

## UNIVERSITY UNDERGRADUATE PROGRAMS COMMITTEE (UUPC)

### Guidelines and Procedures

1. A quorum requires that more than 50 percent of the members of the Committee be present at the meeting. In order to pass an item of business, more than 50 percent of those members present must vote for approval. If a regular Committee member is unable to attend a meeting, the college may designate a proxy and inform the Chair. If neither the regular Committee member nor proxy attends the meeting, that college's proposals are moved to the end of the agenda for the next meeting.
2. Proposals *referred* to a college or department for revision, additional information, reconsideration, etc., will be acted upon by the Committee when they are resubmitted. It is the responsibility of the college or department to monitor the situation and see that resubmission takes place, if appropriate.
3. Postponed proposals will **automatically** appear on the next agenda. After appearing on two agendas as postponed, the proposal must be considered at the next (third) meeting. If it is not ready for consideration at that next meeting, the proposal will be automatically withdrawn.
4. If no one from the college or department submitting a proposal is present, the proposal will be postponed until a representative from the college or department is present. The proposal will appear at the end of the agenda at the next meeting.
5. New course proposals and change requests will be considered only if they have been properly submitted along with all appropriate documentation (as explained in Items 9 and 10 below).
6. Following is the method for distributing proposals. All faculty members are highly encouraged to follow it:
  - a. Download the electronic "New Course," "Change/Terminate Course," and/or "New Program/Program Change" proposal forms and fill out information blocks. These are fillable PDF forms. Save with distinctive file name.
  - b. Email the UUPC web person a copy of each form, including a syllabus that provides a course description, course objectives, and required textbook information (see [syllabus guidelines](#) for complete list of requirements).
  - c. These electronic proposals must be forwarded to the UUPC web person seven business days before the Committee meeting at which they will be reviewed to give ample time for Committee members to review each proposal. Members having questions or observations about any proposal are encouraged to contact the college representative via email prior to the meeting.
  - d. Each "New Course" or "Change/Terminate Course" form should be submitted via hard copy to the college UUPC representative with all the appropriate signatures prior to the meeting. The forms should be accompanied by a hard copy of the syllabus (except for terminated courses) and a hard copy of all corroborating emails. The hard copy of the proposal (form, syllabus, corroborating emails) is submitted by the college UUPC representative at the meeting upon review and approval so that the form may receive the next set of signatures.
  - e. Proposals for each meeting are sorted into consent agenda and action item agenda upon approval. In general, all new courses and course changes will be on the consent agenda. All program changes will appear on the action item agenda.
7. **Deletion of a course:** Courses may be deleted from the Course Inventory and/or the University Catalog by submitting a "Change/Terminate Course" form for approval of the UUPC. No action by the Committee, other than signatures on the form, is required except for verification that the deletion will cause no curricular problems. The course may not be reinstated without UUPC approval; the course would be submitted as a "new" course with all the attendant documentation included.

**8. Requirements for Gordon Rule, computational and for Writing Across Curriculum (Gordon Rule) courses:**

Any new course being proposed as a Gordon Rule, computational course or Writing Across Curriculum (Gordon Rule) or any existing course being changed to these specifications must meet the following requirements. The course must also be reviewed/approved by the Writing Across Curriculum Committee or for Gordon Rule, computational before being submitted to the UUPC.

*I. Compositional (Writing) Gordon Rule:*

*(also refer to Writing Across Curriculum guidelines below adopted in 2005)*

- a. Students are required to successfully complete six credits of English coursework and six credits of additional coursework in which the student is required to demonstrate college-level writing skills through multiple assignments. Each institution shall designate the courses that fulfill the writing requirements of the Gordon Rule.
- b. Both new courses being proposed as Gordon Rule and existing courses being changed to Gordon Rule should include a syllabus and either the "New Course" or "Course Change" form.
- c. The syllabus should clearly indicate that the writing component of the course will require students to demonstrate college-level writing skills through multiple assignments.
- d. The syllabus should clearly indicate what the writing assignments will be and, thus, how the Gordon Rule requirement will be met.
- e. The syllabus should clearly describe the guidelines for the evaluation/grading of writing. These guidelines must include attention to composition, spelling, and content.
- f. The syllabus should clearly indicate that the course will endeavor to enhance writing skills, with special attention paid to composition and spelling.
- g. The syllabus should clearly indicate that a student cannot pass a Gordon Rule course if that student has not satisfied or passed the writing component of the course.
- h. The syllabus should clearly indicate that either a general or a discipline-specific writing manual will be used by the students. The writing manual can be a separate book or can be included in the appendix of the textbook being used.

