecca Lewis (Interim Assistant Vice Provost and SACSCOC Accreditation Liaison) for the following:
  - Change in credit hours (SCH) – increase or decrease
  - New degree plan (25% of coursework is new)
- Core curriculum proposals will not be addressed – there is a separate committee for these proposals.

## New Degree Plan /SCH/Program Name Changes

- Consult with Rebecca Lewis before adding/changing a new degree plan
- For additional information see the Texas Higher Education Coordinating Board [Links to new and change program proposal rules and procedures](#)
- The UCC encourages colleges to consider a 2-year process when proposing a new degree plan option
  - Year one – focus on courses and catalog text changes for the new degree plan
  - Year two – propose new degree plan option
- All new degree plan options must be distributed to the members of the UCC at least one month before the meeting
- UCC will only approve curriculum of a new degree option
  - The UCC recommends that there is another committee formed that approves the other aspects of a new degree plan, such as financial and faculty

## Undergraduate Assembly

- According to the Bylaws “All curricular matters approved by this committee are forwarded and presented for action by the Assembly.”
  - A brief table of course changes (reporting how many were approved, denied or rolled back) and substantive changes (new degree plans, new programs, SCH changes) will be reported to the Undergraduate Assembly.