August 21, 2013

To: Bradley Seebach, Convener
   Undergraduate Curriculum Committee (UCC)

From: Anne Galbraith, Chair
       Faculty Senate

This memo is intended to serve as the initial charge letter to the UCC for the 2013-2014 academic year. Please see the revised standing committee page for reference to the committee bylaws and previous charges and reports (http://www.uwlax.edu/FacultySenate/FacultyCommittees/FacultyCommitteesIndex.htm).

Per Faculty Senate Bylaw II. (s): “Each faculty committee shall hold an organizational meeting and report the name of the chairperson to the senate office by October 1. (Joint Chairpersons are not permitted.)”

Therefore, as the convener of the UCC, please arrange, as soon as feasible, an organizational meeting. In addition to a chairperson, please also elect a secretary.

Primary responsibilities of the chairperson include:
- promptly informing the Senate office (5-8018) the results of the election of officers and any changes in committee membership.*
- organizing and conducting meetings.
- completing a year end report on the UCC activities to be submitted to the Senate Office no later than May 31, 2014.

*The committee chairperson should carefully review Faculty Senate Bylaw II, “Faculty Standing Committees” for information on committee attendance and the role of alternates.

Primary responsibilities of the secretary include:
- recording minutes of each meeting.
- promptly sending approved meeting minutes to Sibbie Weathers (sweathers@uwlax.edu) so that the minutes can be posted on the faculty senate website.

In the event the committee chooses to rotate secretarial duties, please designate one person to be responsible for e-mailing the meeting minutes to Sibbie Weathers.

We will continue to use Google calendar for both meeting announcements and reporting of meeting minutes. Committee chairs are responsible for including the Google address (senate@uwlax.edu) on meeting announcements. This will satisfy the Open Meetings
requirements. Committee secretaries are responsible for sending minutes to both Sibbie and the Google site.

In addition to the committee's normal duties, I ask that the committee consider and report on the following special charge:

- In 2012-13, the committee discussed several ways that UCC proposals can be made easier to review. Without a contextual summary document, it can be very difficult to understand the broader implications of proposed changes. Departments typically (but not always) provide a brief document outlining proposal changes, and their quality, length, and level of detail varies greatly. The existing form (LX-137) is rarely submitted with new proposals, and it is a simple listing of mechanical changes with no explanation of their purpose or context. The committee suggested that a new form with a common, standard format be established to provide details of changes with a brief discussion of reasons, relevance, and impact, and that it be required of all new proposals. Consider developing an effective proposal summary document template or system within the features of the new curricular software package.

Lastly, all committees are being charged with considering their size and configuration to see if the committee membership is appropriate for the workload, and to report back by early February 2014.

If you have questions or concerns please contact me at any time during the year. Finally, if the Senate Executive Committee or I can assist your committee in any way during the year, please do not hesitate to ask.

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cc: Undergraduate Curriculum Committee Members