Operating Procedures of the University Curriculum Committee
Adopted December 2014

University Curriculum Committee Membership
The committee shall consist of 12 faculty members, three from each faculty division. Members shall serve three-year terms, which shall be staggered. The Committee on Committees shall give consideration to appointing members who have recently served on their college or school curriculum committee. [FP&P 6.53]

Functions of the Committee
As provided in FP&P 6.53:
“1. APPROVAL OF COURSES. Proposals for new credit courses, or for modifications of or discontinuation of existing credit courses, shall be approved by the department (or department-like body), then by the school or college, and finally by the University Curriculum Committee.

2. REVIEW OF COURSE OFFERINGS. The University Curriculum Committee may review and recommend the alteration or discontinuance of existing credit courses, and the establishment of new courses.

3. ADVICE ON EDUCATIONAL POLICY AND PLANNING. On its own initiative or on request, the University Curriculum Committee may advise the chancellor, provost, deans, or other administrative officers of the university on educational policy and planning and their implementation.”

Role of the Chair
- Speaks for the committee
- Chairs committee meetings
- Approves meeting agendas
- Delegates responsibilities to committee members and the coordinator.

Role of the UCC Coordinator
The UCC is one of only a handful of faculty committees with dedicated staff support, in recognition of the important role this committee plays in the educational life and governance of the University. The UCC coordinator is a staff member in the Office of the Provost, under the supervision of the Director of Academic Planning and Institutional Research.

The UCC Coordinator, together with the Committee Chair, provides a point of contact for the campus regarding the course proposal process. The coordinator collects proposals and other materials for the UCC agenda and records the decisions made by the committee. The coordinator
works with the chair to set meeting agendas. Following the UCC meeting the coordinator is responsible, for communicating the committee’s decisions concerning course proposals to campus; the chair and in exceptional cases when delegated by the chair or the committee. Committee members may also consult with campus members on course proposals or matters of policy.

Role of Committee Members
The University Curriculum Committee will meet bi-monthly on the 2nd and 4th Fridays during the fall and spring semester. Members are expected to attend all meetings. If scheduling conflicts arise, members notify the chair and coordinator of their expected absences as far in advance as possible. Committee members may participate in meetings remotely with advance notice.

Criteria for Consideration of Proposed Courses
- All course proposals must meet the requirements specified in the Course Proposal KnowledgeBase (https://kb.wisc.edu/vesta/search.php?cat=1925. When the committee makes changes to the policies, requirements or procedures, it will do so in consultation with School and College Curriculum Committees and provide reasonable time for orderly implementation.
- Reviews by Departmental and School or College Curriculum committees will have attended to matters of disciplinary content; the UCC will note apparent oversights (such as in cases where the syllabus does not specify basic elements, such as grading scales and policies), but will in particular consider courses from a more arms-length perspective and note, for instance, cases where the work load diverges from policy or community standards, cases where issues of unacceptable overlap arise, and cases where committee members recommend consultation with additional departments, including in other schools or colleges.

Review Procedures - Course Proposals
Prior to meetings the coordinator assigns a reviewer to each new course proposal. Assignments will be made according to divisional or disciplinary affiliation to the extent possible, but committee members will not review course proposals from their own department. While all members read all new course proposals, the reviewer will give special attention to his or her assigned course proposals. If questions or concerns arise prior to the meeting, the reviewer will, where possible, communicate them to the coordinator in order to resolve such matters before the meeting.

At the start of the review of course proposals the chair will ask for a motion to approve all course proposals. During the consideration of new course proposals each reviewer will either simply recommend approval, or briefly state any questions or concerns for the committee’s consideration. The committee will engage in discussion as needed. The committee will then vote to approve, conditionally approve, or defer the proposal. The coordinator will communicate with the proposer and department about anything the committee has recommended or required.

Committee Procedure - Review of Proposed Course Changes
Members are asked to prepare for the committee’s discussion of course change proposals and discontinuation proposals by reviewing at least the proposals from their Division. They will
review them in the knowledge that the course in question have already been approved and that only the requested changes are being reviewed.

