Bylaws of the
University Undergraduate Core Committee (UUCC)

Version: 3.0 Responsible University Official: Provost

Effective Date: July 1, 2019

1.0 Introduction

In September 2016, a Task Force on the University Core Curriculum and Shared Undergraduate Experience was formed jointly by the Faculty Senate and Provost. The Task Force worked throughout the 2016-2017 academic year studying institution-wide learning outcomes, core curricula, and related governance structures at SLU, at our sister Jesuit institutions, and at other colleges and universities throughout the nation.

The Task Force’s final report to the Provost and Faculty Senate, submitted on May 5, 2017, included a proposal to establish a University Undergraduate Core Committee (UUCC) at SLU. Generally supportive of that proposal, the Provost formally created such a committee, and hereby codifies the establishment of the UUCC as a standing committee part of the shared academic governance structure at SLU.

NOTE: Related to but separate from the establishment of this committee is the Provost’s establishment of the Director of the Core position; a description of the Director of the Core position is attached as an appendix to these Bylaws.

2.0 Committee Definition & Scope

The University Undergraduate Core Committee (UUCC) is the academic governance body responsible for the development, implementation, assessment and revision of the University Undergraduate Core, including:

- The University Undergraduate Core Learning Outcomes
- The University Undergraduate Core (both curricular and non-curricular requirements that fulfill the undergraduate core learning outcomes)
- The related policies and procedures that govern the University Undergraduate Core.

In addition, the UUCC will coordinate with campus partners regarding co-curricular programming and support services directly related to and/or integrated with a University Undergraduate Core (including but not limited to: academic advising, mentoring, learning communities, tutoring, academic support programs, and other core-related initiatives integrating/bridging Academic Affairs and Student Development).

3.0 Committee Role in Shared Governance Structure
The UUCC is a standing committee established by the Provost. The UUCC will solely govern the University Undergraduate Core (and related policies, as defined above), while UAAC will solely govern all non-Core curricula (and related policies, per current UAAC Bylaws).

NOTE: Until the new, University Undergraduate Core is approved and implemented, UAAC will continue to govern changes to existing undergraduate core curricula; additionally, throughout any transition period during which the existing core curricula are still required for some classes/groups of students, UAAC will continue to govern those curricula.

Like UAAC and GAAC, the UUCC is administratively housed in and governed by the Office of the Provost.

4.0 UUCC Composition & Terms of Service

The UUCC shall be composed of 23 faculty, administrators and students designated either by virtue of their position (ex-officio) or elected/appointed as representatives of particular unit constituencies. The committee will be chaired by the Director of the Core (a position reporting directly to the Provost). The Administrative Assistant to the Core will serve as the permanent Secretary of the Committee.

Faculty representatives are selected based on their established disciplinary expertise; their ability and willingness to participate in shared deliberation for a common, University-wide educational good; their significant experience in undergraduate education; and their passion for excellence in undergraduate education. The table below details the composition of the committee:

<table>
<thead>
<tr>
<th>Members</th>
<th>Member Status</th>
<th>Term</th>
<th>Voting Rights?</th>
<th>Appointment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of the Core (Chair)</td>
<td>Ex-Officio</td>
<td>Permanent</td>
<td>No</td>
<td>Per Position</td>
</tr>
<tr>
<td>University Registrar</td>
<td>Ex-Officio</td>
<td>Permanent</td>
<td>No</td>
<td>Per Position</td>
</tr>
<tr>
<td>Faculty Representative, University Libraries</td>
<td>Representative</td>
<td>Three-Year</td>
<td>No</td>
<td>Per Library Policies</td>
</tr>
<tr>
<td>SGA Representative</td>
<td>Representative</td>
<td>One-Year</td>
<td>No</td>
<td>Per SGA Policies</td>
</tr>
<tr>
<td>Division of Student Development Representative</td>
<td>Representative</td>
<td>Permanent</td>
<td>No</td>
<td>Per VP Student Dev</td>
</tr>
<tr>
<td>Assoc. Dean UG Education, College of Arts &amp; Sciences</td>
<td>Ex-Officio</td>
<td>Permanent</td>
<td>No</td>
<td>Per Position</td>
</tr>
<tr>
<td>Asst. Provost for Assessment &amp; Accreditation</td>
<td>Ex-Officio</td>
<td>Permanent</td>
<td>No</td>
<td>Per Position</td>
</tr>
<tr>
<td>Faculty Representative, Madrid Campus</td>
<td>Representative</td>
<td>Three-Year</td>
<td>No</td>
<td>Per Madrid Policies</td>
</tr>
<tr>
<td>Jesuit Community Representative</td>
<td>Representative</td>
<td>Permanent</td>
<td>No</td>
<td>Per Provost</td>
</tr>
<tr>
<td>Humanities Division Faculty Representatives (2), College of Arts &amp; Sciences</td>
<td>Representative</td>
<td>Three-Year</td>
<td>Yes</td>
<td>Per CAS Policies</td>
</tr>
<tr>
<td>Social Sciences Division Faculty Representatives (2), College of Arts &amp; Sciences</td>
<td>Representative</td>
<td>Three-Year</td>
<td>Yes</td>
<td>Per CAS Policies</td>
</tr>
<tr>
<td>Natural Sciences Division Faculty Representatives (2), College of Arts &amp; Sciences</td>
<td>Representative</td>
<td>Three-Year</td>
<td>Yes</td>
<td>Per CAS Policies</td>
</tr>
<tr>
<td>At-Large Faculty Representative, College of Arts &amp; Sciences</td>
<td>Representative</td>
<td>Three-Year</td>
<td>Yes</td>
<td>Per CAS Policies</td>
</tr>
<tr>
<td>Faculty Representative, Cook School of Business</td>
<td>Representative</td>
<td>Three-Year</td>
<td>Yes</td>
<td>Per JCSB Policies</td>
</tr>
</tbody>
</table>
With the UUCC chair’s advance approval, UUCC members may invite other faculty, staff, students or guests to attend committee meetings as non-voting consultants to offer expertise as needed.

