

Undergraduate Curriculum Committee Operating Code

Article 1 – Objective and Purpose

The Applied Physiology & Kinesiology Undergraduate Curriculum Committee (APK-UCC) reviews all new and revised undergraduate academic program and/or course changes and makes recommendations to the college curriculum committee for final decision.

Article 2 – Membership

The Undergraduate Coordinator, as appointed by the chair of the department, serves as the chair of the APK-UCC. At least one academic advisor, the internship coordinator, and the chair of the department serve as ex-officio members. All other members are appointed annually by the chair of the department. All members, including ex-officio members, can and should discuss/debate, propose motions, and vote. The body of this committee should include representatives from both tenure-track and non-tenure-track faculty. There must always be an odd number of members.

Article 3 – Terms of Service

Members of the APK-UCC serve a minimum of two consecutive academic years. The chair serves for the duration of their term as the APK Undergraduate Coordinator.

Article 4 – Responsibilities

Members should attend all meetings, work collaboratively outside of meetings when needed to serve the mission of the committee, and provide detailed feedback on all proposals brought to the committee. Members are expected to review, provide feedback on, and approve meeting minutes. In accordance with the APK Departmental Operating Code, it is the responsibility of this committee to make recommendations to the faculty regarding the undergraduate curricula of the department, including the requirements for entrance into and graduation from the department within the parameters set forth by the college and university; approving changes made to the undergraduate curriculum; and evaluating existing undergraduate programs.

Article 5 – Officer and Duties

The chair is the sole officer of the APK-UCC. The chair is responsible for establishing meeting times and locations; setting the agenda based on all submitted curricular items and input from the faculty, staff, and committee members; conducting meetings; and taking/sending out meeting minutes. The chair is responsible for updating the faculty on revisions to the undergraduate curriculum, collecting votes on recommendations put forward to the faculty regarding the undergraduate curriculum, and proposing faculty-approved curricular items to the college curriculum committee.

Article 6 – Meetings

The APK-UCC meets monthly in fall and spring semesters in accordance with the college and university curriculum committees. Meetings may be called by any member to discuss an item of concern or interest. Any member of the committee or of the APK faculty may add items to the agenda for consideration at meetings by submitting an electronic request to the chair of the committee. Meetings will typically take place in-person, but discussion and decisions can take place electronically when necessary. Items being voted on by the committee will be approved with a simple majority. In accordance with the APK Operating Code, meeting participants will fully participate in discussion, display mutual respect for individuals and ideas, and adhere to the principles of ethical conduct in such a way as to create an environment of trust.

Article 7 – Amendments

Amendments to this operating code may be proposed by any APK-UCC member. Amendments will be presented to the committee with an appropriate rationale for review. A majority vote by all committee members AND approval by the chair of the department will be required for approval.

Approved by APK-UCC and APK Department Chair: 10/4/17

Approved by APK Faculty: 02/19/18