UNDERGRADUATE CURRICULUM COMMITTEE, SPANISH - UPPER LEVEL

(SPAN 3000-4000)

Policies and procedures

**Overview**

The Spanish Undergraduate Curriculum Committee (UCC) Upper Level is a standing committee composed of the Director of Undergraduate Programs in Spanish and 3/4 other members of the tenured, tenure-track or general faculty teaching at the 3000-4000 level. The committee’s core mission is to support the work of the Director of Undergraduate Studies in administering the curriculum of the undergraduate program in Spanish. The DUP and the UCC members report to the department Chair.

**Appointments**

Committee members are appointed by the department Chair. Members serve staggered two-year terms. After a member serves their term, they must wait two years before serving again, although they may be reappointed sooner at the discretion of the Department Chair.

**Responsibilities**

The core responsibilities of the Undergraduate Curriculum Committee Upper Level in Spanish include, but are not limited to:

* Holding regular committee meetings to discuss program matters.
* Executing special projects directed by the DUP or Department Chair.
* Discussing proposals sent by any faculty member teaching at the SPAN 3000-4000 level on courses lying at those levels, or for proposed modifications to the current major/minor programs in Spanish.
* Discussing proposals for new majors or minors involving Spanish courses.
* Meeting with the Undergraduate Curriculum Committee, Spanish – Lower Level (SPAN 1000-2000 level) on matters that involve both programs.

**Procedures**

* The Undergraduate Curriculum Committee, Spanish – Upper Level (SPAN 3000-4000) carries out its routine business under the direction of the Spanish DUP, who organizes committee meetings and sets meeting agendas in consultation with committee members.
* Proposals are submitted by e-mail to the Department Chair or the Spanish DUP. Proposals are considered at the Spanish UCC level first, and only if they pass will they be brought to faculty meetings for discussion and vote.
* The Spanish DUP is expected to circulate a provisional agenda one week prior to any committee meeting, for comment and/or amendment by committee members. Should the committee take up new business not stated on the agenda, it may not vote on such matters until the next committee meeting, when they will be placed on the agenda ahead of time.
* All committee members (including the Spanish DUP) are entitled to vote on any proposal considered by the committee.  Members who cannot attend a meeting will be allowed to cast their vote by emailing the Spanish DUP either shortly (one day) before or shortly (one day) after meetings. 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 at the Spanish UCC upper level. The Department Chair will break any ties.
* Only if proposals pass the Spanish UCC upper level will they then be considered at the next faculty meeting for discussion and vote. A proposal may pass at the department level with a simple majority of votes by the eligible-voting faculty. Relevant sections of the bylaws for these purposes are quoted below:

-“In matters of curricular design, all T/TT faculty and AGFM will be eligible to vote on the component of the department curriculum to which they regularly contribute through teaching”;

-“the curriculum is to be understood as being divided into four components: graduate (5000+); upper-level undergraduate (4000-4999); intermediate-level undergraduate (3000-3999); and lower-level undergraduate (1000-2999)”;

-“Voting faculty will be eligible to vote on all matters affecting the part(s) of the curriculum in which they regularly teach. This includes, but is not limited to: i. The adoption of new courses. ii. Changes in existing courses that require departmental vote. iii. Curricular requirements, such as the requirements for the PhD program, the major, or the minor.”

* The Department Chair may charge the committee with special projects.
* The Spanish DUP reports on the activities of the committee to the Department Chair, the CAC, and the departmental faculty as a whole on a regular basis. He/she/they may also need to report on committee activities to A&S DUP meetings directly.