

April, 2025

TO:	Dr. Eric Harelak Chapter President Bloomsburg APSCUF	Dr. Bashar Hanna President Commonwealth University
	Dr. Stanley Berard Chapter President Lock Haven APSCUF	
	Dr. Adrienne McEvoy Chapter President Mansfield APSCUF	
FROM:	<i>Nadene L'Amoreaux/MRD</i> _____ Nadene L'Amoreaux Spokesperson, State Meet and Discuss, APSCUF	_____ Brian A. Mbuu Assistant Vice Chancellor for Labor Relations PA State System of Higher Education
	Date <u>4/7/2025</u>	Date <u>4/7/2025</u>

This memorandum acknowledges that the UCC By-Laws and Policy have been reviewed by State Meet and Discuss.

Attachment

cc: Pennsylvania State System Meet and Discuss Team
APSCUF State Meet and Discuss Team

UCC Bylaws for Commonwealth University

Commonwealth University proposes to establish a local agreement related to the UCC Bylaws.

This agreement confirms that both APSCUF and the administration of Commonwealth University reviewed and approved the presented bylaws at Meet & Discuss on February 19, 2025.

SIGNATURES:

**Eric J.
Hawrelak**

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Hawrelak
Date: 2025.03.18
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Dr. Eric Hawrelak
President, Bloomsburg APSCUF
On behalf of APSCUF

Date 3/18/25

Michelle Kiec

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Michelle Kiec
Date: 2025.03.18
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Dr. Michelle Kiec
Provost and Senior Vice President for
Academic Affairs
On behalf of Commonwealth University

Date 3/18/25

Bylaws
of the
University Curriculum Committee
Commonwealth University of Pennsylvania
Recommended by UCC: January 29, 2025

ARTICLE I—Name

The Commonwealth University curriculum approval body shall be known as the University Curriculum Committee (UCC).

ARTICLE II—Purpose

These Bylaws represent the joint commitment by the administration and faculty to the collegial shared governance of the Commonwealth University curriculum. The UCC shall provide a mechanism for the systematic review, evaluation, and change of the curriculum at the University level in compliance with the laws of the Commonwealth of Pennsylvania and the collective bargaining agreement between Pennsylvania's State System of Higher Education (PASSHE) and the Association of Pennsylvania State College and University Faculties (APSCUF). The Commonwealth University will seek a recommendation from UCC before acting on curricular matters.

ARTICLE III—Function

The UCC has the responsibility to review, stimulate the development of, and oversee all aspects of the curriculum within the Commonwealth University. It is empowered to forward its recommendations directly to the Provost and Senior Vice President of Academic Affairs, to the faculty, or to any other Commonwealth University committee or office. For the purposes of this document, a Curriculum Proposal shall be defined as one of the following: new program proposal, new course proposal, course revision, program revision, or any curriculum document that may be acted upon by the UCC. All Curriculum Proposals shall be reviewed by the UCC before being forwarded to the University President or designee. The UCC shall act upon undergraduate and graduate curricular matters including, but not limited to, those listed below:

- A. Recommend course and program approvals, revisions, moratoria, or deletions, following Collective Bargaining Agreement (CBA) guidelines.
- B. Develop, update, and recommend curricular forms.
- C. Recommend policies and procedures related to curricular matters and program review, following CBA guidelines.
- D. Work in an advisory capacity with departments and programs in the development of new courses, programs, and/or degrees.

UCC review of curriculum proposals shall occur through the following process:

1. Curriculum proposals will originate in an academic department or other recognized curricular entity (*e.g.*, an interdisciplinary minor, Honors, etc.).

