

# College Undergraduate Curriculum Committee - Meeting Minutes

## Minutes

- 1.25.24
- Began at 3:30PM
- Ended at 5:00PM

## Present

Camelia Suleiman (chair), Tamura Lomax, Amy Lampe, Yvonne Morris, Ann Violin-Wigent, Carrie Lewis, Joshua Lam, Julie Koehler, Robert McCann, David Howe, Scott Schopieray, Casey McArdle (scribe).

- Guests: Ellen moll and Sonja Fritzsche

## Agenda Items

Scholarship review (with Ellen Moll) @ 3:32PM

- Discussion of rubrics to be used for scholarships
- Ellen shared potential recommendation forms for students:
  - Recommender name:
  - Student name:
  - How do you know this student and for how long have you known them?
  - What makes this student stand out as a potential scholarship recipient? What qualities or accomplishments do you think demonstrate the student's artistic or humanistic achievement or skill? What, if any, personal qualities or achievements merit a scholarship? Please share an experience or two that supports your opinion.
  - How has this student contributed positively to your class, their department/program, to the College or University, to student organizations, to a community, or to another group? Please offer specific examples or brief stories that illustrate why you think this student merits a scholarship.
- Application deadlines will be March 8, 2024.
- Ellen left at 3:49PM
- Scholarship reviews were reconvened at 4:10PM
- Volunteers for reviewers
  - Scott Schopieray

- Amy Lampe
- Julie Koehler
- Ann Violin-Wigent
- Camelia Suleiman
- Tamura Lomax
- Carrie Lewis will provide more details later
  - January 31st will hopefully be when the call is finalized
  - **We would need the scholarship decisions/results by early April so that students have time to accept the awards - Carrie**
- Scott Schopieray will share out timelines when they know more

#### Bylaws update from CCC and CAC (with Sonja Fritzsche)

- Discussion of CUC bylaws (see Appendix 1)
- Origin of CUC came from CANR ([link to CANR](#))
- Sonja gave us some notes on revising the by-laws
  - See Appendix 1
- Sonja left at 4:07PM
- We voted on striking amendments
  - Casey motioned
  - Yvonne seconded
  - 12 “yays”; 0 “nays”; 0 abstentions
    - Motioned passed
    - See stricken sections below in Appendix 1

How do we feel about inviting the associate chairs to our Feb. meeting, and perhaps our April meeting?

- Given the topics this committee discusses, it might make sense for ACs to attend
  - March joint meeting with ACs?
- Will revisit this after Ellen connects with ACs to see what they think

#### New Business

- No new business

# Appendix 1 - CUC Description and Bylaws

## Committee Description

The College Undergraduate Committee (CUC), under the auspices of the College Advisory Committee (CAC) and in conjunction with the College Curriculum Committee (CCC), is composed of selected representatives from departments and other units within the college. The CUC serves as College of Arts & Letters' (CAL) incubation site for programming, operations, and curriculum initiatives that further the undergraduate experience. The CUC provides feedback, advice, and/or resources to units considering new curricular or programmatic initiatives prior to those initiatives seeking final approval through CCC and serves as the reviewing body for CAL's annual scholarships. The CUC's unique composition, including teaching faculty, administrative faculty, advisors, student success leaders and students themselves, allows for broad perspectives on the needs, challenges, and opportunities of undergraduate student experience in CAL. In addition to CUC's capacity as an incubation, conversation, and deliberation space, the CCC will:

- consult and coordinate with the CCC on university-wide initiatives
- review and evaluate college policies governing pedagogy and educational objectives
- oversee college-level scholarship submissions and selections
- address questions pertaining to student success and student life
- when applicable, bring before the College any issues related to undergraduate experience that might merit deliberation by the College faculty as a whole

## Proposed Language for CAL Bylaws:

### 3.3.4. College Undergraduate Committee

#### 3.3.4.1. Functions

**3.3.4.1.1.** The College Undergraduate Committee consults and coordinates with the College Curriculum Committee (CCC), responding specifically to university initiatives and college policies that are co-curricular in nature or beyond the direct, curricular scope of the CCC. ~~These policies can include—but are not limited to—those that govern pedagogy or educational objectives. CUC serves as the college's primary deliberative and conversational body for non-curricular changes and advancements: this includes but is not limited to changes to technology, leadership, resources, or campus policies.~~

**3.3.4.1.2.** The College Undergraduate Committee also consults and collaborates with Departments, Centers, and Programs on undergraduate initiatives and goals. These discussions occur prior to formal CCC proposals/actions.

