**Northern Arizona University**

**University Curriculum Committee**

**Bylaws**

Effective May 2, 2011

**Article I: Name and Function**

1. The name of this Committee is the University Curriculum Committee (UCC). The UCC is a committee of the NAU Faculty Senate according to section 1.3.1 of the NAU Faculty Constitution.
2. The purpose of the University Curriculum Committee is to establish and maintain policies and procedures that will ensure University undergraduate curricula and all regulations pertaining hereto comply with the stated mission and goals of Northern Arizona University. All actions of the UCC are advisory to the Provost. The UCC accomplishes this purpose by fulfilling the following responsibilities:
   1. Examining curricula to ensure students can achieve program goals and progress to degree attainment in a timely fashion.
   2. Coordinating all undergraduate curricula to assure academic integrity and to prevent duplication and unnecessary course and plan proliferation.
   3. Evaluating and recommending approval or disapproval to the Provost of all new undergraduate courses, programs and degrees, proposed changes in existing courses, programs and degrees, and proposed deletion of courses, programs and degrees.
   4. Evaluating, and recommending approval or disapproval of Liberal Studies curricula policies and proposals and forwarding said actions to the NAU Faculty Senate for action.
   5. Evaluating, and recommending approval or disapproval of courses to be listed in the university Liberal Studies Program as recommended by the University Liberal Studies Committee
   6. Evaluating, and recommending approval or disapproval of courses and activities designated to meet the University’s ethnic and global diversity requirements.
   7. Recommending undergraduate curricular policies and processes.
   8. Disseminating best practices in curricula design.
   9. Serving as an advisory and consultative body to Curriculum Committees in the various Colleges at NAU regarding new programs, substantive program modifications and new courses.
   10. Keeping colleges, departments, and other affiliated groups such as advisors informed of relevant UCC activities. Specifically, the members of the UCC are tasked with this communication function.
3. Regular meetings of the UCC occur on Tuesdays from 3-5 p.m. at pre-arranged locations scheduled by the Office of the Associate Vice Provost for Academic Affairs (AVPAA). Special meetings may be called by the Chair as necessary to conduct Committee work.
4. A simple quorum (50% of the voting members + one member) of the voting members must be present at any meeting before any binding action may be taken.
5. UCC Items
   1. Items listed as Action Items on the UCC Agenda require a knowledgeable representative from the appropriate academic unit (department or college) to attend the UCC meeting to present the items and answer questions. This representative may not be a member of the UCC. If an appropriate representative is not present, the item will be tabled.
   2. Items listed on the UCC Consent Agenda do not require meeting representation from the academic unit. If, however, an item is removed from the consent agenda and moved to the action agenda, in accordance with operating policy, the impacted academic unit will be contacted by the Office of the AVPAA and notified that a representative is needed.
   3. Items listed on the Fast-track list do not require representation from the academic unit.
6. One Summer Meeting of the UCC

Beginning with the Summer of 2011, the UCC will, if warranted, hold ONE summer meeting that is set in advance to occur during the 4th week of July . This will be a volunteer subset of the UCC, comprised of a minimum of 6 UCC members representing at least 3 different constituencies. No UCC quorum will be necessary for action items. This meeting is reserved for emergency curricular issues, not for regular curricular business that would normally be handled during the Academic Year. A regular curricular item that failed to be submitted on time to make one of the many academic year meetings (ten such meetings were held during the 2010-11 academic year) would generally not be considered an emergency issue.

* 1. **An emergency curricular item necessitating a summer meeting will be determined by the current UCC Chair (not chair elect)**

**Article II: Membership**

1. Membership on the UCC is composed of elected voting members and appointed ex officio non-voting members
   1. Elected voting members include faculty and academic professionals representing each college and Cline Library. Each collegiate unit on the Flagstaff campus shall have a minimum of two voting members and a maximum of 3 to be determined by each collegiate unit. Cline Library shall have one voting member.
      1. All faculty members are elected through the Faculty Senate election process.
      2. Academic professionals are elected through the Council of Academic Professionals election process.
      3. Member terms are for three years.

1.1.4. The number of members necessary for a quorum will be determined at the first meeting each Fall based on the numerical representation from the collegiate units.

* 1. One voting student member is selected by the student government (Associated Students of Northern Arizona University, ASNAU).
  2. One voting member is selected by Coconino Community College to represent community college issues.
  3. One voting member is selected by the NAU Faculty Senate to represent and inform the Faculty Senate.
  4. Ex officio (non-voting) members are the Provost (or designee), the Director of the Gateway Student Success Center (or designee), the Registrar (or designee), the Associate Dean of Extended Campuses (or designee), the Chair of the Liberal Studies Committee (or designee), Co-Director of BIS/BAS (or designee), Director of Curriculum and Academic Systems Administration (or designee).
  5. Each physical location designated an official branch campus of Northern Arizona University is entitled to one Ex officio member to the UCC.

