Undergraduate Curriculum Committee (UCC) Bylaws

Members
The UCC consists of one representative from each of the five divisions, one representative from the COA Advising office, one representative from the Environmental Design (General) program and the Associate Dean for Instructional Services. All committee members are voting members and the committee will elect a Chairperson from among its membership for each academic year. The Chairperson will set agendas and is responsible for informing the Dean and College Administration about committee activities and decisions.

In general, UCC members are representatives of individual Divisions and are responsible for informing their Division about UCC policies, deadlines, procedures and paperwork required for new courses/programs and/or modifications and deletions to courses/programs.

Purpose and Responsibilities
The committee is an advisory body directly responsible for making recommendations to the Dean for the following College of Architecture matters: reviewing changes to undergraduate programs (majors and minors); substantive and non-substantive changes to undergraduate courses; as well as new courses scheduled to be offered regularly, Intersession, and Dream courses. The objective of the UCC’s review is aimed at identifying curricular issues that affect the College as a whole and providing suggestions and advice to the faculty member(s) about additional resources available through the COA and campus that will assist the faculty/unit in course development.

Procedures and Assumptions
The COA Advising Office will notify the UCC and Division Directors at the beginning of the fall semester the due dates for submission of curriculum change requests.

The UCC reviews: Curriculum changes (course additions/deletions, changes in course sequence, changes in total and core credit hour requirements); Course changes consistent with curriculum changes; New courses scheduled to be offered regularly, Dream, Intersession and Collaborative course proposals. The intent of review is merely to make sure that all University required paperwork and forms are complete and affected parties, e.g. other divisions and the Dean’s office, are aware of changes, prior to submission to various University committees, e.g. the Academic Programs Council.

Review criteria applied to Curriculum Changes, New, Dream and Intersession course proposals include:

a. Does the {course/program change} affect other divisions? How?
b. Has all relevant paperwork been considered/completed?
   *For individual courses (vs. program changes)

c. Is the topical content of the course of interest to students/faculty in other divisions? Is the course open to students in other divisions and students outside of the COA?
d. Is the topical content in the course available through other courses whether in- or outside the division making the proposal?
e. Does the initiative help to facilitate other College initiatives? (collaboration, international programs, competitions, etc.)?
f. How can the UCC further assist the faculty/unit in developing the course?

For curriculum changes, the UCC requires a statement on curricular objectives, a curriculum flow-chart (or similar), as well as list of amended course objectives for the catalog, and draft syllabi for each amended or new course.
For course changes, the UCC requires draft syllabus and signature by Directors (or two or more Directors if proposal comes from different disciplines) under the assumption that the proposal is consistent with the educational and research/creative activity objectives of the unit; Faculty distribution of effort is considered; Course numbers, titles, locations, times offered and resources needed have been considered and finalized at the Division(s) level.

It remains the responsibility of the Division(s) to ensure that the proposal benefits students, the unit(s) have thought about special facility/technology/personnel needs, if the [course/program change] acts as a substitute for other courses, if there is a plan to transition to a permanent course number(s), if it will require any schedule changes, if there is adequate demand for the course, ensuring that University paperwork is completed, and if it meets the objectives of the COA and/or the profession, etc.

Process and Deadlines
For all curriculum and course change proposals, relevant paperwork with Director(s) signatures are due to the UCC three weeks prior to University deadlines. For all substantive and non-substantive changes to courses and programs, all materials should be submitted to the UCC by October 1st to meet the University’s deadline of November 1st for change to go into effect the following academic year.

Upon completion of the review, the UCC will submit to the Dean a brief summary of UCC discussions, the draft syllabus and UCC review form(s) completed by the faculty/unit submitting the request.