*II. Computational (Mathematics) Gordon Rule:*

- a. Gordon Rule computational courses must include coursework at the level of college algebra or higher. Applied logic, statistics, and other such computation coursework, which may not be housed within a mathematics department, may be used to fulfill 3 of the 6 credit hours required.
- b. Both new courses being proposed as Gordon Rule and existing courses being changed to Gordon Rule should include a syllabus and either the "New Course" or "Course Change" form.
- c. The syllabus should clearly indicate how the computational Gordon Rule requirement will be met.
- d. The syllabus should clearly describe the guidelines for the evaluation/grading of computation skills.
- e. The syllabus should clearly indicate that the course will endeavor to enhance computation skills.
- f. The syllabus should clearly indicate that a student cannot pass a Gordon Rule course if that student has not satisfied or passed the computation component of the course.

**Writing Across Curriculum (WAC)**

Satisfying the Writing Component of the Gordon Rule

The General Education and Core Curriculum Taskforce has reviewed best practices for the effective teaching of writing at the college level. Based on this review, it believes that the writing component of the core curriculum can be improved by 1) allowing students to substitute a discipline-based writing intensive course for ENC 1102; 2) providing students with the opportunity to satisfy the remainder of the writing component of the Gordon Rule through WAC-designated courses at the 2000-to-4000 level; and 3) ensuring that these courses use pedagogies that facilitate improvement in student compositional (writing) abilities and processes.

- a. Beginning with the fall 2005 semester, students will satisfy the writing component of the Gordon Rule requirement as follows:

- Students must complete, with a grade of “C” or better, 6 credits of English coursework, College Writing I and II, or their equivalents, which are first-year writing-intensive courses. WAC courses will have a 5000-word-count approximation, +/- 1000 words.
  - Students must satisfy the remaining 6 credits of additional coursework by completing, with a grade of “C” or better, two or more sophomore-to-senior-level WAC courses. WAC courses will have a 5000-word-count approximation, +/- 1000 words.
- b. College Writing I, College Writing II, and WAC courses must meet specific Gordon Rule requirements covered in Item 8 of the UUPC Guidelines.
  - c. Faculty across the University may seek approval for and teach thematic College Writing II sections that are disciplinary based.
  - d. The Department of English Writing Committee must review and approve College Writing I and College Writing II substitution courses before the semester in which they are taught.
  - e. The Writing Across the Curriculum Committee must review and approve Writing Across Curriculum courses prior to UUPC approval.
  - f. A website-based process for assessing improvement in student writing (from the 6 credits of English in College Writing I/II to the completion of the 6 credits of additional coursework at the sophomore-to-senior level) will be used to inform program initiatives. Each semester, sections of WAC courses will be randomly identified by the Office of Institutional Effectiveness and Analysis, participating students will submit writing samples to a specially designed website, and writing samples will be evaluated based on a University-approved, normed rubric at the end of the academic year.
  - g. Support for faculty and students will be provided through the Center for Excellence in Writing on the Boca Raton campus.