The elected/appointed faculty representative members of UUCC are elected for three-year terms, up to a maximum of three terms (consecutive or non-consecutive). Terms will be staggered; during the committee’s inaugural year (2017-2018), half of the faculty representatives will be appointed randomly to two-year terms, with subsequent terms (including renewals) being three-years.

Annual terms of membership are defined by the dates of each academic year, starting with the Fall semester.

UUCC members are responsible for communicating regularly with their represented constituencies about proposals and related UUCC activity.

### 5.0 Policies & Processes

This section will be revised once a University Undergraduate Core is approved in order to fully operationalize the components of the core.

All proposals for changes to the University Core Student Learning Outcomes, University Undergraduate Core, and/or related academic policies/requirements must be submitted and approved by members of the UUCC.

An agenda will be sent prior to each meeting. Only committee members may add items to the agenda.

All proposals requiring a vote will be listed on an agenda, disbursed, and publicly published no less than 3 days in advance of the meeting in which the vote will occur.

A quorum for the UUCC will be 11 of the voting members; for a proposal to pass it must garner at least 9 affirmative votes. Members may vote in-person or through synchronous technology (e.g. telephone, Skype). Voting by email may be used at the discretion of the UUCC Chair. Proxy voting is not allowed.

All proposals will be deemed either non-material or material. The determination of what changes are non-material or material is made by the UUCC, via a process it determines appropriate.

**Non-Material Changes** require no additional approval beyond UUCC.

**Material Changes** are further approved via the following process:
1) Proposals are sent to each college/school that grants baccalaureate degrees [excluding the College of Philosophy and Letters] for approval by the faculty of each college/school in a manner determined by the college/school (e.g., by the faculty as a whole, or by a faculty governance committee/faculty council).
   a) Should the faculty of a college/school reject a proposal, an explanation and suggestion for amendment must be provided to the UUCC. The UUCC will then work to secure approval by any outstanding colleges/schools or amend the original proposal.
   b) Amended proposal(s) will be resubmitted to each college/school for approval.
2) If approved by all colleges/schools, proposals will advance to the Council of Academic Deans and Directors for approval.
3) If approved by CADD, proposals will advance to the Provost as recommendations for final approval.
   a) Should Board of Trustees approval be required (as determined by the Provost), the Office of the Provost will advance such proposals to the Board.

The UUCC Chair may choose to adhere to the most recent edition of Roberts Rules of Order to govern UUCC parliamentary procedure.

The UUCC may establish short-term task forces and/or standing sub-committees to facilitate its work. The UUCC Chair may also request faculty, staff, and/or students with particular expertise and/or experience to serve on any such sub-component of the Committee.

### 6.0 Meetings

The regular schedule of meetings will be determined by the UUCC Chair.

Meetings may be called as needed by the UUCC Chair.

As possible, all UUCC meetings will be accessible via videoconferencing software (e.g., Skype).

### 7.0 Bylaw Amendments

Proposed amendments to these Bylaws may only be submitted by members of the UUCC or the Provost.

Proposed amendments must be submitted to the UUCC Chair in writing one month before consideration and will be forwarded to all members at least two weeks prior to voting.

1) A quorum for the UUCC will be 11 of the voting members; for an amendment to pass it must garner at least 9 affirmative votes.
2) If approved by UUCC, an amendment will advance to the Council of Academic Deans and Directors for approval.
3) If approved by CADD, an amendment will advance to the Provost as a recommendation for final approval.

### 8.0 Approvals
This document was:
1. Approved by CADD: 12-13-17
2. Approved by Provost: 12-13-17
3. Amended by UUCC: 1-23-18
4. Approved by CADD: 3-21-18
5. Approved by Provost: 3-21-18
6. Amended by UUCC: 2-5-19
7. Approved by CADD: 3-20-19
8. Approved by Provost: 3-20-19