Mission Statement and Charter for the Undergraduate Curriculum Committee

Mission

The primary mission of the Undergraduate Curriculum Committee is to consider matters relating to The Citadel’s undergraduate programs.

Charter

I. Membership

A. Representation

Each academic department provides a faculty member to represent the department. If an academic department does not provide a representative, the Executive Committee of the Senate may appoint a representative chosen from the faculty at-large. Academic faculty membership is restricted to tenured or tenure-track faculty members who have been employed at The Citadel for at least one full academic year at the time they begin committee service. In addition to the academic faculty members, the committee shall include one ROTC faculty member selected by the ROTC departments and one undergraduate student (without voting privileges) selected by the Provost. The Registrar serves an ex officio non-voting member.

B. Tenure

Academic faculty members serve three-year rotating terms, staggered so that at all times two-thirds of the committee have a collective memory of past decisions. All other members of the committee serve one-year terms. An academic faculty member may request a second consecutive term; no faculty member may serve on the committee for more than six years consecutively. If a faculty member cannot complete a term, the Executive Committee of the Faculty Senate will arrange for another faculty member to fill the un-expired term. Time spent filling the term of another faculty member will not count toward the "six-year rule" outlined above.

II. Structure

A. Chair

The committee shall have a chair selected by committee vote at its first meeting of each academic year. The term of the chair lasts until the next election. A member may not serve as committee chair for more than three years consecutively. The chair is responsible for scheduling and presiding over committee meetings, representing the committee before outside bodies, and producing an annual report of committee activities.
B. Subcommittees

The committee may form subcommittees to perform specific tasks or to address specific curriculum issues. Subcommittee members do not need to be members of the standing committee. Those subcommittees report their activities to the full committee. The Senate Executive Committee may be asked to help to staff subcommittees.

C. Meetings.

The committee must meet at least twice during the calendar year [once in the Fall and once in the Spring]. The chair must hold a meeting if requested in writing by at least one-third of the voting members. A quorum consists of one-half of the voting membership.

D. Senate Liaison

The committee shall have one member who is a sitting senator on the Faculty Senate. This person will coordinate pertinent information to and from the Faculty Senate. He or she may bring the committee reports and actions to the Senate, or bring another committee member to do so.

III. Activities

III.1 General Activities of Standing Committees

A. Information

The Undergraduate Curriculum Committee gathers, analyzes, and disseminates information relevant to the undergraduate programs at The Citadel. It is authorized to gather information by means of

1. direct request to a college administrative department or activity; an academic department; another standing committee; or any group or association of Citadel faculty, staff or students
2. the development and use of questionnaires and surveys
3. the use of previously published information.

The committee analyzes information through statistical summaries, compilation of written material, or other established methods. The analysis may provide the college with information pertinent to a particular issue, or it may substantiate a recommendation for administrative action.

The committee disseminates information by means of

1) a response (report) to a department or committee based upon a request for information
2) reports generated from within the committee
3) periodic status reports to the college as specified in its charter
B. Annual report

The Undergraduate Curriculum Committee will prepare an annual report to the Faculty Senate each Spring summarizing its activities over the previous academic year. The report must include all decisions of the committee, excluding confidential matters. Copies of this report will be made accessible to all Citadel faculty, staff and students.

C. Other reports

The committee is responsible for the timely dissemination of all reports to the Citadel community. Committee reports shall be made available as directed by the Faculty Senate. Reports may contain recommendations or proposals. For the purposes of gathering information (see above), all reports are to be considered published information.

D. Tasks

The work of the Undergraduate Curriculum Committee consists of a series of tasks -- units of work involving the gathering, analysis, and dissemination of information. The committee assumes tasks through one of the following means:

1. Completion of tasks as articulated in the "Specific Activities" section of this charter.
2. Completion of a report which includes information requested by an administrative department or activity, an academic department, another committee, or the Faculty Senate. Requests of individual faculty members must be made through the Faculty Senate. Students or other individuals may not assign a task to the Undergraduate Curriculum Committee except through one of the above-mentioned bodies.
3. Tasks can be generated from within the committee. Any committee member may request that the committee study a topic or issue within its sphere of interest. The committee may also develop its own long-range projects or studies as part of its ongoing mission.

III.2 Specific Activities of the Undergraduate Curriculum Committee

The committee has charge of all matters concerning the undergraduate curriculum and instruction, including but not limited to:

A. Evaluating proposed changes to the undergraduate college curriculum, e.g., changes to program requirements, new courses, deletion of existing courses, and changes in semester/contact hours. Recommendations to the committee must be presented to the Undergraduate Curriculum Committee in a specific form and format as specified in the committee’s bylaws. After deliberation, the Committee forwards its recommendation to the Faculty Senate.
B. Exploring ways to enhance instruction. In considering this, the committee shall remain sensitive to the fact that recommendations or proposals must comply with the applicable policies of The Citadel for appraising and evaluating faculty performance.
C. Periodically reviewing the effectiveness of the common core curriculum.
IV. Autonomy

To ensure the efficiency and quality of committee work, the committee is granted a degree of autonomy over its own operations. The Faculty Senate liaison will work with the chair to ensure that the lines of communications between the committee and the Faculty Senate remain open.

Upon receiving a request from another college body, the committee will vote to accept or reject the request. A request for information can be rejected for any of the following reasons:

1) The request is unclear; the committee chair will ask the requesting body to clarify any ambiguities and resubmit the request.
2) The committee’s workload is currently too great to perform the task in the requested time frame; the chair will return the request and suggest a date for re-submittal.
3) The task falls outside the scope or sphere of interest of the committee; the chair will ask the requesting body to either submit the request to another committee or (if the task falls within the scope of more than one committee) divide the task between the committees.
4) The committee does not have the resources or the authority to complete the task; the chair will explain which parts of the task cannot be completed, and the requesting body may resubmit a modified request.

V. Amending the Charter

The Undergraduate Curriculum Committee may modify its charter in consultation with the Executive Committee of the Faculty Senate. Proposals for changes in the committee charter come to the Executive Committee which negotiates the changes with the standing committee and with any affected administrative departments. Consensus requests are forwarded to the Faculty Senate for approval. In case of a lack of consensus, competing proposals may be sent to the Faculty Senate for consideration.

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