

COLLEGE OF BUSINESS  
Florida Gulf Coast University

UNDERGRADUATE PROGRAM COMMITTEE GUIDELINES

Statement of Purpose and Responsibilities

The purpose of the Undergraduate Program Committee Guidelines is to outline the operating processes and structure of the Undergraduate Program Committee. The Undergraduate Program Committee shall review all proposed courses and program changes and other related items originating from the academic departments of the College of Business (COB), the Dean or his designate, the Faculty of the College of Business, or that can potentially impact the curriculum of the College of Business.

In performing these tasks, the Committee will assess the proposed changes in terms of consistency with the mission of the College of Business, the strategic plan of the affected department, and the requirements of external accrediting bodies.

In addition, the Committee shall conduct a comprehensive review of the COB's undergraduate curriculum at least every five years, or as requested by the Faculty, the Dean or his designee.

The Undergraduate Program Committee shall report to the assembled Faculty, which shall be empowered to approve or disapprove its recommendations.

Committee Membership and Terms of Office

The Undergraduate Program Committee shall consist of five members nominated by the Chairs from eligible faculty members (contract and tenure earning) and elected by a majority of the faculty as a whole, and two Ex-officio members selected by the committee.

Every effort should be made to assure representation of the various Departments on the Undergraduate Program Committee.

The term of office on the Undergraduate Program Committee shall be two years. To ensure leadership continuity, terms should be staggered with roughly one-half the committee being replaced each year.

Officers

The officers of the Undergraduate Program Committee shall be:

1. Chair
2. Recording Secretary

Both the Chair and the Recording Secretary shall be reelected at the first meeting of the academic year as part of the first order of business. Notwithstanding the above, if for any reason

the Chair or Recording Secretary becomes vacant, the Committee members who were elected by the Faculty may elect replacement officers. Eligibility to be Chair or Recording Secretary is restricted to elected members.

The Chair shall preside at each meeting, represent the committee as designated, and be the principal spokesperson for the Committee before the assembled Faculty.

The Recording Secretary shall be the custodian of minutes, communications and recorded histories. Also, he/she shall be responsible for recording and communicating the minutes of each meeting.

#### Schedule of Meetings

The Undergraduate Program Committee shall hold regular monthly meetings from September to April at a time and place agreed by its members. Meetings are usually not scheduled May through August.

Notwithstanding the above, additional Special Meetings may be called by the Chair.

#### Meeting Miscellanies

The Chair of the Undergraduate Programs Committee shall prepare an agenda prior to each meeting.

For the purpose of protocol, a quorum shall be defined as three elected members.

All meetings are open to the faculty of the College of Business.