

Undergraduate Curriculum Committee (UCC) Procedures 2018-2019

All revisions to existing courses or programs, and submissions of a new course or program for review must be submitted through the USD Course Inventory Management system. This can be accessed via the MySanDiego portal by going to the Teach/Advise Tab and looking in the Faculty Tools box in the upper left portion of the screen. The Faculty Tools list includes two links:

Online Catalog Course Submission (CIM)
Online Catalog Program Submission (CAT)

Submission of course or program actions implies that proposals have received department or program approval, and the results of a department/program vote must be included on each submission. This information can be provided by the person submitting the proposal or by the department chair, when they approve the proposal in CIM/CAT.

Proposed curricular actions must be submitted through CIM/CAT and approved by the department chair or program director **at least 11 days** prior to an upcoming UCC meeting in order to be included on the agenda for that meeting. Agendas and meeting materials for upcoming UCC meetings will be posted on the UCC website at least one week prior to each meeting. No printed copies of materials will be provided.

Any action that potentially impacts other programs and/or departments should be provided to those programs/departments **at least one month** prior to the UCC meeting at which the action will be considered.

Proposals to create new academic programs must be presented at two consecutive UCC meetings and considered for approval only at the second meeting. The initial presentation to the UCC allows departments time to discuss proposals and communicate with the proposing department or program before the UCC is asked to accept the proposal. Proposals to create new academic programs require a regular vote by the voting members present at the UCC meeting. This vote is counted and recorded.

At the UCC meeting, any voting committee member can nominate any proposed action for discussion. Nominations should be made before proposed actions are considered, typically at the beginning of the meeting. Nominated actions are discussed individually and either accepted, rejected with feedback for the originating department or program, or tabled for discussion at a future UCC meeting. At the conclusion of a meeting, all actions that have not been nominated for discussion are considered as approved by unanimous consent of the UCC voting committee members in attendance when the nominations for discussion all have been made.

All proposed actions are accepted automatically by the Committee in the absence of objections or nominations for discussion, with the exception of proposals to create new academic programs, which require a regular vote by the voting members present at the UCC meeting.

New academic majors or degree programs must go through the *Academic Program Review Process* (<http://www.sandiego.edu/provost/docs-forms/academic-initiatives-procedures.php>).