

Undergraduate Advisory Committee

(Revised January 29, 1999)

(Revision draft August 2005)

(Approved COB Faculty, September 29, 2007)

The Undergraduate Advisory Committee is a recommending body reporting to the Dean of the College. Members are elected by the faculty. Each department elects two representatives who serve two year, staggered terms. Elections are held at the beginning of each Fall semester. The Associate Dean and the senior Academic Advisor serve as ad hoc members. The Associate Dean presently serves as Chair. The Chair may be elected by the Committee.

Open meetings are held periodically when the need arises. All faculty may attend; however, only Committee members vote on recommendations. Faculty members who wish to address the Committee must be placed on the agenda in advance by the Chair. Committee members are expected to attend all meetings or be excused by the Chair before the meeting if possible. Meeting notices are sent to the faculty at least one week in advance, unless an immediate matter needs to be addressed. Minutes are distributed to all faculty on a timely basis.

The Committee is charged with the responsibility to make recommendation to the Dean and faculty on the following items and other items appropriate to undergraduate student concerns:

- *Curriculum (changes, deletions, additions)
- *Admission standards
- *Advising (transfer policies, course equivalents)
- *Other Student Concerns

Curriculum proposals pertaining to a specific department (usually initiated by the faculty) are submitted to the Department Chair and will normally be approved by the Department Chair and reviewed by the College's Administrative Council before they are presented to the Committee.

Other matters may be presented to the Committee Chair in writing as the need arises. The Chair calls meetings when appropriate.

All recommendations made by the Committee are presented to the Dean of the College for final approval.