

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Undergraduate Council

**Regulation and Procedure
Number: URP: 02.120**

Policy Owner: Academic Affairs

POLICY STATEMENT

This regulation and procedure establishes the Undergraduate Council as the delegate body of the undergraduate faculty, to be responsible for reviewing and making recommendations on matters affecting the University's undergraduate programs. The purpose of the undergraduate council shall be to promote excellence in all undergraduate programs.

The rationale for the policy is to establish and formally codify the Undergraduate Council as a standing TWU committee and charge the Council with the responsibilities as outlined in the "Responsibility and Scope" section.

APPLICABILITY

This policy is applicable to TWU Students and Faculty.

DEFINITIONS

None

REGULATION AND PROCEDURE

- I. Responsibilities of the Undergraduate Council
 - A. The Undergraduate Council, acting as the delegate body of the undergraduate faculty, is responsible for reviewing and making recommendations on all matters affecting the University's undergraduate programs. The purpose of the undergraduate council shall be to promote excellence in all undergraduate programs. The departments and/or schools and colleges shall be responsible for support and management of undergraduate programs and the Undergraduate Council shall perform the functions of coordination and review. The responsibilities of the Undergraduate Council include the following areas:

1. Academic policy for undergraduate education.
2. Review proposals for new undergraduate programs.
3. Oversee the Core Curriculum:
 - a. Review and approve proposed core courses.
 - b. Oversee the assessment of the core curriculum.
4. Develop periodic reviews of undergraduate programs in compliance with SACS and the Texas Higher Education Coordinating Board.

B. The Undergraduate Council discharges these responsibilities through the appointment of the following committees:

1. Course Proposal Review Committee. This committee is responsible for reviewing proposals for core courses, and courses applying for designation as (a) global perspectives, (b) wellness, and (c) multicultural/women's studies. Sub-committees are used in each of these three areas. If courses are proposed outside of these three areas, members of the whole committee review and evaluate those proposals.
2. Assessment Committee. This committee is responsible for developing an assessment plan for the core curriculum, reviewing the results of assessment, contributing recommendations for improvement in the core, and periodically re-evaluating the assessment plan and process. The Undergraduate Council will also work with the Council of Chairs and Academic Deans Council for the review of results and suggestions for improvement.
3. Program Review Committee. This committee is responsible for reviewing proposals for new degree programs or certificates, developing a plan for academic reviews of existing undergraduate degree programs on a rotating cycle, and periodically re-evaluating the program review policy and process.
4. Academic Policy Advisory Committee: This committee is responsible for reviewing and making recommendations regarding existing and proposed academic policies that impact undergraduate education.
5. Ad hoc committees may be formed as needed.
6. The Executive Committee consists of the Vice Provost for Undergraduate Studies and Academic Partnerships (ex-officio), the

Council Chair, the Council Vice Chair, and the chairs of the committees. The Executive Committee meets outside of regular Council meetings as needed.

- C. All recommendations of these committees are to be presented to the Undergraduate Council for action. Upon approval by the Undergraduate Council, all policy recommendations will be submitted to the Vice Provost for Undergraduate Studies and Academic Partnerships, who will submit the recommendations to the Provost along with his/her own recommendations. The Faculty Senate will be duly informed of all policy recommendations. All policies are formulated subject to the approval of the Chancellor and President, and the Board of Regents.

II. Procedure

A. Undergraduate Council Representation

Representation - Membership of the Undergraduate Council consists of representatives of the student body, faculty, and administration of Texas Woman's University.

1. Faculty Representation
2. Student Representation
3. Other Representation: Academic Council, Council of Chairs, and Faculty Senate
4. Representatives from the following areas may participate as ex-officio members: Vice Provost for Undergraduate Studies and Academic Partnerships; Institutional Research and Data Management; Student Life; Academic Advising; Enrollment Services; Academic Assessment; Library; Pioneer Center for Student Excellence; Pioneer Center for Faculty Excellence, and Quality Enhancement Plan. Ex-officio members are non-voting members whose work may be affected by the actions of the council, or who could provide helpful input to the council. Representatives from other university entities may attend/participate as ex-officio members, upon approval of the Council.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

None

FORMS AND TOOLS

None

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