1. The UCC is chaired by a faculty member or academic professional elected by the UCC members at the last meeting of the academic year for the upcoming academic year.
   1. The term of the Chair is one year and the Chair may be re-elected to additional terms.
   2. The Chair is responsible for setting the agenda in consultation with the staff of the Associate Vice Provost for Academic Affairs (AVPAA), conducting the meetings to insure that the business of the Committee is conducted in a timely manner, and to provide leadership for the immediate and annual work of the Committee. The Chair serves as the primary liaison between the UCC and the Liberal Studies Committee.
   3. The Chair may vote in the event of a tie.
2. Duties of Membership
   1. Each voting member is expected to attend each meeting of the UCC and to participate in UCC activities and any assigned specific tasks. At a minimum, this includes preparing for UCC meetings by reading in advance all materials scheduled on the agenda and being ready for discussion and votes. If a member is unable to attend a scheduled meeting of the UCC, the member should notify the Office of the AVPAA of the impending absence. Substitutes are not permitted on a meeting-by-meeting basis and because of the importance of the discussions which occur at the UCC meetings votes in absentia are not permitted.
   2. A member’s position will be declared vacant by the Chair if the member fails to attend meetings on a regular basis. If a committee member fails to attend or leaves early three (3) meetings during the academic year, the Dean of the corresponding academic unit will be asked to conduct an election to fill the vacancy for the amount of time remaining in that member’s term. If the remaining time in the term is less than one year, the replacement member may be appointed by the College Dean.
   3. If a regularly elected member of the UCC is unable to attend the meetings for one semester or more because of sabbatical, teaching assignment, or other related university responsibilities; a substitute may be elected/appointed for the affected time period. If the academic unit opts to appoint a replacement, the Dean of the college will make the appointment. If the academic unit opts to elect the replacement, the standard College process for electing members to the UCC will be followed.

