UNDERGRADUATE CURRICULUM COMMITTEE - LOWER LEVEL (1000-2000)

Policies and procedures

**Overview**

The Undergraduate Curriculum Committee – Lower Level is a standing committee composed of the Director of the Spanish Language Program and the Course Coordinators of all SPAN 1000 and 2000 level courses being taught. The committee’s core mission is to support the work of the Director of the Language Program in administering the curriculum of the lower-level Spanish language program. The DLP reports to the department Chair.

**Appointments**

The committee is chaired by the DLP, which is a rotating administrative position appointed by the Department Chair (see department bylaws), and formed by the present Course Coordinators of all 1000-2000 level courses. As the Course Coordinators serve on a volunteer basis, term lengths may vary.

**Responsibilities**

The core responsibilities of the Undergraduate Curriculum Committee – Lower Level include but are not limited to:

* Holding regular committee meetings to discuss program matters, primarily curriculum and assessment.
* Regularly gathering feedback from lower-level teaching teams and implementing suggestions.
* Meeting with the Undergraduate Curriculum Committee – Upper Level (3000-4000 level) on matters that involve both programs, at least once per semester.

**Procedures**

* The Undergraduate Curriculum Committee carries out its routine business under the direction of the DLP, who organizes committee meetings and sets meeting agendas in consultation with committee members. Committee meetings will typically take place at the end of each semester in order to plan for the subsequent semester.
* The primary business of the committee is the curriculum and assessment of the Language Program, and decisions regarding specific courses may be made by the appropriate Course Coordinator in consultation with the DLP, without requiring a vote.
* Course Coordinators will gather feedback from their teaching team each semester in the manner that is most convenient to them, whether through a meeting or digitally.
* When matters requiring a vote arise, the DLP will notify committee members and circulate a provisional agenda one week prior to any committee meeting, for comment and/or amendment. All committee members (including the DLP) are entitled to vote on any motion considered by the committee.  Members who cannot attend a meeting will be allowed to cast their vote by emailing the DLP either shortly before or shortly after the meeting. Votes will be taken by a show of hands, unless a member requests that a secret ballot be used.A simple majority is required for a motion to pass. The Department Chair will break any ties.
* The DLP regularly reports on the activities of the committee to the chair and the departmental faculty as a whole.