

Bylaws of the Undergraduate Council Texas Woman's University

Approved by Undergraduate Council March 29, 2023

- I. Responsibilities of the Undergraduate Council
 - A. Review proposals for new undergraduate programs
 - B. Oversee the Core Curriculum
 1. Review and approve proposed core courses and courses for the Global Perspectives graduation requirement
 2. Oversee the assessment of the core curriculum
 - C. Develop periodic reviews of undergraduate programs in compliance with SACS and the Texas Higher Education Coordinating Board
 - D. Assist in improving retention, serving to develop retention tools, and assessing progress on retention

- II. Membership
 - A. Representation/Terms - Membership of the Undergraduate Council consists of representatives of the student body, faculty, and administration of Texas Woman's University.
 1. Faculty Representation
 - a) Core-related seats will comprise representatives from each of the core curriculum's 8 Foundational Component Areas, plus 2 seats for the Component Area Option (one representing Wellness; the other, Women's Studies), for a total of 10 Core seats. Representatives should come from departments that teach and assess the associated area within the core curriculum. Unexpired terms that started under the previous bylaws will continue until resigned or the terms are completed.
 - (1) Foundational Component Areas and Component Area Option
 - Communications
 - Mathematics
 - Life & Physical Sciences
 - Language, Philosophy, & Culture
 - Creative Arts
 - American History
 - Government & Political Science
 - Social & Behavioral Sciences
 - Component Area Option (1 Wellness; 1 Multicultural Women's Studies)
 - b) One representative will come from departments that teach at least one course approved for the Global Perspectives graduation requirement.

c) Each college will have a percentage of the 20 non-Core faculty seats equal to the college's percentage of total campus undergraduate semester credit hour (SCH) enrollment, to be re-assessed every three years. Each college's share of the non-Core seats will be reduced by 1 for every Core and/or Global Perspectives seat it already has, to a minimum of three non-Core seats per college.

c) Regardless of the numbers generated above, no college shall have fewer than 3 representatives.

(1) Members serve three-year terms.

(2) Members may serve for a limit of two consecutive full terms, but may be reelected after time spent off of the council. Only three years of service on the council constitutes a full term.

(3) Terms of office are staggered, with approximately one-third of the representation changing each year.

2. Student Representation

a) The Office of Curriculum & Strategic Initiatives shall select two undergraduate students from two different colleges to serve on the council.

b) Student members serve a one-year term.

3. Other Representation

a) In addition to Core and non-Core seats, the Council will include a single representative selected from each of the following: Academic Council, Council of Chairs, and Faculty Senate.

b) The representative serves a one-year term, with a maximum of two consecutive terms, and is elected from within their respective entities.

4. Representatives from the following areas may participate as ex-officio members: Vice Provost and office staff, Curriculum & Strategic Initiatives; Immediate Past Chair of the Undergraduate Council, Institutional Research and Data Management; Student Life; Academic Advising; Enrollment Services; Registrar, Academic Assessment; Library; Pioneer Center for Student Excellence; Center for Faculty Excellence; office of Teaching and Learning with Technology; 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.

B. Elections/Appointments

1. Elections or appointments of college representatives to the Council take place by the end of April for the following academic year. Elections or appointments are conducted by each college or group upon request from the Council to fill future vacancies in council membership.

2. Should a member's service to the Council be discontinued during the academic year, a representative may be appointed by the Dean of the respective college to fill the vacancy until a new representative is elected.

3. Should a member fail to fulfill a full three-year term, a new representative is elected or appointed by the respective college to serve the remaining portion of the term.

4. Every full-time faculty member teaching undergraduate courses is eligible for election/appointment.
5. Consideration for election or appointment should be given to inclusion of members from all campuses.

III. Officers

- A. Officer elections/selections for the upcoming year occur at the last council meeting of the current academic year. The Council shall elect a Chair and Vice Chair from the body of the council by majority vote. Only those with at least one year of previous service on the council are eligible to be elected to the office of Chair.
- B. All officers serve one-year terms with a five-year limit of consecutive service.
- C. The Chair does not vote except in the case of a tie (as referenced in Section IV, par H below). The Vice Chair is a voting member of the council.
- D. The outgoing Chair will be responsible for ensuring a smooth transition with the incoming Chair.
- E. In the absence of the Chair, the Vice Chair will serve in this position.
- F. If the Chair resigns or leaves the university, the Vice Chair will assume the position of Chair for the duration of the academic year, and a new election will be called for the position of Vice Chair.

IV. Meetings

- A. Council meetings are normally held once per month from September through the following April (omitting the month of December).
- B. Additional meetings may be called by the Executive Committee or upon a written petition of at least five members of the council.
- C. A quorum for meetings is a simple majority of the voting membership.
- D. The Executive Committee sets the agenda. Agenda items are distributed to the council at least two business days prior to the meeting. An “other business” item will always be included on the agenda.
- E. Vote by proxy is permissible when cast by an eligible alternate from the council represented by the elected member. The elected representative must inform the chair of the proxy designation.
- F. A Council member who cannot be present may send a substitute. The substitute may participate in the meeting but does not have voting privileges. The elected representative must inform the chair of the substitute prior to the meeting.
- G. All Undergraduate Council meetings are open but limited by room size.
- H. When a quorum is present, proposals pass when a simple majority votes in favor. In the event of a tie, the discussion is postponed for a revote at a later meeting. If there is still a tie, the Chair of the Council votes.
- I. It is essential that members regularly attend meetings: therefore, if a member is absent without notice/substitute three times in a calendar year, the Dean of his/her college is notified that a replacement is needed.
- J. For all other matters of the Council, the rules contained in the current edition of *Robert's Rules of Order* shall govern the proceedings.

