**This template is provided as guidance in assisting committees 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****.**

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***Report to the Faculty Senate Executive Committee* Date:**  May 12, 2021

**“x” or circle:**   **Mid-year report**   **Year-end report**

**Committee Name**: University Undergraduate Curriculum Committee

**Chair or Co-Chairs:** Kimberly Faris, April Prince

**Meetings for the term/year:** September 2; October 7; November 4; December 2; February 3; March 3; April 7; May 5; June 2

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Group** | **Name** | **Dept.** | **Term ends** | **Meetings Attended** | **Meetings Absent (# Excused)** |
| **Senate Appointees** |
| Co-Chair (nonvoting) | Kimberly | Faris |  |  | 8 | 0(0) |
| Co-Chair | April | Prince | MUSIC | 2022 | 8 | 0(0) |
| Group I | Laetitia | Knight | WLLC | 2023 | 7 | 0(0) |
| Group I | Eliza | Au | ASTU | 2023 | 1 | 1(1) |
| Group II | Brea | Henson | LIBR | 2023 | 7 | 0(0) |
| Group II | Donna | Arnold | LIBR | 2021 | 6 | 1(0) |
| Group III | Bibhudutta | Rout | PHYS | 2023 | 0 | 5(0) |
| Group III | Haifeng | Zhang | MEEN | 2023 | 3 | 5(0) |
| Group IV | Jessica | Craig | CJUS | 2021 | 8 | 0(0) |
| Group IV | Glen | Biglaiser | PSCI | 2021 | 6 | 2(0) |
| Group V | Ann | Afflerbach | HTM | 2023 | 7 | 1(1) |
| Group V | Tina | Mims | MLOM | 2022 | 5 | 2(0) |
| Group VI | Lauren | Kelly | EPSY | 2023 | 2 | 3(0) |
| Group VI | Kelley | King | TEA | 2023 | 2 | 3(0) |
| Group VII | Matthew | Painter | SOCI | 2023 | 4 | 2(0) |
| Group VII | Justin | Watts | RHS | 2023 | 4 | 0(0) |
| Group VIII | James | Martin | MRTS | 2021 | 4 | 4(0) |
| Group At-Large | Doug | Campbell | LIBR | 2022 | 6 | 2(0) |
| Group At-Large | Kimberly | Tweedale | ENGL | 2022 | 6 | 2(0) |
|  |  |  |  |  |  |  |
| **Administrative Attendees** |
| CLASS/designee | Eddie | Meaders |  |  | 7 | 1(0) |
| CVAD/designee | Denise | Baxter |  |  | 4 | 4(0) |
| Business/designee | Anna | Sidorova |  |  | 7 | 1(1) |
| PACS/designee | Lauren | Mathews |  |  | 6 | 1(1) |
| Dean CHMT/designee | Christy | Crutsinger |  |  | 7 | 0(0) |
| Journalism/designee | Kim | Keller |  |  | 7 | 1(1) |
| Education/designee | Brian | McFarlin |  |  | 1 | 7(0) |
| Engineering/designee | Nandika | D’Souza |  |  | 2 | 6(0) |
| Information/designee | Katie | Crowder |  |  | 8 | 0(0) |
| New College | VACANT |  |  |  |  |  |
| Music/designee | Kirsten | Broberg |  |  | 7 | 1(0) |
| Honors/designee | Rafael | Major |  |  | 1 | 5(1) |
| Libraries/designee | Laurel | Crawford |  |  | 8 | 0(0) |
| Registrar/designee | Monique | Scales |  |  | 0 | 7(1) |
| OCCC designee | Rebecca | Weber |  |  | 1 | 7(0) |
| COS/designee | John | Quintanilla |  |  | 7 | 1(0) |

**Accomplishments (including items submitted for review or approval to the Executive Committee or Faculty Senate):**

* Reviewed curricular items requiring UUCC approval (new courses/programs and changes to existing curriculum)
* Changed the monthly meeting time to avoid time conflicts with the Executive Committee or Faculty Senate
* Nominated a new Academic Co-Chair, April Prince
* Identified vacant group positions and monitored attendance
* Utilized Zoom for meetings
* Encouraged UUCC faculty discussion about proposals and consultations
* Addressed catalog exception requests by presenting the University processes impacted by changes approved after the annual catalog deadline along with their impact on students
* Clarified dean’s designee voting roles and discouraged the practice of voting proxies during absences of UUCC members

**Ongoing/future projects:**

* Update UUCC information on the Provost’s Curriculum website
* Update committee’s Best Practices document and add content to support new members with guidance on how to review proposals
* Create a Teams environment for the committee’s work during AY 2021-22
* Curriculog curriculum software will have an updated interface in the next few months. Users will experience a new color scheme, new buttons and icons, and location changes of a few features. The overall functionality of the system is notchanging.

**Do your committee charges remain relevant? If not, what changes to the charges do you propose (the Executive Committee establishes charges for each standing committee and may amend them as needed)?**

There are no changes proposed at this time.

**What are the reasons why this committee should continue as a standing committee for the Faculty Senate?**

The UUCC is the primary institutional faculty body that oversees and reviews undergraduate curriculum from an institutional perspective.  The UUCC helps ensure that the University’s curriculum and the processes and procedures by which it is reviewed and approved are consistent and appropriate.  In its work, the Committee is concerned with the academic integrity of the institution and the quality of course and programmatic offerings.  The oversight and review roles recognize that the university’s academic programs are diverse and that this diversity will be reflected in their curriculum.

The UUCC helps ensure that the University “places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty” as required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The committee also plays an important role in course and curriculum development at the University as described in UNT Policy 06.037 Course & Curriculum Development.