

GUIDELINES OF THE UNDERGRADUATE COMMITTEE

I. Composition

Section 1. The Undergraduate Committee shall be composed of two members of the faculty with specialties in United States history, two from the faculty with specialties in areas other than United States history, and one student. Two faculty members, one a specialist in United States history and one a specialist in another area, shall be elected annually by a majority vote of the Department faculty present and voting on an at-large basis during the first month of the fall semester and shall serve terms of two years beginning on election. The student member shall be elected in the same manner and will serve a one-year term. Members of the Departmental Affairs Committee (DAC) are not eligible to serve on this committee. Undergraduate Advisors or anyone designated to act as Undergraduate Advisors shall be members *ex officio* of the Undergraduate Committee.

Section 2. The officers of the Undergraduate Committee shall be a chair and a secretary.

II. Tasks

Section 1. The Undergraduate Committee will study and make recommendations to the Department Chair and the DAC on requests from faculty on addition, deletion, or alteration of undergraduate courses or programs and report to the DAC before the fall semester.

Section 2. Faculty members who teach advanced courses being considered for changes initiated by staff members other than themselves shall be given notice prior to DAC consideration of those courses and shall be allowed to participate in such consideration.

Section 3. The Undergraduate Committee will be responsible for ongoing assessment of the undergraduate program and will report on the assessment process and results to the Department Chair and to the faculty as a whole. If the members of the Undergraduate Committee decide that the results of program assessment indicate that changes should be made to the undergraduate program, the Committee will forward its recommendations to the Department Chair and to the faculty as a whole.

Section 4. In the spring of each year the Department Chair and the DAC may review the work of an Undergraduate Advisor and together may select a person to fill that post for the following academic year. In the absence of any action by the chair and the DAC, the person occupying the position of Undergraduate Advisor will continue for the following year.

III. Procedures

Section 1. Requests for deletion or alteration of undergraduates courses or programs currently in the catalog, or addition of courses or programs, must be received by September 10 if suggested changes are to appear in the next catalog.

Section 2. Requests received after October 1 or which require no catalog change will be processed as received and reported to the DAC as processed.

Section 3. Processing of Requests

- a. Requests must be processed by the Undergraduate Committee within one month, and committee action reported to the DAC within one week after processing is completed.
- b. Late requests for changes in the next catalog must be accompanied by a justification for emergency action.
- c. Delayed processing reports must be accompanied by an explanation of the delay, and those involved must be informed in advance of the processing delay and the reasons therefore.

Section 4. Faculty members who teach courses affected by requests from members other than themselves will be informed—and their opinions solicited one week before the Undergraduate Committee takes any action on the request.

Section 5. Special Topics Courses

- a. Special topic courses (4260) require only the Department Chair's approval and do not become a permanent part of the curriculum.
- b. Faculty members wishing to offer courses under the special topic number must submit requests to the Undergraduate Committee.
- c. In considering such requests, the Undergraduate Committee will be guided by the procedure for "Processing of Requests" outlined above.

Section 6. The Undergraduate Committee shall review annually the Department requirements for a major or a teaching field in History and report its findings and suggestions to the DAC.

Section 7. By September 1, the chair and secretary of the Undergraduate Committee shall file an annual report with the DAC summarizing the actions of the Undergraduate Committee during the previous academic year.

As amended July 28, 2009