**This template is provided to assist committee chairs to satisfy the reporting requirements found in Faculty Senate Bylaws, Article III, Section 2. Please note the following applicable provisions:**

***The Chair of each Faculty Senate Committee shall report at least once each semester to the chair of the Executive Committee regarding the business conducted by the Faculty Senate Committee….***

***It shall be the responsibility of committee chairs to monitor their committee membership’s status and any vacancies (whether occurring by repeated absence, leave of absence, resignation or retirement), and promptly report any occurring vacancies to the Senate leadership.***

**Email completed reports to** [**facultysenate@unt.edu**](mailto:facultysenate@unt.edu)**. Rev. 11-2024**

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***Report to the Faculty Senate Executive Committee* Date:** December 18, 2024

**“x” or circle:** X  **Mid-year report**   **End-of-year report**

**Committee Name**: University Undergraduate Curriculum Committee

**Chair or Co-Chairs:** Natalie Ellis & Courtney Glazer

**Meetings for the term/year:** 9/4, 10/2, 11/6, 12/4

**Membership and Attendance** (year-to-date attendance record):

**These column and row titles may vary based upon the nature of the committee composition. Please highlight names of members missing three or more meetings.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Group Represented, committee office, if applicable** | **Name** | **Department or administrative unit affiliation** | **Term End**  **(if applicable)** | **Meetings Attended** | **Meetings Absent / # Excused** |
| Chair  Group I | Natalie Ellis | CVAD | 2025 | 4 | 0(0) |
| Co-chair  (VPAA designee) | Courtney Glazer | University Accreditation | n/a | 4 | 0(0) |
| Secretary | Tara Carnes  Katy McDaniel | Registrar | n/a | 4 | 0(0) |
| Group I | Esther Sanchez-Courto | SPAN | 2026 | 3 | 1(0) |
| Group II | Bryan Conn | ENGL | 2026 | 3 | 1(1) |
| Group II | Xin Wang | INFO | 2025 | 3 | 1(0) |
| Group III | Hassan Qandil | MEEN | 2026 | 2 | 2(0) |
| Group III | Bibhudutta Rout | PHYS | 2026 | 1 | 3(0) |
| Group IV | Agustin Palao Mendizabal | CACS | 2027 | 4 | 0(0) |
| Group IV | Haley Zettler | CJUS | 2027 | 3 | 1(1) |
| Group V | Tina Mims | MKTG | 2025 | 4 | 0(0) |
| Group V | Jae Webb | MGMT | 2025 | 4 | 0(0) |
| Group VI | Lauren Nunez | EPSY | 2026 | 1 | 3(0) |
| Group VI | VACANT | SOCI | 2026 | 0 | 0(0) |
| Group VII | Jessica Moore | BIOL | 2027 | 4 | 0(0) |
| Group VII | Justin Watts | RHS | 2026 | 3 | 1(1) |
| Group VIII | Scott Tixier | MUJS | 2027 | 0 | 4(0) |
| Group VIII | Jennifer Lane | VOCAL | 2026 | 3 | 1(0) |
| At-Large | Doug Campbell | LIBR | 2025 | 4 | 0(0) |
| At-Large | VACANT |  |  | 0 | 0(0) |
| Administrative Attendees  (Deans or Dean Designees) | Lisa Manriquez\* | CLASS |  | 4 | 0(0) |
| Andy Decaen\* | CVAD |  | 4 | 0(0) |
| Pam Milner | RCOB |  | 1 | 3(0) |
| Lauren Mathews\* | HPS |  | 4 | 0(0) |
| Kristina Bruder\* | CMHT |  | 4 | 0(0) |
| Tracy Everbach\* | JOUR |  | 3 | 1(0) |
| Quortina Phipps | COED |  | 2 | 2(1) |
| Stephanie Ludi | COEN |  | 2 | 2(0) |
| Katie Crowder\* | INFO |  | 4 | 0(0) |
| Susan Watson\* | CACS |  | 4 | 0(0) |
| Mark Montemayor\* | COM |  | 4 | 0(0) |
| Rafael Major\* | HONORS |  | 0 | 4(0) |
| Jill Dawson\* | Library |  | 2 | 2(0) |
| Sarah Eckberg | Registrar |  | 3 | 1(1) |
| Lee Hughes | COS |  | 4 | 0(0) |
| Senate Advisory Designee | Lisa Maxwell | Provost |  | 0 | 4(0) |
| CLASS Advisory Designee | Mike McKay | CLASS |  | 4 | 0(0) |

\*denotes voting dean or designee

**Do any membership positions need to be replaced at this time due to non-attendance or a leave of members? If so, which positions? (This assumes proper notice was provided per the Procedures Manual; example correspondence and explanation of notice may be found in the** [**Committee Chair Tool Kit.)**](https://facultysenate.unt.edu/standing-committees-0)

The Committee Chair Tool Kit looks like it will be an excellent resource. Thanks for sharing it in this report template. As mentioned before regarding the UUCC, membership requires much more than meeting attendance. At this time, we are not concerned about the representation of any group during meetings.

**The Executive Committee establishes charges for each standing committee and may amend them as needed; alternatively, the standing committee may propose amended charges, composition, etc., by making a written proposal and sending to the Faculty Senate office** [**facultysenate@unt.edu**](mailto:facultysenate@unt.edu)**.) Do your committee charges remain relevant? If not, what changes to the charges do you propose?**

The charges for UUCC remain relevant.

**Accomplishments (including items submitted for review or approval to the Executive Committee or Faculty Senate): [bulleted list or narrative]**

The UUCC has an amazing support team in the catalog team from the Registrar’s office. This semester they have made a slight revision to the meeting agenda, which now includes links to each individual Curriculog proposal that will be discussed (rather than a link to a full list of all proposals). This has been a game-changer for committee members and the 100+ other faculty/staff that review UUCC agendas prior to our meetings.

**Ongoing/future projects: [bulleted list or narrative]**

We will continue to fulfill the committee’s charges.