V. Committees

- A. The Council has an executive committee.
 - 1. The Executive Committee consists of the Vice Provost, Curriculum & Strategic Initiatives (ex-officio), the Council Chair, the Council Vice-Chair, and the chairs of the committees.
 - 2. The Executive Committee meets outside of regular Council meetings as needed.
- B. After an initial organization period, the standing committees are:
 - 1. Course Proposal Review Committee. This committee is responsible for reviewing proposals for core courses, and courses applying for global perspectives designation.
 - 2. Assessment Committee. This committee is responsible for evaluating assessment reports related to core curriculum, graduation requirements, and student success initiatives, providing critical feedback to administrative departments and academic component areas, with a goal of impacting overall student learning success. The committee will utilize research and best practices to recommend appropriate modifications in collaboration with the Council of Chairs, Faculty Senate, Academic Council, and other undergraduate council committees.
 - 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 current and proposed undergraduate academic policies, conducting research as necessary, and proposing recommendations for revision of existing policies and proposing new policies.
 - 5. Ad hoc committees may be formed as needed.
- C. The council annually assesses its projected duties and may create additional committees to fulfill any needs.
- D. The Chair and Vice-Chair of Undergraduate Council shall be elected in the Spring semester to ensure a smooth transition.
- E. One week before the first Fall General Meeting of Council, all newly joining members of Council will be sent a Committee Interest Form by the office of Curriculum and Strategic Initiatives, ranking each Committee from Least to Most Interest. Before the first General meeting, the Executive Committee assigns committee memberships and chairpersons, taking these preferences into consideration.
- F. Chairpersons for committees must be voting members. If a Committee Chair leaves Council during or at the end of an Academic Year, a new Chair will be elected by that Committee from its own members with remaining Council terms. If no member is willing to serve as Chair, a new Chair will be designated by the Executive Committee. In the event that a Chair cannot be found, an ex-officio member or Executive Committee member may serve to temporarily coordinate a committee until a qualified Chair is found.

- G. It is essential that members fulfill the responsibilities of their committee work. Therefore, if a member demonstrates a pattern of failing to participate in committee activities, the Chairperson of the committee will notify the Chair of the Undergraduate Council who will then notify the Dean of the member's college that a replacement may be needed.
- H. Committee Procedures and Reporting Guidelines
1. Committee meetings need a quorum (as defined in section IV, par. C) present to make decisions on proposals.
 2. Course Proposal Reviews
 - a) When reviewing courses proposed for the core curriculum or Global Perspectives, this committee evaluates proposals based on the submitted syllabi for the courses, judging whether the established learning outcomes are adequately presented, taught, and tested.
 - b) Current rubrics are used for course approval; they must be filled out for each course reviewed and sent to the Office of Curriculum and Strategic Initiatives for distribution to departments and archiving [SACS requirement].
 - c) Committees may seek clarifications/revisions for proposed courses directly from departments submitting them prior to their being presented to the council.
 - d) If a course is not approved by the committee, committees will provide feedback to the submitting department to aid them in resubmission of the course.
 3. New degree programs are evaluated using the Texas Higher Education Coordinating Board Standards for Bachelor's and Master's Programs. New certificate programs are reviewed according to university standards and guidelines.
- I. All recommendations of these committees are to be presented to the Undergraduate Council for action. When no objections are presented, the council votes to ratify the committees' recommendations. When recommendations are approved, they are implemented or sent to the Provost for approval and implementation.
1. Upon approval by the Undergraduate Council, course approvals are submitted to the Vice Provost, Curriculum & Strategic Initiatives for acceptance.
 2. New degree programs are submitted to the Vice Provost, Curriculum & Strategic Initiatives, who submits the recommendations with his/her own recommendations to the Provost, then the Board of Regents and finally the Texas Higher Education Coordinating Board for final approval.
 3. Existing undergraduate program reviews follow the plan developed by the Undergraduate Council and state requirements.
 4. Core Curriculum assessment follows the institutional effectiveness plan developed by the Undergraduate Council.
- J. Responsibilities of the Vice Provost for Curriculum & Strategic Initiatives, to the Undergraduate Council

1. The Office of Curriculum & Strategic Initiatives provides administrative support for the Undergraduate Council and maintains its records and website.
2. The Vice Provost for Curriculum & Strategic Initiatives serves as ex-officio member on the Executive Committee and coordinates meetings of the Undergraduate Council.
3. The Vice Provost for Curriculum & Strategic Initiatives, works with the Undergraduate Council in developing policy recommendations (including plans for core assessment and program reviews), reviewing proposed programs, coordinating reviews of existing programs, and overseeing the assessment the core curriculum. The Vice Provost for Curriculum & Strategic Initiatives, prepares and presents reports on the effectiveness of the core curriculum and participates in developing recommendations for improvements based on assessment.
4. Upon approval by the Undergraduate Council, all policy recommendations are submitted to the Vice Provost for Curriculum & Strategic Initiatives, who submits the recommendations to the Executive Vice President for Academic Affairs and Provost along with his/her own recommendations. All policies are formulated subject to the approval of the Chancellor and President and the Board of Regents.
5. Upon approval by the Executive Vice President for Academic Affairs and Provost others when needed, the Vice Provost for Curriculum & Strategic Initiatives, is responsible for distributing, interpreting, and implementing the approved policies of the Undergraduate Council.

VI. Amendments

- A. Amendments to the bylaws and any other major proposals (other than course or program approvals) have a first and second reading before the Undergraduate Council. A majority approval at the first reading allows the proposal to advance with recommended adjustments. The proposal then passes with a two-thirds majority vote at the next meeting (second reading).
- B. Proposed amendments must be distributed to all members at least one week before the first reading.