



Florida International University

*University Curriculum Committee  
Policies and Procedures Manual*

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## **I. Charge of the Committee**

As provided by the Florida International University (FIU) *Faculty Senate Constitution and Bylaws*, the University Curriculum Committee (UCC) is a standing committee of the Faculty Senate. The UCC shall encourage the incorporation of the goals of the FIU strategic plan into the curriculum. The committee also shall implement established procedures for the review and approval of curriculum proposals, and shall collaborate with the Undergraduate and Graduate councils to make recommendations to the Faculty Senate concerning curricular matters.

## **II. Elections and Membership**

- A. The UCC shall comprise at least one faculty representative from each unit; faculty members shall be elected by the members of their respective units.
- B. The Chair of the Faculty Senate may also appoint Senators to the committee in accordance with Article V(F) of the *Faculty Senate Constitution and Bylaws* (as well as other members), provided that a majority of the committee's membership is elected directly by the units.
- C. The term of membership shall be two years. A unit with a committee member unable to complete the term of membership shall fill the vacancy with another representative able to complete the term.
- D. If an elected member of the committee cannot be present for a meeting, a designated alternate shall attend.
- E. If any unit is not represented at two consecutive meetings, this fact shall be communicated to the appropriate Faculty Senate Steering Committee member, to the respective academic dean and/or director, and to the Chair of the Faculty Senate. The Faculty Senate Steering Committee member shall inform the Chair of the Faculty Senate of the new replacement member and alternate.
- F. The Chair of the Faculty Senate shall be an ex officio, non-voting member of the committee.

## **III. Officers, Duties, and Responsibilities**

- A. A committee Chair and Vice Chair shall be elected at the first meeting of the Fall semester. Should the Chair be unable to fulfill the term of office, the Vice Chair shall assume the duties of the Chair, and a new Vice Chair shall be elected. It is the responsibility of the Chair (or Vice Chair) to:
  - 1. Call and chair meetings and hearings;
  - 2. Communicate as needed with designated personnel in academic units, the Office of the Registrar, of the University Graduate School, and the Office of Academic Planning and Accountability.
  - 3. Sign all course and program proposals on behalf of the committee.
  - 4. Attend Faculty Senate meetings and present curricular motions.
  - 5. In collaboration with Faculty Senate office staff, develop curriculum calendars, and maintain up-to-date curriculum instructions and forms.
  - 6. Complete an end-of-year report detailing committee activities, hearing verdicts, and motions.

- B. A committee Secretary also shall be elected at the first meeting of the Fall semester. It is the responsibility of the Secretary to:
  - 1. Record attendance of committee members;
  - 2. Record minutes of all meetings; and
  - 3. Forward meeting minutes to the Faculty Senate office.
- C. The Chair of the UCC may create a subcommittee to facilitate curriculum reviews. The Chair shall appoint a committee member (to be known as the Chair of the subcommittee) to lead the subcommittee.
- D. At the beginning of each academic year, the Faculty Senate office shall issue a Faculty Senate-approved Curriculum Calendar detailing all proposal submission deadlines and other pertinent dates.

#### **IV. Relationship with Undergraduate and Graduate Councils.**

- A. Undergraduate Council
  - 1. The Undergraduate Council shall hold joint hearings with the UCC in accordance with the processes defined in the Undergraduate Council Policies and Procedures Manual.
- B. Graduate Council
  - 1. The Graduate Council shall be responsible for developing minimum admission criteria and degree requirements for master's, specialist, and doctorate degrees.
  - 2. The Graduate Council shall hold joint hearings with the UCC in accordance with the processes defined in the Graduate Council Policies and Procedures Manual.

#### **V. Guidelines for Review of Proposals for New Curricular Offerings, Changes to Existing Curricular Offerings, and Termination of Curricular Offerings**

- A. In accordance with the Curriculum Calendar, the UCC shall accept proposals for new curricular offerings, and proposals for changes to or termination of existing curricular offerings. The committee also shall accept proposals for new courses, changes to existing courses, and course deletions; these proposals shall be reviewed by a subcommittee, in accordance with the procedures established in Section VI of this University Curriculum Committee Policies and Procedures Manual. Procedures for reviewing new degree program proposals are delineated in Section VII of this University Curriculum Committee Policies and Procedures Manual.
- B. For submission of proposals for new curricular offerings, and proposals for changes to or termination of existing curricular offerings:
  - 1. Faculty members shall submit completed proposals using the appropriate curriculum form. Faculty members shall follow all instructions included in the proposals (e.g., instructions regarding supporting documentation or catalog copy).
  - 2. The university curriculum submission portal shall reflect all submissions and the current status of approval.

3. All proposals shall be approved first by the department Chair, the unit-specific Curriculum Committee, and the Dean of the unit. Such approval shall indicate that the unit can fund the request, that adequate library and/or laboratory resources are available, and that the request is acceptable to that unit.

C. Committee's Action After Receiving a Proposal

1. If, within two weeks after the bulletin publication date, the committee receives no objections, and if the UCC approves the proposal contained in the bulletin, it shall present a motion to the Faculty Senate as approved. Hearings for new programs are scheduled by the UCC in conjunction with the Undergraduate or Graduate councils. All parties shall be informed of the time and place of the hearing through the university's electronic curriculum system.
2. The recommendations of the UCC, the Undergraduate Council, and the Graduate Council shall be presented to the Faculty Senate.
3. After the proposal is signed by the Chair of the UCC, the Chair of the Graduate or Undergraduate Council, and the Chair of the Faculty Senate, course proposals and undergraduate proposals are submitted directly to the Provost's designee for approval. Graduate proposals must first be approved by the Dean of the University Graduate School (or designee) before submission to the Provost's designee.

