University Curriculum Committee (UCC)
November 28, 2017

Georgia College values a strong curriculum and strives to be at the forefront of best practices in education. To this end, it encourages the development and support of innovative programs that provide exemplary learning environments to meet the needs of students. The University looks to support the advancement of highly distinctive programs to further the academic, professional, and workforce needs of the students and communities served by our institution.

In support of Georgia College's efforts to provide a preeminent liberal arts education to its students, the University Curriculum Committee (UCC) is responsible for reviewing proposed degrees, majors, minors, new courses, course changes, and handling other matters related to curriculum. The purpose of the UCC is to ensure consistency and quality of the curriculum across academic programs. In this role, the UCC makes recommendations regarding the approval or denial of curricular changes submitted to the committee for consideration. To ensure transparency, the current University Senate motion database will be used for tracking decisions; and meeting minutes will be available. All members of the committees referenced below are elected unless noted otherwise. Additionally, the staggering of terms for members referenced below is meant to apply to the first year of membership.

The UCC reviews all proposals for content and consistency and maintains high standards of academic excellence.

I. <u>**Charge of UCC**</u>

In an advisory capacity, the UCC shall:

1. Review new courses, course modifications, concentrations, deletions, and reactivation of courses *(as information items)*

2. Review and recommend/not recommend new undergraduate and graduate degrees, certificates, and minor program proposals.

3. Review and recommend/not recommend the deactivation and termination of undergraduate and graduate degrees, certificates, and minor program proposals.

4. Collaborate with the Educational Advisory Policy Committee (EAPC) and make recommendations on curriculum policy. These recommendations will be subject to approval by a vote of elected faculty senators.

II. <u>Review Process Workflow:</u>

The following process outlines how proposals will be considered (see accompanying chart):

1. The Department creates a proposal which, if approved, is forwarded to the appropriate college committee.

2. The College reviews the proposal. If the proposal is approved and the submission relates to

    a. undergraduate programs, it is forwarded to the University Curriculum Committee.

    b. graduate programs, it is forwarded to the Graduate Council.

    c. the university core, it is forwarded to the General Education Committee for review (a subcommittee of the UCC). If approved, it is forwarded to the University Curriculum Committee. If not approved, the submission returns to the College.

    d. curriculum policy, the UCC and/or the Graduate Council confers with EAPC to ensure University Senate participation.

3. The University Curriculum Committee and the Graduate Council review all proposals and recommend/not recommend to the Provost and Senior Vice President for Academic Affairs. The University Curriculum Committee also informs the University Senate of its actions (information items).

4. The Provost and Senior Vice President for Academic Affairs reviews the submissions and makes recommendations to the President for final review.

5. The Office of the Provost communicates the GC recommendations to the USG.

6. Following approvals by the USG, the Office of the Provost communicates decisions to the relevant GC units.

III.   **Membership of the University Curriculum Committee (UCC):**

The University Curriculum Committee has eighteen members. Specifically:

Elected Members (14 voting)
- College of Arts & Sciences: Humanities & Social Sciences (2 members)
                                     Science & Mathematics (2 members)
                                     Fine & Performing Arts (2 members)
- College of Business: College-Wide (2 members)
- College of Health Sciences: College-Wide (2 members)
- College of Education: College-Wide (2 members)
- University Library   Unit-Wide (1 member)
- University Senate   Unit-Wide (1 elected faculty senator)

Appointed Members (4 non-voting)
- SACSCOC Liaison
- Senior Associate Provost
- University Registrar
- Academic Affairs Assistant

To ensure continuity, the elected faculty members will serve 3 year terms scheduled so that one-third of the group is replaced each year. Thus, for the 2018-2019 academic year:

College of Arts and Sciences: 2 members each serving 1 year term
                                     2 members each serving 2 year term
                                     2 members each serving 3 year term

College of Business: 1 member serving a 1 year term
                                     1 member serving a 3 year term

College of Health Sciences: 1 member serving a 2 year term
                                     1 member serving a 3 year term

College of Education: 1 member serving a 1 year term
                                     1 member serving a 2 year term

University Library: 1 member serving a 3 year term

University Senate: 1 member serving a 2 year term

IV.   <u>**UCC Chair, Vice Chair and Secretary**</u>

At the first UCC meeting of the academic year, a Vice Chair and a Secretary will be elected among members with two or more years remaining on the committee. The Vice Chair will also serve as Chair-Elect. If a Chair-Elect from the previous year is not available to serve as Chair, a new Chair will be elected among the members. The Chair will be responsible for (1) setting the agenda, (2) presiding at the meetings, and (3) communicating the UCC decisions to relevant entities. The Vice Chair will be responsible for the duties of the Chair if the latter is unable to attend a meeting. The Secretary will be responsible for maintaining and sharing meeting minutes following approval.

V.   <u>**General Education Committee (GEC)**</u>

The General Education Committee is a subcommittee of the UCC, and its responsibilities include:
1. Oversight of General Education courses.
2. Review GC1Y and GC2Y section proposals and forward to UCC as information items when approved.
3. In collaboration with EAPC, establish criteria for General Education courses and General Education program.
4. Review of new syllabi and offer feedback to faculty and departments.

The scope of the General Education Committee is broader than the GC core. Consideration should also be given to related issues including, but not limited to, USG developments and national trends in general education.

VI.   <u>**GEC Membership**</u>

To ensure continuity, the elected faculty members will serve 3 year terms scheduled so that one-third of the group is replaced each year. Thus, for the 2018-2019 academic year:

College of Arts & Sciences	1 member serving a 3 year term
College of Business	1 member serving a 2 year term
College of Health Sciences	1 member serving a 1 year term
College of Education	1 member serving a 2 year term
Library	1 member serving a 3 year term
Liberal Arts Council	1 member serving a 1 year term*
GC Representative to the BOR General Education Committee (if available)*	
University Registrar*	

* Ex-officio

The Liberal Arts Council representative must be a faculty member. One member of the GEC must also be a member of the UCC.

A teaching representative from each area of the core must be represented as outlined below.

A1	Communication Skills - English
A2	Quantitative Skills – Mathematics
B1	Critical Thinking – GC1Y
B2	Global Perspectives – GC2Y
C1	Humanities and Ethics
C2	Fine Arts
D1	Science
D2	Mathematics
D3	Technology
E	Social Sciences

VII. GEC Chair, Chair-Elect and Secretary

At the first GEC meeting of the academic year, a Vice Chair and a Secretary will be elected among members. The Vice Chair will also serve as Chair-Elect. If a Chair-Elect from the previous year is not available to serve as Chair, a new Chair will be elected among the members. The responsibilities of the GEC Chair, Vice Chair and Secretary will be similar to those of the UCC Chair, Vice Chair and Secretary.

Approved: November 29, 2017 by UCC Task Force