UNDERGRADUATE COMMITTEE

*Effective Date: February 13, 2019*

*Authority: Associate Dean for Undergraduate Affairs*

**POLICY STATEMENT**

The Undergraduate Committee oversees undergraduate education administration in the college. The Undergraduate Committee should, at a minimum, hold monthly meetings during the regular academic year (fall and spring semesters), but may cancel meetings or hold additional meetings as necessary and determined by the committee agenda.

**PURPOSE**

The purpose of the CCIE Undergraduate Committee (Undergraduate Committee) is to ensure the highest level of quality among undergraduate programs in the college, provide opportunities for students to take classes in areas of interest within their programs, and ensure students move to a timely completion of their undergraduate degree. The Undergraduate Committee is responsible for making recommendations to the Dean on all college-level policies related to undergraduate education. In addition, the Undergraduate Committee is responsible for approving all curriculum changes to undergraduate programs and for facilitating the development of new undergraduate programs in the college and making recommendations for undergraduate awards as appropriate.

**PROCEDURES**

**Membership.** Each academic department or school within CCIE has one voting representative on the Undergraduate Committee, however all program coordinators (regardless of voting status) are ex-officio members of the committee. The voting member on the Undergraduate Committee will be selected from the program coordinators within a department or school to recognize the department or school on matters requiring a vote. In the case that the voting member is not present at a meeting to cast a vote, a backup voting member may be elected by the department or school program coordinators (alternate voting member). The CCIE Undergraduate Committee meetings are open meetings.

Each department or school must develop procedures to select a voting member and at least one alternate. These names must be provided to the Chair of the Undergraduate Committee no later than the first meeting of the committee each academic year.

The CCIE Associate Dean for Undergraduate Affairs serves as the non-voting chair and member of the committee but will have the final vote in the event of a tie. The Director of the CCIE Office of Undergraduate Affairs also serves as a non-voting ex-officio member of the committee, and the CCIE Accreditation Office serves as a non-voting ex-officio member on the committee.

**Voting.** Each Undergraduate Committee member serving as representative of a department or school has one vote. If an Undergraduate Committee voting member is unable to attend a meeting, the designated
alternate member of the committee representing the academic unit shall attend the meeting and vote in his or her absence.

Quorum. To have a quorum, each meeting must have one-half of committee voting members plus one.

Scope of Responsibilities. The Undergraduate Committee is responsible for ensuring the highest level of quality among undergraduate programs in the college. Therefore, the Undergraduate Committee is responsible for making recommendations to the college dean related to (a) undergraduate policies; (b) curriculum revisions, additions, and deletions; (c) undergraduate student and faculty awards and recognitions; and (d) additional considerations related to undergraduate education as required. Recommendations for modifications to this policy may be made to the Dean by the CCIE Undergraduate Committee.

Approved by:
Pamela S. Carroll
Dean, College of Community Innovation and Education
2/13/19