

Undergraduate Programs and Curriculum Committee

Purpose: The purposes of the Undergraduate Programs and Curriculum Committee are:

- a. To advise and make recommendations to the Dean on all undergraduate curricular matters.
- b. To study trends in business and administration with the objective of making recommendations to the faculty which would make the undergraduate curricula more relevant for our students.
- c. To continuously review the undergraduate curricula of the College for adequacy and effectiveness and make recommendations to the faculty concerning changes in the common business core, new courses to initiate, and/or current courses to be discontinued or altered.
- d. To oversee the Curriculum Change Request (CCR) process as it relates to undergraduate courses.
- e. To recommend to the College faculty the minimum requirements for undergraduate admissions and degrees.
- f. To evaluate proposals to revise the College of Business Core. The Curriculum Committee is charged to consider requests for changes to the Core on a case-by-case basis. Requests for Core changes made to the Committee should contain the following items: (1) Description of the proposed curriculum change including rationale for the proposed change, (2) Itemization of course(s), (3) Statement as to which current core course(s) are to be affected and the rationale for the selection of those course(s), (4) Anticipated effect on College of Business FTE generation, and (5) Statement as to resources required for the change including staffing, scheduling, equipment, etc.

(Note: These matters may originate with the Committee or reach it through Departments, students, or individual faculty members. Undergraduate curricular items will not be included on the agenda for College faculty meetings prior to consideration by this Committee, except as provided by Article II, Section 7, subsection (i) of this document).

Membership: The seven-member Undergraduate Programs and Curriculum Committee shall be composed of one representative from each sub-discipline (i.e., Accounting, Economics, Finance, Management, MIS, Marketing) elected by the voting faculty of that sub-discipline.

Ex-officio Members: There shall be two *ex officio* members of the Undergraduate Programs and Curriculum Committee: (1) an undergraduate staff advisor who shall be appointed by the Dean

and (2) the College of Business representative to the University Undergraduate/Graduate Program Committee. Both shall serve without vote.

Chair: The Chair of the Committee shall be a voting faculty member appointed by the Dean and serves at the pleasure of the Dean. The Chair shall vote only in the event of a tie.

Term of Membership: Members shall serve staggered, three-year terms; no member shall serve more than two consecutive terms. The Chair and the *ex-officio* members shall not be restricted by this limitation.

Agenda: An agenda shall be prepared by the Chair and made available with the call to meet.

Minutes: A summary of work done and actions taken shall be prepared by the Chair and distributed to members of the Committee, members of the faculty, Chairs of the Departments, and the Dean.

Source: College of Business By-Laws