- a. The department chairperson or entity directory will forward it to the dean(s) of the college(s) in which the department or entity is housed, and (if applicable) the relevant college curriculum committee.
 - b. The department or program participants should discuss the proposal prior to the chairperson sending it forward.
2. Before UCC considers a curriculum proposal or makes it available for public comment, the college dean(s) will have the opportunity to review and indicate whether they recommend or do not recommend the proposal.
3. If the faculty of the college in question has established a college curriculum committee (CCC), the CCC will also have the opportunity to review the proposal and provide an indication of whether they recommend or do not recommend it.
4. Dean(s) and CCC review of the proposal can be sequential or concurrent, as determined in the CCC procedures established by the faculty and dean(s) of the college(s).
 - a. The dean(s) and the CCC shall have a reasonable period of time—not less than two weeks each—to complete their review of the proposal.
 - b. If the review will take more than two weeks, the dean(s) and the CCC may request additional time from the department or send it forward.
5. After allowing a reasonable period for the dean(s) and college review, and after determining that the proposal is complete, UCC will make it available for university-wide faculty discussion and comment for no less than 1 week.
6. After the open comment period, proposals will be sent to the appropriate external committees as needed (i.e., Graduate Council or the General Education Council).
 - a. To ensure an expeditious curricular process, proposals should be reviewed in a timely manner, if possible, at the next available meeting. If GC or GEC is unable to complete their review within 4 weeks, UCC will request that they communicate the reason for the delay and a plan for completion.
 - b. UCC shall not review curriculum proposals affecting graduate or general education programs until the appropriate external committee has completed its review and UCC has received its recommendation for or against the proposal.
7. After the open comment period, and after receiving a recommendation from the Graduate Council or GEC if required, UCC shall review the curriculum proposal and determine whether they recommend or do not recommend approving the proposal. UCC will transmit the proposal with its recommendation, along with the recommendation of the dean(s) and of any other curricular body mentioned in this article that made a recommendation, to the University President or designee.
8. At any stage of review, each person/committee provides only a recommendation to the President/designee. No stage can approve or disapprove proposals except the

President/designee. Proposals always move forward to the next stage, even when not recommended.

9. At any stage, evaluators can request revisions from the proposal author. Authors can choose whether to revise the proposal, with the understanding that a recommendation may be conditional on revisions. If substantial revisions are warranted, earlier stages may want to review again.

Recommendations shall be transmitted to the President/designee for approval or disapproval. The President/designee shall respond within 30 days. The President's or designee's disapproval of a curriculum committee recommendation will be accompanied by a written explanation to the curriculum committee chair of the reasons for the President's or designee's disapproval. The decision of the President/designee to reject the recommendation(s) of the curriculum committee pursuant to this Section shall be final and not subject to challenge through the grievance procedure, provided, however, that a grievance contesting the President's failure to provide a written explanation may be filed directly at Step 3 of the grievance procedure under Article 5.

ARTICLE IV—Membership

The UCC shall include fifteen members. Five shall come from each campus. Each college on each campus will be represented by one member, for a total of three dedicated members per college per campus (College of Arts, Humanities, Education, and Social Sciences [CAHESS] 1, College of Health, Science, and Technology [COHST] 1, and the Zeigler College of Business [ZCOB] 1). Each campus will also be represented by two at-large members. At-large seats provide an opportunity for non-aligned faculty to be represented. Administrative changes to college structure will trigger review of representation bylaws. Absent administrative changes or committee prerogative, review of representation bylaws will occur every four years, starting Fall 2028.

In addition to the above-stated members, the UCC shall include the following additional members:

- A. Up to three administrative representatives as *ex-officio*, nonvoting members
- B. The Registrar or designee as an *ex-officio*, nonvoting member
- C. Other *ex-officio*, nonvoting members added by the UCC or its subcommittees to serve in a resource capacity

ARTICLE V—Election of Members

Following are the procedures for election of members to the University Curriculum Committee and for replacing elected members should such a circumstance arise:

- A. Eligible faculty must be tenured or tenure-track. The tenured and tenure-track faculty of each college shall elect equal representation by campus. Faculty members will vote within their own campus. No more than two members shall be elected from a single

department. No more than one member from the same department can be from the same campus.

