

# **Galveston Campus Level Undergraduate Curriculum Committee (GV-UCC) Standard Operating Procedures**

## **Mission Statement**

The Galveston Undergraduate Curriculum Committee (GV-UCC) serves as TAMUG's undergraduate curriculum committee and is the college level approval before submission to the TAMU Undergraduate Curriculum Committee (UCC). The GV-UCC will review and approve all undergraduate course additions, modifications and deletions for submission to UCC. The committee will have oversight of the TAMUG course inventory; new undergraduate degree programs and modifications; approval for special topics courses, study abroad courses, short format courses, Writing intensive courses, core curriculum submissions, and international and cultural diversity/cultural discourse offerings. The Committee will report to the TAMUG Chief Academic Officer.

- (1) Membership shall consist of one representative from each Academic Department (Generally the Department Head); one undergraduate student appointed by Student Government Association; and one representative of the Library.

Academic Departments Include: Naval Sciences, Marine Biology, Marine Engineering Technology, Marine Sciences, Maritime Administration, Liberal Studies, Maritime Transportation, College of Engineering at Galveston, and Foundational Sciences.

All of the above members shall be voting members.

The Associate Vice President of Academic Operations or a designated representative shall serve as chair but not have voting privileges. The chair will call meetings, note a quorum, and record votes.

Additionally, a representative from the following committees shall be invited to serve as Ex-Officio, non-voting, members:

- Records
- Texas A&M Maritime Academy (TAMMA)
- Learning Commons
- Graduate Instructional Committee
- Director of Information Services
- Seibel Learning Center

- (2) The GV-UCC shall review all proposed courses, programs, and changes to existing courses and programs at the undergraduate level.
- (3) Items requiring vote include New Courses, Course Withdrawal, Change in Courses and Change in Curricula for the Galveston Campus. This process will include modifications to the Texas Higher Education Coordinating Board course inventory for the Galveston Campus. These items may be approved, not approved, approved with changes, referred to an electronic (e-vote, see item 12) prior to the deadline to submit to College Station UCC, or postponed to a certain time (later in the agenda or another meeting, see item 12). Each item must receive a simple majority from voting members vote to pass.
- (4) The GV-UCC shall meet monthly at a convenient and regular time to ensure all members may attend. At least half (50 percent) of voting members, (refer to (1)), must be in attendance to constitute a quorum. The Department representative or delegate as defined by the department at the beginning of the academic year must be present for agenda items from that Department to be considered. Further, in an effort to foster collegiality any other business impacting a department not present shall not be voted upon unless that department is notified and sends a delegate to vote on the matter.
- (5) All courses must be approved by the GV-UCC before seeking approval such as Writing/Communication Intensive, International & Cultural Diversity, Cultural Discourse, Study Abroad, Short Format, Distance or Core Curriculum courses by respective committees and College Station UCC.
- (6) Letters of support from all academic programs (including letters of support for TAMU courses to TAMUG inventory) affected by curricular changes, such as withdrawal of an existing course, addition of a prerequisite to an existing course, or a proposed new course and /or program shall be provided to GV-UCC by the department bringing the item(s) forward. The GV-UCC will monitor curricular duplication and work to minimize unforeseen consequences of curricular decisions across campus.
- (7) “Stacked” graduate-undergraduate courses will only be considered for approval under exceptional circumstances (e.g., field-based, study abroad courses that offer HIL experiences to a select group of students). The instructor of record must be a member of the Graduate Faculty, and demonstrate how the course advance graduation rate, contributes to strategic goals of the Campus, etc. The

course's syllabus must clearly indicate the additional work required for the graduate students. This can be accomplished by a single syllabus with rigorous graduate activities outlined in the combined syllabus; or by two separate but cross referenced syllabi. In this latter case, both syllabi must be submitted at the same time to the GV-UCC and the Galveston Graduate Instructional Committee (GV-GIC) with representatives from the appropriate Department both informed and prepared to defend the proposals.

- (8) Cross-listed courses require individual sets of approval forms. Adding a cross-listing to an existing course only needs to be considered by the GV-UCC if the course is a new course. For example, on the December, 2010 GV-UCC agenda, JOUR 230 was proposed and approved as a new course and cross-listed with COMM 230, an existing course. Only JOUR 230 was on the agenda for approval since COMM 230 was already an approved course and adding the cross-listing is considered an editorial change. Cross-listed courses should be in compliance with information in the resource section of the Curricular Services Web site.
- (9) Approval of research and problem-based credit hours (285; 485; 484; 291; 491) and exploratory new courses (289; 489) require the GV-UCC approval. However, each Department may have their own intra-Department approval process for such courses through Department-level curriculum committees, department heads, and the Executive Vice President of Academic Affairs and Chief Academic Officer, Associate Provost.
- (10) The GV-UCC shall operate under these rules: Generally, ten working days prior to meeting (e.g., Wednesday prior to a Friday meeting the following week) voting and non-voting members may receive the agenda as a digital file easily searched and, however, all materials will be in CARs necessary to complete an informed review. Agenda items may be added under unusual circumstances such as when coordination with a department off campus is needed. Members must submit comments and suggestions for improvements 72 hours before the GV-UCC meeting in order to constitute a Consent Agenda for items to be considered without discussion. Items on the Consent Agenda designated for approval may be challenged at the meeting by a motion from a Committee Member with a second from a second Committee Member.
- (11) The Chair and Vice-Chair may elect to hold an electronic vote (e-vote) meeting when agenda items are minimal and there are no pending deadlines. An e-vote for a specific agenda item with an extremely tight deadline will be used as deemed appropriate and voted by the committee. E-votes by the committee are

sent to the Secretary for compilation. The Chair and Vice-Chair are notified and the agenda item either passes or fails based on the e-votes received.

- (12) The GV-UCC may vote to postpone voting on an agenda item for various reasons (i.e., no representative present, support letters missing, corrections to form/syllabus, etc.). These items will be considered “tabled” until corrections, etc. are made. Then they will be reconsidered by the GV-UCC.
- (13) Prerequisites for 300- and 400-level courses must contain either a course prerequisite (appropriate sophomore level prerequisites) or if no prerequisites, then junior or senior classification. Reference FS.16.166 posted at <http://www.tamug.edu/AcdemicAffairs/faculty/>.
- (14) Submissions for consideration by the GV-UCC that are not complete or correct by stated GV-UCC standards will be returned by the Chair or her delegate.
- (15) Proposals must include syllabi that adhere and comply with current University minimum syllabus requirements posted at <http://www.tamug.edu/AcdemicAffairs/faculty/> and supporting evidence (see 7). Among considerations the GV-UCC will include in review are: Academic rigor; Consistency with program and university curriculum goals and student learning outcomes; and Adherence to the approved university established syllabus template, including:
  - Appropriate number of weeks in the semester - 14 weeks of instruction with a 15th week of final examinations (which may include presentations).
  - Explicit grading schemes. If more than 10% of any grading scheme is based on participation, the syllabus should explicitly define and outline how the grade is determined. Helpful rubrics can be found under the resources tab on the Curricular Services Web site.
  - Clear reference to student absence rule 7; the Aggie honor code, and ADA requirements.
  - If this course to be delivered off campus or distant, the appropriate documentation must be included.
  - If attendance is justified from a pedagogical perspective, the syllabus should provide the appropriate justification and clarify what consequences absence(s) will have on the course completion. (According to Rule 12.01.99.M2, “Faculty members should evaluate students on the true merit of their academic performance”, so unexcused absences from class should have bearing on the grade only if daily participation is graded or for some other clear pedagogical reason).