D. Procedures for Objections

1. Any faculty member, department, division, or unit that objects to a proposal shall notify the UCC of the objection in writing. Objections must be specific and relevant.
2. Objections to all course and program proposal shall be resolved between the parties involved whenever possible.
3. If the parties involved are unable to reach a resolution, the UCC, Graduate Council, or Undergraduate Council shall schedule a hearing to discuss the proposal. After a full and open discussion of all positions, the committee shall render a decision, taking one of three possible actions on proposals:
  - i. Recommend approval;
  - ii. Recommend denial; or
  - iii. Recommend approval, pending revisions as specified or removal of the objection

**VI. Guidelines for Review of Proposals for New Courses, Course Changes, and Course Deletions**

- A. To aid the work of the committee, the Chair of the UCC shall convene a subcommittee to review proposals for new courses, course changes, and course deletions.
- B. Changes in the number of credit hours for an existing course shall reflect that:
  1. Current credit hours are insufficient for coverage of existing course content, or
  2. Current credit hours exceed the number of hours necessary to cover existing course content and shall include a justification that there has not been a major change in course content which would necessitate the submission of a new course proposal form.

- C. All new and revised course proposals shall include a course syllabus in accordance with the guidelines delineated in FIU Policy 300.010 Course Syllabus Requirements.
- D. In circumstances requiring consultation between two or more academic units, a memorandum or email stating the results of such consultation shall be attached to the new course proposal form.

The UCC shall encourage development of coursework and programs necessary to the implementation, maintenance, and evolution of strong academic programs at all levels: baccalaureate, master's, specialist, and doctoral. However, where apparent substantial overlap of course content at any level is created by the proposal of new courses, it shall be the responsibility of the program or unit making the proposal to consult with the appropriate units, to minimize such overlap, before approval may be considered.

Furthermore, in the matter of proposed courses not presently offered by any unit within the university, it is the responsibility of the program or unit making the proposal to demonstrate that it is the appropriate unit to offer such coursework.

- E. In cases of jointly listed courses or other interdisciplinary requests, approvals shall be obtained from all units concerned.
- F. If a course being changed or deleted is a core course for programs other than the unit offering the course, this shall be noted on the Course Change/Deletion Form. The unit submitting the proposal shall include the other unit's/department's written acknowledgment of the change.

## **VII. Guidelines for Review of Proposals for New Degree Programs**

- A. New degree proposals shall comply with the stipulations of FIU Policy 350.010 and Procedure 350.010a Authorization of New Academic Degree Programs and Other Curricular Offerings, which is readily available on FIU's online Policies and Procedures Library. Program proposal forms are available on the FIU Office of the Provost website.
- B. Committee's Action after Receiving Proposal
  1. Hearings shall be scheduled for new program proposals. The date, time, and place of each hearing shall be circulated to all faculty through the electronic curriculum system.
  2. Any member of the university community may speak in favor of or opposition to a proposal.
  3. The committee shall evaluate each proposal using the following criteria.
  4. The decision shall be submitted to the Faculty Senate. Revisions and rejections shall be documented by the committee.
  5. The Faculty Senate shall vote on the committee's, the Undergraduate Council's, and/or the Graduate Council's recommendation prior to submission of the proposal to the university administration.

## VIII. Hearings Table

<b>Curriculum Review Responsibilities</b>				
<i>Type of Proposal</i>	<i>University Curriculum Committee</i>	<i>Under-graduate Council</i>	<i>Graduate Council</i>	<i>University Curriculum Committee: Course Review Subcommittee</i>
<b>Undergraduate Proposals</b>				
New Undergraduate Degree*	✓	✓		
New Undergraduate Major*	✓	✓		
New Undergraduate Track*	✓	✓		
New Undergraduate Certificate	✓			
New Minor*	✓	✓		
New Accelerated Degree Pathway	✓			
Degree Program Termination*	✓	✓		
Termination of Accelerated Degree Pathway	✓			
New Undergraduate Policies		✓		
New Undergraduate Course				✓
Undergraduate Course Deletion				✓
Changes to Undergraduate Degree	✓			
Changes to Undergraduate Major	✓			
Changes to Undergraduate Track	✓			
Changes to Undergraduate Certificate	✓			
Changes to Minor	✓			
Changes to Accelerated Pathway	✓			
Changes to Undergraduate Policies		✓		
Undergraduate Course Change				✓
<b>Graduate Proposals</b>				
New Graduate Degree*	✓		✓	
New Graduate Major*	✓		✓	
New Graduate Track*	✓		✓	
New Graduate Certificate	✓			
New Joint/Combined Degree Pathway	✓			
Degree Program Termination*	✓		✓	
Termination of Joint/Combined Degree Pathway	✓			
New Graduate Policies			✓	
New Unit-Specific Admissions Requirements*			✓	
New Graduate Course				✓
Graduate Course Deletion				✓
Changes to Graduate Degree	✓			
Changes to Graduate Major	✓			
Changes to Graduate Track	✓			
Changes to Graduate Certificate	✓			
Changes to Joint/Combined Degree Pathway	✓			
Changes to Graduate Policies			✓	
Graduate Course Change				✓

\*Proposal requires a hearing.

**Version History**

04/18/2023 Revisions approved by Faculty Senate

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