

CHARGE TO THE COMMITTEE ON UNDERGRADUATE STUDIES

(As adopted by the Senate of the Academic Council on 9/25/69 and amended 5/27/71, 1/11 and 5/31/73, 10/26/78, 5/31/79, 1/24/80, 2/5/81, 11/11/82, 5/29/86, 5/7/87, 3/31/88, 2/17/94, 5/22/97 and 11/5/99)

A. GENERAL CHARGE

The Committee on Undergraduate Studies, subject to the *Charter* and *Rules* of the Senate, shall formulate policy governing the substance and presentation of undergraduate education and shall review the implementation of such policy.

B. SPECIFIC DUTIES

The Committee shall formulate:

1. University requirements for the baccalaureate degree;
2. Policies governing the structure and quality of the undergraduate curriculum including Overseas Studies;
3. Recommendations to the Senate concerning the initiation and renewal of all baccalaureate degree programs and majors;
4. The standards and criteria for the accreditation of extra-departmental and extra-school courses, as well as the standards and criteria for appointment of any teacher for any undergraduate course, unless that appointment is made by a department or School;
5. An appropriate system of academic advising for undergraduate students;
6. Standards and criteria for the acceptability of undergraduate inter-school majors that are designed by and for individual students.

C. REPORTING RESPONSIBILITIES

The Chair of the Committee is charged specifically with the following duties:

1. Keeping the Academic Secretary apprised of the substantive issues under consideration by the Committee, its Subcommittees and its Reporting Committees (the Program Committee for Overseas Studies and the Area One Governance Board):
 - a) informing the Academic Secretary in a timely fashion of any proposed major policy change under consideration in case the matter should be brought to the Senate's attention for discussion before a Committee decision is made, and;
 - b) reporting in writing to the Academic Secretary within seven days of Committee action any policy decision or recommendation which may require Senate endorsement.
2. Submitting to the Academic Secretary no later than August 1, one copy of a written Annual Report of the work of the Committee during the year just completed; reporting the termination of any undergraduate interdisciplinary or departmental degree granting programs. The Annual Report

should observe the current Guidelines for the Preparation of Reports and Proposals to the Senate of the Academic Council.

D. MEMBERSHIP

The Committee shall consist of eleven voting members, comprised of seven members of the Academic Council, one Lecturer or Senior Lecturer and three undergraduate students. Of the faculty members on the Committee, there shall be a majority from the School of Humanities and Sciences, one from the School of Engineering, and, from the other Schools, one who maintains an interest in undergraduate education. One faculty member shall be serving concurrently as a voting member of the Program Committee for Overseas Studies.

The Vice Provost for Undergraduate Education, the School of Engineering Senior Associate Dean for Student Affairs, the School of Humanities and Sciences Senior Associate Dean for Undergraduate Studies, and the Registrar shall be *ex officio* members of the Committee without vote.

E. SUBCOMMITTEES

The Committee shall establish the requirements for membership, appoint and charge standing subcommittees only in the following areas:

1. General Education Requirements
2. Residential Education and Advising

F. REPORTING COMMITTEES

The Program Committee for Overseas Studies, the Area One Governance Board and the Writing Advisory Board are charged to report annually to the Committee on Undergraduate Studies and, through the Committee on Undergraduate Studies, to the Senate.

It is the responsibility of the Committee on Undergraduate Studies to remain informed about the policy issues under consideration by these Program Committees and to provide advice and counsel on those policy issues as appropriate (i.e. at the initiative of a Program Committee, of the Committee on Undergraduate Studies itself, or of the cognizant School dean).

G. MINIMUM NUMBER OF MEETINGS

The Committee shall meet at least six times during the academic year.

H. STAFF SUPPORT

The Registrar shall be responsible for providing staff and secretarial assistance to the Committee and its standing subcommittees.