- B. If a college at any campus indicates that it cannot provide any nominees, the election shall become at-large, with candidates from any other college on that campus eligible to run. The term of the at-large member shall be one year.
- C. Should a UCC member need to step down temporarily and unexpectedly, the APSCUF Chapter president of the affected campus, in consultation with the departing UCC member (if possible) and any other appropriate groups, may appoint a replacement to serve no longer than the remainder of the semester. The replacement should represent the same college as the committee member he/she is replacing. The originally elected UCC member may return to the committee to serve out his/her remaining term if conditions warrant.
- D. Should a UCC member need to step down from the committee for a longer period of time, or should a UCC member's absence be known in advance, the affected campus/college may hold an emergency election no more than 30 days after it has been given notification of the member's intentions. The elected replacement shall serve no more than a one-year term. The originally elected UCC member may return to the committee to serve out his/her remaining term if conditions warrant.
- E. The elected replacement shall represent the same college and campus as the original UCC member. However, if the college announces that it cannot provide any nominees, the election shall become at-large, with candidates from any other college on that campus eligible to run for the position.

ARTICLE VI—Officers

Officers of the UCC shall consist of a Chairperson and a Vice Chair, both of whom shall be chosen from the faculty members of the committee. *Ex officio* faculty are eligible to serve in either position. The Chair and the Vice Chair should represent different campuses whenever possible. The Chair and the Vice Chair shall serve a one-year term. The Chair and the Vice Chair shall be elected by majority vote of the members at the final business meeting of the Spring semester. Newly elected members shall have voting privileges; outgoing members shall not.

ARTICLE VII—Duties of Officers

The chairperson's responsibilities comprise the following:

- A. Call and announce meetings
- B. Prepare the agenda
- C. Conduct meetings
- D. Distribute meeting agendas, minutes of meetings, and relevant curricular materials
- E. Forward Curricular Proposals and recommendations to the Senior Vice President for Academic Affairs and the Provost

- F. Communicate with the Departments and Programs and the Chairpersons of the Curricular Subcommittees and the University Senate
- G. Maintain official records of all Curricular Proposals, including the copy of the original signed proposal, and the response from the President
- H. Request the establishment of special committees as necessary
- I. Report to APSCUF and the faculty

The vice chairperson's responsibilities comprise the following:

- A. Conduct meetings in the absence of the chair
- B. Attend executive meetings with the chair, the curriculum coordinator, and the Provost
- C. Perform other duties as requested by the chair

ARTICLE VIII—Duties of Committee Members

Members of the UCC shall have the following duties:

- A. Attend all regularly scheduled meetings of the University Curriculum Committee
- B. Evaluate and provide feedback on curricular proposals
- C. Serve on subcommittees as needed (*e.g.*, policy, forms, etc.)
- D. Demonstrate mastery of curriculum procedures, policies, resources, forms, and deadlines
- E. Provide first-line curriculum support for faculty in their respective discipline areas during curriculum development by answering questions and providing information on curriculum policies and procedures
- F. Review all curriculum materials provided via agenda prior to meetings and be prepared to vote on proposals after the Committee's discussion
- G. Other duties as determined by the Chair

ARTICLE IX—Meetings

The UCC shall meet as needed. A quorum consists of the majority of voting members.

ARTICLE X—Voting

All members of the UCC, except those in *ex-officio* positions, have voting privileges. Approval of Curriculum Proposals requires a majority of voting members present. The latest edition of *Robert's Rules of Order* shall be followed for procedures not addressed in this document.

UCC members may give their proxy vote to another UCC member. The member should communicate in writing (e-mail is acceptable) or verbally to the UCC chair regarding who has the proxy and how that person has been instructed to vote, if such instructions have been given.

When possible, the UCC chair should announce to the committee as a whole, before the consideration of any materials, that a member has ceded his/her/their proxy and who will be voting in the member's place.

ARTICLE XI—Transparency

These bylaws, a current membership list, an archive of past membership lists, and all minutes of UCC meetings shall be made available via a publicly accessible digital depository.

ARTICLE XII—Amendments

Pursuant to *Robert's Rules of Order*, amendments to the bylaws are subject to a two-thirds majority of the voting members of UCC.

These bylaws have been endorsed by both APSCUF and Management

APSCUF Signature

Management Signature