All course change proposals will initially be placed on the consent agenda. During consideration of course change or discontinuation proposals, committee members will be invited to move proposals from the consent agenda to the review agenda. Only the courses about which concerns or questions have been raised will be discussed. The committee will then vote to approve, conditionally approve or defer the proposal. The coordinator will communicate the decision to the proposing department. Conditional approval is appropriate in cases where the committee requests relatively minor specific changes or corrections in a course proposal and delegates to the committee coordinator the decision that the changes made are satisfactory. Deferral of a decision means that approval of the proposal is postponed until such time as revisions requested by the committee have been made, additional consultation has taken place or questions have been answered. Decisions concerning course proposals may also on occasion be deferred due to time constraints.

All course change proposals must meet the requirements specified in the Course Proposal KnowledgeBase (https://kb.wisc.edu/vesta/search.php?cat=1925). The reviewers will also consider the following:
- Is the number and kind of changes being proposed appropriate to a course change proposal, or would the outcome more appropriately be a new course?
- Changes to credits: The syllabus and proposal must specifically state how the course is in compliance with campus policy on credit requirements.

Committee Procedures - Matters of Policy
The committee will typically discuss matters of policy at least two meetings, and a vote will not be taken sooner than the second meeting at which the text of the decision is considered. After the first discussion, the policy will be tabled and taken up at the following meeting. After further discussion, a committee member may make a motion, which may be seconded. A vote will then be taken by a show of hands. A simple majority vote is required for a motion to pass. A majority of the appointed UCC members (generally 7 members, unless fewer than 12 members are appointed to the committee at the time of the vote) is required to adopt a motion.

Quorum and Voting
A quorum exists when a majority of the voting members of a committee is present. [FP&P 6.11] Functionally, the majority will be based on the number of members appointed to the committee and open seats will not be counted in the total.

Actions taken by a faculty committee when the faculty members present do not constitute a majority of appointed members must be approved either at the next meeting of the committee at which the faculty members constitute a majority or through other procedures established by the committee, such as a mail ballot. [FP&P 6.01]
Procedure for Selecting the University Curriculum Committee Chair and Vice Chair
A new vice chair will be selected each May. An election will be held among all committee members eligible to vote. Committee members with 2 years remaining on their term are eligible to be selected.

Members who are in the first year of their term will be excused from the room. The remaining members will select a vice chair from among the members who are in the first year of their term. After the committee has discussed the candidates, the chair will ask for a motion. Once a motion has been made and seconded, the committee will vote by show of hands. A majority of members present is necessary for the motion to carry.

The vice chair serves a one year term, then automatically becomes chair for the following year. In the absence of the committee chair, the vice chair will serve as chair.

Administrative Approval for Course Proposals
A limited set of instances exists in which a course proposal can be approved administratively by the UCC coordinator, chair, school/college approver and department/program approver without the need for committee review.
Recent examples include:
- When a course is discontinued, all references to that course in other courses’ prerequisites should be removed. Note that if the change is more complicated, and if there are additional changes to the prerequisite, the proposal should go through the formal approval process.
- When the UAPC approves a name change of a subject, all instances of the old subject should be updated.
- When the UAPC approves the dissolution of a subject, the plan submitted to the UAPC specifies what should be done with the courses in that subject (e.g., some are discontinued, some are moved to a different subject). Because the course plan has already been approved by governance bodies, those actions can be administratively approved.

Submission of Multiple Course Proposals by a Subject Owner
Subject owners who undertake significant changes to their subject listing are urged to consult with the committee coordinator and chair before submitting course (change) proposals, in order to help facilitate the approval process and prevent unnecessary delays. Significant changes are defined as 7 or more course proposals in a single semester.

Summer Course approval
The UCC does not routinely meet during the months of June, July and August. In instances where the delay in review by the committee will cause problems for the program(s) that own the course, an expedited review may be requested. In these situations the committee chair and coordinator will review the course proposal to make sure that it meets all standards and requirements. If there are no issues with the proposal it can be approved without a vote by the committee.