

## **Committee Overview:**

The University Curriculum Committee (UCC), a subcommittee of the Faculty Senate, will recommend educational policy for the University regarding proposals that involve campus-wide requirements or that have origins, requirements, or implications that go beyond the individual colleges. Individual colleges and schools retain authority over their own curricula and programs.

The UCC will approve new majors, minors, concentrations, and programs, graduate and undergraduate, and changes to existing majors, minors, concentrations, and programs, graduate and undergraduate that have cross-college origins, requirements, or implications. These proposals must be submitted to the Council of Academic and Administrative Departments (CAAD) for review and comment on potential cross-college implications before submission to the UCC.

The UCC will approve individual courses for the categories of the general education program (the Drake Curriculum) and approve assessment procedures for the general education curriculum.

The UCC will make recommendations to the Faculty Senate, as appropriate, for revision of the general education curriculum.

The UCC will approve individual courses with interdisciplinary designations such as INTD.

The UCC will forward all committee actions to the Faculty Senate for inclusion in a provisional agenda. The Faculty Senate may, at its discretion, review these actions. All UCC decisions will proceed as directed by the UCC, unless a subsequent action by the Faculty Senate directs otherwise.

## **Membership:**

The UCC will have faculty representation from each of the divisions of the College of Arts and Sciences, each of the professional schools, and Cowles Library. One administrative representative from CAAD, an administrative representative from Student Records, and an administrator designated by the Provost (normally the Associate or Vice Provost who is appointed Director of the Drake Curriculum by the Provost) will serve on the committee in an ex-officio capacity. Members will serve three-year terms.

## **Election of Chair and Vice-chair:**

The committee will elect one chair and one vice-chair from faculty members serving on the committee. The election/designation of the chair/vice-chair will be made at the end of the academic year prior to service. To be eligible for the role of Chair, a committee member must be tenured.

The election process for the chair/vice-chair will begin with nominations (self-nominations are allowed). If a chair/vice-chair is not elected, the Faculty Senate will appoint a chair and vice-chair from eligible committee members.

The chair shall be in charge of scheduling and conducting committee meetings on a monthly basis throughout the academic year.

The chair shall be a liaison between the Associate Provost for Curriculum and Assessment and the committee. Although new course proposals will be submitted to the Associate Provost for Curriculum and Assessment, the chair shall be charged with disseminating these proposals to the committee for review.

The chair will produce an annual report of the committee's work to Faculty Senate.

The vice-chair shall be a liaison to the Drake Curriculum Analysis and Committee (DCAC) committee and will report to UCC members on DCAC work.

If eligible, the vice-chair, may serve as chair in the academic year following their term.

## **Policies & Procedures:**

Faculty seeking Area of Inquiry or INTD designation must submit their proposal to the Associate Provost for Curriculum and Assessment via the Drake Curriculum AOI/UCC Resources webpage:

<http://www.drake.edu/dc/facultystaffresources/aoiuccresources/>

Faculty seeking approval for a first-year seminar course must submit their proposal to the Associate Provost for Curriculum and Assessment via the Drake Curriculum FYS Resources webpage:

<http://www.drake.edu/dc/facultystaffresources/fysresources/>

Proposals must be complete and submitted in the correct format in order to be reviewed by the committee.

The chair shall disseminate proposals to the committee for review at least one week prior to the next committee meeting.

In order for a course to earn Area of Inquiry designation in the following categories: Artistic Expression, The Engaged Citizen, Global and Cultural Understanding, Historical Foundations, Scientific Literacy, Quantitative Literacy and/or Values and Ethics, it must meet at least two of the expressed learning outcomes associated with the proposed Area of Inquiry.

In order for a course to earn Area of Inquiry designation in Written Communication, Critical Thinking, and/or Information Literacy, it must meet all of the expressed learning outcomes associated with the proposed Area of Inquiry.

Courses may be designated for a maximum of two Areas of Inquiry.

The committee may vote to conditionally approve First-Year Seminar proposals if a faculty members agrees to participate in one of the faculty development projects offered through the Associate Provost's Office.