**Operating Policies and Procedures**

**Article I: General Policies Regarding Curricular Proposals**

1. General information required by the UCC.
   1. The proposal for curriculum change must be completed with all required information using the appropriate form. These forms are found at: <http://www4.nau.edu/avpaa/UCCForms/UCCForms.html>
   2. Proposals should include a statement from all academic units affected by the proposed curriculum change indicating support for the change. If the change affects another academic unit’s programs, appropriate curricular change materials must be submitted from that academic unit.
   3. For new courses a detailed course syllabus following the form and criteria as adopted by the UCC on April 23, 2003, found at <http://www4.nau.edu/avpaa/UCCForms/UCCForms.html>
   4. The justification for a course change must be clearly and logically presented on the course change form.
   5. All education plan proposals and/or changes must be reviewed and approved by the NAU National Council for Accreditation of Teacher Education authority prior to being acted on at the UCC.
2. The UCC will utilize the following criteria when evaluating curricula requests.
   1. New Courses
      1. The course should have a clear and essential place in the existing program offerings of the academic unit, either filling a gap in the existing course structure, or strengthening that structure without duplication or overlap.
      2. The content of the course should represent a unified and integrated body of subject matter.
      3. The course should support the mission and goals of the academic unit, college/school and the University.
      4. Duplication of courses normally held to be within the range of another academic unit shall not be approved. When the UCC is asked to rule upon a new course proposal which contains material normally held to be within the coverage of another department, yet not offered in exactly the same form, the committee will consult with relevant departments.
   2. Course Changes
      1. The course change should not be so substantial as to constitute a new course. Course changes are generally changes in number, changes in requisites and minor changes in course description and/or title.
      2. Course changes which affect the number of units or move the course to a 400-level must be fully justified in the appropriate section of the course change form.
      3. Changes to courses which are to be cross-listed and/or co-convened must be accompanied by course change form and syllabi for both courses.
      4. Changes to courses required of students in other majors must be accompanied by a letter of support from the academic units affected.
   3. Course/Program Deletion
      1. Proposals for a course or plan deletion should be closely evaluated by the academic unit/college curriculum committees regarding the elimination of courses or programs required by another academic unit.
      2. If a course or plan required by another academic unit is proposed for deletion, the affected unit must also submit a program change form.
      3. The Liberal Studies Committee must be notified of the deletion of courses that also carry liberal studies designation.
   4. Change in Degree Name: Proposals to change the name of a currently offered degree must be accompanied by appropriate supporting documentation. Such changes must be approved by the UCC and then forwarded to the Provost for appropriate submission through channels to the Executive Director of the Arizona Board of Regents. It is best if the Provost is notified of the intent to change a program name through the Dean prior to submitting to the UCC.
   5. New Plans
      1. The new plan proposal should promote quality education and creatively respond to the diverse values in American education.
      2. The new plan proposal should reinforce and respond to the changing values of NAU as an institution, to the mission and goals for the academic unit, college/school and University and to the needs of the student body and the State of Arizona.
3. New plans require a two-phase approval process. Both phases are finalized at the state level by the Arizona Board of Regents (ABOR). The related ABOR policy is 2-203 found at <http://www.azregents.edu/policymanual/default.aspx>
   1. Phase One - The Dean of the College notifies the Provost of an intent to create a new program. If in agreement, the Provost enters the program on the annual report to Academic Affairs Committee of ABOR.
   2. Phase Two--Begins as soon as the Provost indicates approval of the new plan.
      1. The program proposal is fully developed and submitted to the academic unit and then to the college curriculum committee for review and approval. This proposal shall address the same elements required by ABOR including: program purpose, program’s relationship to the University’s mission and strategic direction, learning outcomes and strategies for achieving, the state’s need for the program with an analysis of student demand, analysis of similar programs in the state and region, expected faculty and resource requirements, and financing including a 3 year budget.
      2. After approval by the college curriculum committee, the program proposal is forwarded to the UCC.
      3. After approval by the UCC, the proposed degree plan must be approved by the Provost and ABOR’s Academic Affairs Committee.
      4. The University may implement any program listed on the approved academic strategic plan that will not require additional state resources or a program fee for the initial three years of a new plan.
      5. An academic plan requiring additional state resources or a program fee to implement, must be submitted to the Academic Affairs Committee for approval. After collective review by the Chief Academic Officers, a university may then request authorization from the Academic Affairs Committee to implement.
4. Procedures Regarding Approval of Curricular Proposals for Non-Fast-Track Proposals
   1. Stages of Review
      1. Using the general criteria from Section 2, appropriate faculty review at the academic unit and college level shall be conducted through elected committees. The academic unit and college curriculum committees shall review and approve each proposal and the academic unit leader and college Dean (or designee) shall sign each proposal prior to its being submitted to the UCC through the office of the AVPAA. The Office of the AVPAA shall review material submitted. Items needing clarification or corrections will be returned to the Office of Dean of the College from which the material was sent. Once approved for inclusion on the UCC agenda, the Office of the AVPAA will prepare an agenda for approval by the Committee Chair. This agenda will be made available online at least one week prior to the UCC meeting. The agenda is sent to all Vice Presidents, Deans, Executive Directors, Associate/Assistant Deans, Academic unit chairs, and other appropriate constituencies.
      2. The deadline for material to be considered for inclusion in the upcoming Academic Catalog shall be determined prior to the start of the academic year. This curriculum (and catalog) deadline is a function of the start of early enrollment in the spring term for the upcoming fall term. The UCC’s calendar will be established prior to the start of the fall semester, which will include this deadline, and will be available on-line at the UCC website.
      3. Using the general criteria from Section 2, the UCC shall review and act on each proposal.
   2. Routing of Curriculum Proposals
      1. New course proposals being submitted for liberal studies value are first sent to the Liberal Studies Committee. Following action by the Liberal Studies Committee, the proposal will be forwarded to the Office of the AVPAA by the Liberal Studies Committee. The results of the Liberal Studies decision are forwarded to the UCC.
      2. New course proposals being submitted for both liberal studies and diversity values are sent to both the Liberal Studies Committee (LS) and the UCC. New diversity courses are sent to the Diversity subcommittee (Div.) and the UCC. The UCC will act upon the merits of the proposal for being a course and diversity after approval by the LS and Div. New course proposals being submitted for diversity and/or purposes other than liberal studies are to be sent to the office of the AVPAA.
      3. Course change proposal forms for courses having liberal studies value are sent first to the Liberal Studies Committee if the proposed change involves the course description, course content and/or involves a number change. Course change proposal forms for courses having liberal studies value not involving the changes listed above are sent only to the UCC.
      4. Course change proposal forms for courses not having liberal studies value are sent to the Office of the AVPAA.
      5. Proposals for course/ plan deletion, plan changes and new plans are sent to the Office of the AVPAA.
   3. Procedures Regarding Diversity proposals
      1. Existing courses submitted for diversity review are to be submitted to the UCC using the diversity Course/Program Submission Form.
      2. Proposed new courses submitted for diversity review are to be submitted using the regular curricular review through the College Curriculum Committee. The College Curriculum Committee is responsible for including a Diversity Course/Program Submission Form when the course is sent to the AVPAA for inclusion on a UCC agenda.
      3. A Sub-committee of the UCC reviews all proposals for diversity classification and sends the results of all deliberations to the UCC for final approval.
   4. Procedures Regarding Course Fees
      1. When courses which have attached fees are proposed for a number change or for deletion, the submitted material must indicate the course has a fee attached to it and, in the case of number changes, if the fee is to be continued on the course under the new number.
      2. When new courses are submitted for approval and there is intent to request a course fee, the submitted curriculum material must indicate this intent. The Course Fee Justification form is to be sent to the AVPAA under separate cover.
5. Procedures Regarding Approval of Fast-Track Curricular Proposal