**3.3.4.1.3.** With the CCC, the CUC brings before the College via the CAC any issues relating to the undergraduate experience that might, in the opinion of the Committee, merit deliberation by the College faculty as a whole.

**3.3.4.1.4.** The CUC serves as an incubation, discussion, and deliberation space for proposed initiatives, curricular or programmatic changes, or topics of interest or need within the college. Items for discussion may be submitted

directly to the CUC Chair by any member of the college for consideration in a future CUC agenda.

~~**3.3.4.1.5.** The CUC may also organize or host professional development and/or support events for units within the college and may facilitate the coordination of resources from the college to units in need. Units in need of liaison to central administration can present their concerns to CUC, as the CUC can then advise the CCC, CAC, or central administration on these issues.~~

### **3.3.4.2. Composition**

**3.3.4.2.1.** To ensure representation of the diverse academic interests of the College the College Undergraduate Committee shall be composed of:

**3.3.4.2.1.1.** One voting member as defined in section 1.2, selected by each Department offering courses in the College;

**3.3.4.2.1.2.** One voting member, selected by each Program and Center in the College, when available;

**3.3.4.2.1.3.** One voting member, selected by the Advising Staff;

**3.3.4.2.1.4.** Two voting undergraduate student representatives and two voting graduate student representatives when available;

**3.3.4.2.1.5.** A voting member from the Academic Operations functional team;

**3.3.4.2.1.6.** A voting member from the Excel Network;

**3.3.4.2.1.7.** *Ex officio* members, without vote, consisting of the Dean and the appropriate Associate Dean or designee.

### **3.3.4.3. Procedures**

**3.3.4.3.1** The Committee shall determine its own operating rules and procedures.

**3.3.4.3.2.** Its chairperson shall be elected from among its members at the first meeting of the academic year. The chairperson shall be elected to serve a one year term. The chairperson must be a full-time employee of Michigan State University.

**3.3.4.3.3.** Quorum will be determined pending the year's membership: half the membership plus 1.

**3.3.4.3.4.** The Committee shall meet at least once during each of the fall and spring semesters.

**3.3.4.3.5.** The Committee shall meet on the call of the chairperson or on petition by half of its members.

**3.3.4.3.6.** The chairperson shall report the activities of the Committee at the spring meeting of the College.

**3.3.4.3.7.** The Committee shall report its activities through an annual report to the College Advisory Council.

#### **3.3.4.4. Eligibility**

**3.3.4.4.1.** All voting members of the College shall be eligible for selection, with the following exceptions:

**3.3.4.4.1.1.** The Dean, Associate and Assistant Deans, and Department chairpersons.

**3.3.4.4.2.** Undergraduate majors in Arts and Letters in good academic standing shall be eligible for the undergraduate student seats.

**3.3.4.4.3.** Graduate students in the College of Arts and Letters in good academic standing shall be eligible for the graduate student seats.

#### **3.3.4.5. Terms of Office**

**3.3.4.5.1.** Voting members shall serve terms whose length is based off their unit's needs and structures

**3.3.4.5.2.** The undergraduate and graduate student representatives shall serve one-year terms.

**3.3.4.5.3.** Terms of office shall commence at the beginning of the fall semester following selection or election (the Chair is elected each year by committee members, each of whom is selected by their unit).

**3.3.4.5.4.** A vacancy occurring during a term of office shall be filled for the remainder of the unexpired term. The replacement of a member shall be made by the Unit concerned. The replacement of an undergraduate student or graduate student shall be made by the respective group naming the representative. A vacancy shall occur by resignation or when a committee member expects to be unable to serve for a period of two months or more.

#### **3.3.4.6. Elections**

**3.3.4.6.1.** Each Department offering undergraduate courses in the College of Arts and Letters shall determine its own methods of selecting its representatives. Similarly, each program or unit within the college wishing to be represented may determine its own methods of selecting representatives as well.

**3.3.4.6.2** The selection of representatives shall take place during the fall semester of every academic year.

**3.3.4.6.3.** Undergraduate student members of the College Undergraduate Committee shall be chosen in accordance with the *Bylaws for Academic Governance-Michigan State University*.