

## Faculty Senate | **University Curriculum Committee (UCC) Representative**

The **Executive Committee (EC)** of the Faculty Senate is the President, Vice President/President Elect, Immediate Past President, Secretary, Treasurer, Provost's Council Representative, **University Curriculum Committee (UCC) Representative**, Member-at-Large, Parliamentarian, and the APSU Board of Trustees Faculty Representative.

### **Eligibility:**

The University Curriculum Committee (UCC) Representative shall be a full-time faculty member duly elected by members of the Senate.

### **Role:**

The role of the University Curriculum Committee (UCC) Representative is to represent Faculty Senate perspectives in University Curriculum Committee deliberations and to provide timely, accurate communication of curricular actions and outcomes to the Faculty Senate.

### **Responsibilities:**

The primary responsibilities of the University Curriculum Committee (UCC) Representative include:

- attending all scheduled meetings of the University Curriculum Committee.
- representing Faculty Senate perspectives in curricular discussions and decisions.
- reporting University Curriculum Committee actions, outcomes, and relevant discussions to the full Faculty Senate on a regular basis, typically at the next Senate meeting.
- ensuring that the University Curriculum Committee report is uploaded to the Faculty Senate website for faculty review.
- participating fully in EC meetings as a voting member.

### **Positional University Committee Assignments:**

By virtue of the role, the Curriculum Committee Representative serves as a member of the University Curriculum Committee.

### **Detailed Timeline:**

**Fall/Spring** Attend each weekly meeting of the Faculty Senate Executive Committee (Thursday afternoons, starting at 1:00 pm).

Review all curriculum materials and proposals prior to University Curriculum Committee meetings.

Attend each scheduled meeting of the University Curriculum Committee.

Prepare a brief UCC report to be presented at the next Faculty Senate meeting.

Work with the Faculty Senate Secretary to ensure that the UCC report is uploaded to the Faculty Senate website for faculty review.

Attend each monthly meeting of the Faculty Senate (the fourth Thursday afternoon of the month, starting at 3:00 pm).

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Review drafts of the Faculty Senate Meeting Minutes and provide feedback to the EC.