Certain types of curricular activities do not require a full review by the various faculty committees. These items tend to be simple changes that are often editorial in nature and do not change the requirements of a plan or sub-plan.

* 1. The items that can be fast-tracked are listed on the UCC website.
  2. The fast-track process
     1. The fast-tracked proposals are approved by the Department Chair, reviewed at the dean’s level and that approval is signified by the electronic printing and dating of the dean’s designee on the form. Fast-track proposals are not reviewed at the level of the college curriculum committee.
     2. From there, the forms are electronically transmitted to the UCC administrator who logs the changes into their respective data bases. Each agenda of the UCC will include those proposals that were fast-tracked during the interval between meetings as an information item for the UCC and the broader University community. Fast-track proposals are not reviewed at the level of the university curriculum committee.
     3. If, through the review of the UCC administrator, a proposal is found ill-fitting to the fast-track process, that proposal will be returned to the department for their re-submit into the regular, faculty review, curricula process.

1. Procedures Regarding Approval of the Curricula of NAU Branch Campuses
   1. Bachelor of Interdisciplinary Studies (BIS) and Bachelor of Applied Science (BAS) Degree Programs
      1. Flagstaff Campus academic unit proposals go to the department curriculum committee, then to the college curriculum committee. These proposals will then be reviewed by the BIS/BAS Council before going to the Yuma Curriculum Committee and then to the UCC, and then to the Provost, and finally to the President.
      2. NAU-Yuma academic unit proposals developed by NAU-Yuma faculty for Yuma-based programs go to the BIS/BAS Council before going to the Yuma Curriculum Committee.
         1. The Yuma CEO/AVP reviews proposals endorsed by the Yuma curriculum committee. Proposals that have no impact on courses offered through Flagstaff Campus academic units, the final levels of approval are the SVP Extended Campuses and the President.
         2. Proposals that have an impact on courses offered through Flagstaff Campus academic units, proposals go through UCC, and then to the Provost, and finally to the President. The proposals must include written support from the impacted units.
   2. Arizona Department of Education Regulated Programs

Until NAU-Yuma attains Institutional Recommendation by the AZ Department of Education, the following process will apply to teacher education degree programs regulated by the state:

* + 1. Proposals developed by Yuma faculty are approved by the Yuma Curriculum Committee.
    2. Proposals endorsed by the Yuma curriculum committee are approved by the Yuma Chief Executive Officer/Associate Vice Provost (CEO/AVP), and then the SVP Extended Campuses.
    3. Proposals (all degree levels) are then reviewed and approved by the college of education curriculum committee.
    4. Undergraduate program proposals are then conveyed to UCC, and approved by the Provost.
    5. Graduate program proposals are conveyed to the UGC, and approved by the Graduate Dean, and then the Provost.
  1. Liberal Studies Program: NAU-Yuma will continue to follow the NAU Flagstaff Liberal Studies Program and have representation on the Liberal Studies Committee.
  2. All other Yuma Degree Programs: NAU-Yuma academic unit proposals for undergraduate curriculum developed by NAU-Yuma faculty for Yuma-based programs go through the Yuma Curriculum Committee.
     1. The Yuma CEO/AVP) reviews proposals endorsed by the Yuma curriculum committee.
     2. Proposals that have no impact on courses offered through Flagstaff Campus academic units, the final levels of approval are the VP Extended Campuses and the President.
     3. Graduate curriculum proposals generated by Yuma faculty for Yuma-based programs are approved by the Yuma Curriculum Committee and Yuma AVP and then go to the UGC and Graduate Dean, with final review by the Provost, Senior Vice President Extended Campuses and the President.

**Article II: Changes to the Bylaws**

These Bylaws may be amended at any regular meeting of the University Curriculum Committee by a majority vote of those present, assuming a quorum, provided that notice of the proposed actions shall have been given at the previous regular meeting, or shall have been communicated to all members of the Committee in writing through email or regular mail at least two (2) weeks prior to the meeting at which the action is to be taken.