

## UNIVERSITY CURRICULUM COMMITTEE OPERATING PROCEDURES

The University Curriculum Committee members work cooperatively as a team for the good of the University and the Committee. To realize this objective, members should attend and participate in all scheduled meetings, and communicate respectfully, openly, and candidly with each other.

### **Committee Officer Responsibilities:**

Chair (Presiding Officer)

- Sets the agenda
- Presides at the meetings
- Communicates the UCC decisions to relevant entities

Vice-Chair (Chair-Elect)

- Assumes all duties and responsibilities of the chair in the absence of the chair

Secretary

- Keeps an accurate record of attendance
- Drafts, in consultation with the committee, the minutes for committee meetings
- Ensures the posting of committee minutes

### **Communication**

- Communicate using a common email list.
- Notify the committee chair and secretary to extend regrets prior to scheduled committee meetings
- Record the results of all action and information items in the UCC meeting minutes
- Report the results of all action items and information to University Senate

### **Duration of Meetings**

- Committee meetings shall be no more than sixty (60) minutes in duration unless otherwise agreed to by a motion to extend the meeting duration

### **Agenda**

- Agenda items will be prioritized by time-sensitivity and not necessarily reflect their relative importance.
- The tentative agenda is distributed to the committee members, by the UCC Chair as early in the week of a meeting as possible and is finalized in consultation with the other members of UCC.
- Drafts of supporting documentation for agenda items are provided to the committee members prior to the meeting whenever possible to encourage and facilitate review prior to the meeting.
- Representatives will be invited to attend UCC meetings for the purposes of discussion and clarification of action items.
- If representatives are not present at the UCC meeting for the purposes of discussion and clarification of action items, action on the proposal may be postponed until a later meeting time.

### **Deliberation and Parliamentary Authority**

- Deliberation is informal until there is a motion for committee consideration in which case Robert's Rules apply.
- The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the University Curriculum Committee in all cases to which they are applicable and in

which they are not inconsistent with the University Curriculum Committee Bylaws, these operating procedures and any special rules of order the UCC may adopt.

### **Quorum & Voting**

- A majority of the committee voting membership shall constitute a quorum.
- Unless otherwise determined by the committee in advance of the vote, a majority vote is necessary for committee approval.
- In all committee votes, the voting threshold is applied to the number of voting members present at the time of the vote assuming the presence of quorum.
- Electronic voting which requires a ballot of the committee as a whole shall be allowed. This process shall be exercised judiciously and only in response to extenuating circumstances.
- Virtual attendance shall be allowed in emergency situations or in response to extenuating circumstances. This process shall be exercised judiciously.

### **Minutes**

- The UCC secretary shall prepare a draft of the minutes of each committee meeting and may request guidance from the committee during a meeting to inform the preparation of this draft.
- This draft of the minutes shall be circulated electronically to the committee for review and approval prior to posting.
- UCC members shall review and approve or suggest revisions to the initial draft of the minutes within 3 business days following the electronic circulation.
- If suggested revisions are offered, the revised minutes are again circulated electronically to the committee for review and approval.
- The UCC secretary facilitates the posting of the minutes as soon as possible after the review process concludes.
- The results of all action items and Informational items shall be included in the minutes.

### **Review and Amendment of Operating Procedures**

- The members of the University Curriculum Committee shall review the operating procedures during the last regularly scheduled meeting each academic year to determine if any changes need to be made. A two-thirds majority of those present when at least a quorum is present must vote for the continuation and/or changes to the operating procedures.