

# Liaisons to Other Standing Committees with Curricular Authority

## University Curriculum Committee

### **Purpose of UCC liaisons:**

The liaisons help to coordinate Elon's various curriculum committees by keeping the UCC informed about their work. (See Faculty Bylaws: the UCC serves as the coordinating committee of the elected standing committees that deal directly with the curriculum [Section 1-5, Section 10]). The Bylaws further stipulate that members of the UCC may ask to review and vote on any decision made by the SDCC's. (See item 6, below.) Hence, the UCC must keep informed about SDCC actions. Liaisons also inform other standing committees with curricular authority of UCC discussions and actions that may affect them, and they provide advice and assistance to these committees upon request.

### **Responsibilities of UCC liaisons:**

1. Notify the UCC chair of SDCC election results to facilitate updating lists of SDCC committee members and chairs on the Curriculum Committee SharePoint site. These elections are coordinated by the SDCC chair/acting chair and returning members of the SDCC.
2. Alert the SDCC chair to the Handbook sections that govern curriculum committees:
  - Faculty Bylaws (Handbook, Section I-5, Section 10: Curriculum Committees)
  - Committees of the Faculty: Policies & Procedures (Handbook, Section II-12, #5: Curriculum Committees)
  - Curriculum and Curriculum Changes (Handbook, Section II-14)
3. Make sure that the standing committee chair is aware of the resources available on the Curriculum Committee SharePoint site.
4. Explain to the SDCC chair the importance of publishing its meeting dates on the Curriculum Committee SharePoint site as soon as possible at the beginning of each academic year. Because deadlines for the entire curriculum process hinge on these meeting dates, they must be readily and immediately available to faculty. For Handbook requirements about the meeting schedules for the SDCC's, see Section II-12: "Committee meetings are usually scheduled by the chair at least once a month at a time convenient to committee members, unless committee business necessitates more frequent meetings."
5. Explain to the SDCC chair the importance of publishing agenda, minutes, and approved proposals on the Curriculum Committee SharePoint site. This must be done to comply with Handbook requirements about reporting to the campus community: "The minutes of each committee meeting will be disseminated to the faculty and staff in a timely fashion, either on the Web, through e-mail, and/or in printed copy" (II-12).

6. Carefully read materials posted by the SDCC. Notify the UCC of decisions made by the SDCC that the UCC might wish to review because of their scope or impact. See the Bylaws, Section I-5: "Upon the request of any member of the University Curriculum Committee, any decision made by a school- or division-based curriculum committee shall be subject to discussion and vote at the next scheduled University Curriculum Committee meeting. In that event, the decision made by the University Curriculum Committee shall take precedence." Liaisons to the Study Abroad Committee, Core Curriculum Council, and Graduate Council should ask to receive meeting agenda and minutes to keep the UCC informed about committee actions that affect curriculum.

7. Report significant decisions and discussions of the SDCC or standing committee at UCC meetings.