

UCC bylaws (approved by UCC 4/18/24)

**NORTHERN KENTUCKY UNIVERSITY  
CURRICULUM COMMITTEE BYLAWS  
ARTICLE 1:**

**NAME**

The Name of this standing committee of the Faculty Senate is the University Curriculum Committee (UCC).

**ARTICLE II:**

**PURPOSE**

- Section 1: The purpose of the UCC is to process and to recommend approval or disapproval of all policies and procedures related to the curriculum of Northern Kentucky University, with the exception of those policies and procedures that are under the purview of the Chase College of Law.
- Section 2. The UCC will process and recommend approval or disapproval of the following:
  - new courses
  - non-traditional credit courses
  - course changes
  - new programs (majors, minors, certificate programs)
  - new tracks/concentrations/specializations to majors
  - changes in programs (majors, minors, certificates)
- Section 3. The UCC will forward its recommendation for approval to the appropriate office, i.e., the President of the Faculty Senate and/or the Provost.
- Section 4. In conjunction with other bodies (e.g., General Education Committee, Graduate Council), the UCC will process and recommend approval or disapproval of all matters pertaining to General Education, graduate curriculum and remedial work.
- Section 5. The UCC may initiate action on behalf of the faculty regarding curricula and related matters.

**ARTICLE III.**

**MEMBERSHIP**

- Section 1. Regular: The regular membership of the UCC is that specified in the Constitution of the Faculty Senate plus one non-voting representative chosen by the Interdisciplinary Studies faculty. The interdisciplinary representative will be chosen by a committee composed of one member from each of the interdisciplinary programs. Each Independent Program shall have one representative.
- Section 2. The library will appointment a representative to the UCC
- Section 3. Ex officio: The ex officio membership of the UCC are the NKU Registrar and a representative of the Vice Provost for Undergraduate Affairs office.

## **ARTICLE IV:**

### **OFFICERS and DUTIES**

- Section 1. The officers of the UCC are the Chairperson and the Secretary.
- Section 2. Following the election procedure set forth in the Faculty Senate's Constitution Faculty Senate elects the Chairperson of the UCC.
- Section 3. The Chairperson of the UCC will (a) set each meeting's agenda, (b) act as liaison to university committees (including the General Education Committee and Graduate Council), bodies, and administrators in matters relating to curricula, and (c) engage in the other duties specified in the Faculty Senates Constitution.
- Section 4. The Chairperson has the authority to move curricular proposals through the process without a vote as long as the changes are considered to not be curricular in nature (e.g., term changes) or non-substantive typo modifications. Such approvals will be noted with a comment explaining why they bypassed the normal curriculum processor and the Chairperson must make sure such actions are reported to the bodies passed over.
- Section 5. The Chairperson will report to Faculty Senate issues and significant curricular matters to the Faculty Senate.
- Section 6. The members of the UCC shall elect the Secretary. He/she will keep minutes of the meetings.
- Section 7. In the absence of nominations for the Secretary, the Chairperson of the UCC will appoint a member(s) from the UCC to fill the vacant position(s).

## **ARTICLE V:**

### **MEETINGS**

- Section 1. Regular: The UCC will meet the first and third Thursday of the month during the fall and spring semesters at 3:05 pm unless otherwise noted. The UCC chair has the discretion to cancel meetings due to lack of business or request that meetings be held as special email votes when warranted.
- Section 2. Regular: The Chairperson of the UCC will try to post the agenda at least 6 days before a meeting.
- Section 3. Special: The Chairperson of the UCC may call special meetings of the UCC. The UCC members will be notified as far in advance as possible.
- Section 4. Quorum: A simple majority of voting members of the UCC constitutes a quorum.
- Section 5. Approval of an agenda item. Unless otherwise specified herein, the agenda item will be decided by a majority of voting members present.
- Section 6. Recordings: It is not permissible to record meetings on personal apps. If a recording or transcript is desired, a member may request that the Chairperson record the meeting.