MISSISSIPPI STATE UNIVERSITY
UNIVERSITY COMMITTEE ON COURSES AD CURRICULA
Amended 09/16/2009
Amended 4/26/2018
Amended 9/2/2022

BYLAWS

ARTICLE I

NAME

The name of the organization shall be the University Committee on Courses and Curricula, hereinafter referred to as the UCCC.

ARTICLE II

PURPOSE

Section 1 The purpose of the UCCC shall be to:

A. Determine if proposed curricula and courses are within the scope of the stated purpose of the university and of the college, school or department concerned.

B. Determine if proposed courses duplicate existing courses.

C. Determine and maintain curriculum and course change policies and procedures.

D. ~~Provide oversight of the University General Education Curriculum~~Review and approve courses for addition to the General Education upon recommended by the University General Education Committee.

E. Recommend changes to the Graduate Council and the Academic Deans Council.

Section 2 The UCCC reports to the Provost and Executive Vice President.

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ARTICLE III

COMPOSITION

The UCCC membership shall include voting faculty members, three voting student members and additional non-voting representatives as listed below.

Section 1 The voting faculty members shall be: elected representatives of their colleges or schools. At the time of the election, the representatives shall be apportioned at the rate of a minimum of one faculty representative per school or college; additional representatives from the college or school shall be determined on the number of full-time equivalent (FTE) teaching faculty members by the following formula: more than 50 FTE, one additional; more than 100 FTE, two additional; more than 200 FTE, three additional representatives. One voting faculty member shall be elected from the faculty of the Meridian Campus.

Section 2 The voting members shall be:

A. Two undergraduate students appointed by the Student Association President.

B. One graduate student appointment by the President of the Graduate Student Council.

Section 3 The non-voting members shall be:

A. A representative of the Registrar's Office.

B. A representative of the Library.

C. The Secretary employed for the UCCC.

D. A representative of the Office of Institutional Research and Effectiveness.

E. A representative of the Information Technology Services.

F. A representative of the Graduate School.

G. A representative of the Center for Distance Education.

H. A representative of the Center for Teaching and Learning.

I. A representative of the University Academic and Advising Center.

J. A representative of the Office of Research and Economic Development.

K. A representative of the Faculty Senate.

Section 4 Apportionment of committee members will be review in 1997 and every five years after that.

ARTICLE IV

APPOINTMENT

Section 1 Each college or school shall forward names of elected representatives to the University Committee on Committees in May of each year. The standard length of appointment will be three years for faculty members, and one year for student members. Non-voting members are exempt from the rotation.

Section 2 If a member wishes to resign, the member shall make the request to his/her Dean. In the event that an unexpired term is vacated, a replacement shall be elected from the affected school or college to complete that three-year term.

Section 3 Members are eligible for re-election.

ARTICLE V

FREQUENCY OF MEETING

Section 1 The UCCC shall meet on a regularly scheduled basis (at least once per month) during Fall and Spring semesters. The dates and time shall be determined at the beginning of the academic year by the Chair, taking into account the schedules of the UCCC members, and placed on the University Calendar.

Section 2 A special called meeting may be held as requested by the UCCC Chair or a majority of the UCCC members.

Section 3 A quorum for the UCCC shall be one-half of the elected members.

ARTICLE VI

OFFICERS

Section 1 The officers of the UCCC shall be a Chair, a Vice-Chair, and a Secretary.

Chair - to preside at all meetings of the UCCC and represent the UCCC to the University. The Chair shall be elected annually at the January meeting by the members of the UCCC. The Chair shall be a current, elected member of the UCCC with a minimum of one year's experience on the UCCC. The Chair's term shall be from July 1 to June 30 of the school year of election. The Chair shall receive 25% released time to perform the duties of the Chair in reviewing proposals, advising colleges and departments concerning proposals, establishing meeting times and agendas, and attending Associate Dean Council meetings. In the event that the Chair cannot preside at a called meeting, the Vice-Chair will serve as the presiding officer.

Vice-Chair - to assist the Chair in the execution of duties related to UCCC. The Vice-Chair shall be elected annually at the January meeting by the members of the UCCC. The Vice-Chair shall be a current, elected member of the UCCC with a minimum of one year's experience on the UCCC. The Vice-Chair's term shall be from July 1 to June 30 of the school year of election. In the event that the Chair cannot preside at a called meeting, the Vice-Chair will serve as the presiding officer.

Secretary - the Secretary shall be a paid employee of the University with responsibility for managing the UCCC office and assisting the UCCC Chair.

Section 2 In the event of a vacancy in the Chair position, the UCCC shall elect an eligible member to complete the vacant term and shall duly report the change to the University Committee on Committees.

~~ARTICLE VII~~

~~UNIVERSITY GENERAL EDUCATION COMMITTEE~~

~~The UCCC Chair shall serve as Chair of the General Education Committee and appoint one representative from each college to serve on the General Education Committee. The committee is responsible for oversight of the assessment of the general education curriculum. The committee also selects the courses to be assessed, reviews the annual general education~~

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~~assessment report and provides recommendations for strengthening the general education curriculum.~~

ARTICLE VIII

AMENDMENTS

These bylaws may be amended by a two-thirds vote of UCCC members. The vote may be taken either at a regular or a called meeting, or through ballot or electronic ballot outside of a regular meeting during a specified voting period. Proposed amendments must be circulated to UCCC members at least two weeks before voting can be conducted. Amendments may be proposed by a majority of UCCC members, by the UCCC Chair, or by an Ad Hoc committee established for that purpose.

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