

Bylaws of the Undergraduate Council Texas Woman's University

October 14, 2008

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) There will be a total of 21 faculty members. The number of faculty members per college is determined by the proportion (percentage) of total undergraduate credit hours generated by the college. Beginning with fall 2005, every three years thereafter the allocation of representation will be reassessed based on distribution of credit hours. That adjusted/recalculated allocation of representation will be the foundation for elections held in the spring semester of each of the next three academic years.
 - b) Members elected from the College of Arts and Sciences specifically include at least one representative for each core area, one representative each for the computer literacy and oral communication competencies; and remaining members, if any, are elected "at large." Primary consideration for membership is given to all unrepresented program areas with substantial undergraduate majors or credit hour production.

TWU CORE CURRICULUM	Required Hours
State Core Area	
Communication	6
Mathematics	3
Science	6-8
Humanities	3
Visual-Performing Arts	3
U.S. History*	6
Government*	6
Social Sciences	3
Institutional Option: Multicultural Women's Studies & MATH 1013	6
TOTAL	42 (Minimum)

Core Competencies	
Computer Literacy	
Oral Communication	

- (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 Student Life selects two undergraduate students to serve on the council.
 - b) Student members serve a one-year term.
3. Other Representation
 - a) The council includes single representatives from the Faculty Senate, the Council of Chairs, and the Academic Council.
4. Each representative serves a one-year term, with a maximum of two consecutive terms, and is elected from within each entity.
5. The following are ex-officio members: Associate Vice President for Undergraduate Studies, Associate Vice President for Institutional Effectiveness, and Representative of the Office of Student Life, Academic Advising, Enrollment Services, Distance Learning. Ex-officio members are non-voting members whose work would be affected by the actions of the council.

B. Elections

1. Election of college representatives to the Council is held each spring for the following academic year. They 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 by the respective college to serve the remaining portion of the term.
4. Every full-time faculty member teaching in an undergraduate program is eligible for election.
5. Consideration for election should be given to inclusion of members from all campuses.

III. Officers

- A. Officer elections/selections occur at the first council meeting of the academic year.
- B. All officers serve one-year terms with no limit on re-election to officer positions.
- C. At the first fall semester meeting, 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.

IV. Meetings

- A. Council meetings are held once per month from September through the following April (omitting the month of December), usually on the last Monday of the month at 2:30 PM.
- 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 prior to the meeting.
- 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 Associate Vice President for Undergraduate Studies (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 designation as (a) global perspectives, (b) oral communications, and (c) multicultural/women's studies. Sub-committees are used in each of these three areas. If courses are proposed outside of these three areas, members of the whole committee review and evaluate those proposals.
 - 2. Assessment Committee. This committee is responsible for developing an assessment plan for the core curriculum, reviewing the results of assessment, contributing recommendations for improvement in the core, and periodically re-evaluating the assessment plan and process. The Undergraduate Council

will also work with the Council of Chairs and Academic Deans Council for the review of results and suggestions for improvement.

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. Student Retention Committee – This committee monitors retention and makes suggestions to improve retention.
- C. The council annually assesses its projected duties and may create additional committees to fulfill any needs.
- D. Members are given a chance to report their committee preferences. Then the Executive Committee assigns committee memberships and chairpersons taking these preferences into consideration.
- E. Chairpersons for committees must be voting members. In the event that a chair cannot be found, an ex-officio member could serve to temporarily coordinate a committee until a qualified chair is found.
- F. Committee Procedures and Reporting Guidelines
1. Committee meetings need a quorum 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 (“Exemplary Educational Objectives”) 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 Undergraduate Studies 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.
- G. 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 Associate Vice President for Undergraduate Studies for acceptance.
 2. New degree programs are submitted to the Associate Vice President for Undergraduate Studies 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.

H. Responsibilities of the Associate Vice President of Undergraduate Studies to the Undergraduate Council

1. The Office of Undergraduate Studies provides administrative support for the Undergraduate Council and maintains its records and website.
2. The Associate Vice President for Undergraduate Studies serves ex-officio on the Executive Committee and coordinates meetings of the Undergraduate Council.
3. The Associate Vice President for Undergraduate Studies 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 Associate Vice President for Undergraduate Studies 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 Associate Vice President for Undergraduate Studies, who submits the recommendations to the Provost and Vice President for Academic Affairs 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 Provost and Vice President for Academic Affairs and others when needed, the Associate Vice President for Undergraduate Studies 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.