



---

**SUBJECT: UNDERGRADUATE CURRICULUM – COMMITTEE MEMBERSHIP  
AND ROLE**

---

PURPOSE: To define the membership and role of the University Undergraduate Curriculum Committee and to describe unit curriculum committees

POLICY:

I. Membership and structure

The Curriculum change and/or review process operates at three levels: University Undergraduate Curriculum Committee (UUCC), College/School Curriculum Committee (CCC), and the Department Curriculum Committee (DCC).

A. The UUCC is composed of members selected as follows:

1. One representative of the Deans' Council who is an academic dean and serves as chair of the committee and votes only in case of a tie;
2. One elected faculty representative from each academic College/School:
  - a. Faculty representatives serve for four years;
3. One faculty representative from the library (ex officio);
4. One representative of the Faculty Senate (ex officio);
5. One representative of SUUSA (ex officio);
6. One representative of the Provost's office (ex officio);
7. One representative from the School of Continuing and Professional Studies (ex officio);and
8. One representative of the Registrar's Office (ex officio).
9. All faculty representatives should be tenured or tenure track, with a strong preference for tenured.

B. The CCC is composed of:

1. The two elected representatives from each DCC;
2. The UCC representative from I, A, 2, a. above; and
3. The Dean of the College/School who chairs the committee.

C. DCC are composed of:

1. At least two elected representatives of the faculty; and
2. The department chair or one member appointed by the chair.

D. All elections for subsequent academic years will be held by April 1.



---

**SUBJECT: UNDERGRADUATE CURRICULUM – COMMITTEE MEMBERSHIP  
AND ROLE**

---

II. Role

The UCC has the following responsibilities:

- A. Implement policies and procedures for the development of new courses, programs, majors, minors, and other elements of the curriculum;
- B. Receive and act on curriculum and program proposals submitted by CCC's. All program proposals and other curricular changes will be forwarded with a committee recommendation to the Provost for further action;
- C. Assure that departments/divisions engage in annual curriculum review and analysis, receive reports of such analyses, and make recommendations to departments.
- D. Arbitrate consistency and remove unnecessary redundancies in the curriculum.
- E. Assure that all components of the curriculum adhere to the standards and policies of the Northwest Association of Schools and Colleges and of specialized accreditation organizations.