#### 9. New Course proposal form:

- a. Download the “New Course” PDF fillable form from the UUPC website. Fill out the electronic copy and print a hard copy for signatures.
- b. Overlap must not be arbitrarily decided. Other departments and/or colleges that might be construed as affected by the new course **must** be consulted and the results of such consultation **must** be attached to the proposal. To assure the Committee that such consultation has taken place, the faculty member proposing the new course must do as follows: The faculty member making the proposal should send an email to the various departments and/or colleges that might be construed as being affected by the new course. A print out of the email and of all of the responses received must be included with the proposal when that proposal is brought to the UUPC. If one or more departments and/or colleges have failed to respond to the query concerning the “New Course” proposal, the UUPC will interpret this absence of response as consent.
- c. Signatures on the forms received by the UUPC are taken in good faith as signifying that all proper procedures have been followed at the department and college level. If there is a problem at the department or college level that is discovered after UUPC approval but before being approved by the University Faculty Senate (UFS), those objecting to the UUPC decision shall bring their objections to the UFS so that the proposal can be moved from the UFS’s consent agenda to the regular agenda. If any problem is discovered after UFS approval, further consideration of the proposal is totally at the discretion of the UFS.
- d. “New Course” proposals must be accompanied by a syllabus (among the items required in the syllabus are catalog description, course objectives, required textbooks, grading scale and course evaluation method, effective term, and contact information; see [syllabus guidelines](#) for complete listing). Courses within the 900-series (where “9” is the second digit, e.g., 4930) do not need a syllabus. However, sufficient material must be included to support the

purpose, level, and procedures of the course. The 900-series includes internships, practica, special topics, directed independent studies, directed independent research, and study abroad courses.

- e. Note the order of approvals required. Please be sure that the original course form is completely signed before submission. A cover letter with signature of dean and/or department chairperson is not sufficient.
- f. Lab, discussion, or field work hours should be, at a minimum, 2 times the credit attributed to them.

#### 10. Course Change proposal form:

- a. Download the “Change/Terminate Course” PDF fillable form from the UUPC website. Fill out the electronic copy and print a hard copy for signatures.
- b. Types of changes covered by the form:
  - 1. Prefix
  - 2. Course number
  - 3. Level
  - 4. Credit
  - 5. Pre/Corequisite
  - 6. Title
  - 7. Catalog description
  - 8. Grading scheme
  - 9. Gordon Rule addition or deletion
  - 10. WAC Rule addition or deletion
  - 11. General Education addition or deletion
  - 12. Research Intensive component addition to title/course description or deletion
  - 13. Course termination
- c. A complete description of the change and rationale for the change should be supplied. Include a complete updated syllabus with the change form (see [syllabus guidelines](#)).
- d. The new course guidelines, as described in Item 9, apply to change requests as well.

#### 11. Major, program, concentration, degree, minors, certificates:

- a. *Majors, Degrees, and Programs*: Proposals for new degrees, majors, programs or programs within existing majors, will be presented to the UUPC, the UFS and, if approved, forwarded to the Provost for approval and transmittal to the BOT and BOG for planning approval. This approval should be obtained prior to the full planning process taking place. After planning authorization has been granted, the major or degree will be developed, presented to the UUPC for approval, sent to the Provost for approval and provided to the BOT and BOG for final authorization. No majors or degrees may be advertised in catalogs, brochures, etc. prior to receiving BOG approval.
- b. *Minors, Concentrations, Certificate Programs, and Changes to Degree Requirements*: Proposals for new minors, concentrations, certificate programs, or changes to degree requirements should be approved by the UUPC, the UFS, and the Provost, but do not require approval by the BOT and BOG. See “Minimum Requirements for Minors” and “Requirements for Proposals to Raise Entrance Requirements to Existing Baccalaureate Programs” below.

##### **Minimum Requirements for Minors:**

A stand-alone minor must fulfill the following minimum standards:

- 1. 12 credit hours of work in the area of the minor.
- 2. 9 (of the 12 or more credit hours) must be at the upper level.
- 3. At least 75 percent of all credits required for the minor must be completed at FAU.
- 4. Students completing the minor must have a minimum overall FAU grade point average of 2.0 within the coursework required.

Minors for specific student groups may have lower requirements if the student is presumed to have already completed work related to the minor. The total body of work for these minors should meet the minimum standards.

**Requirements for Proposals to Raise Entrance Requirements to Existing Baccalaureate Programs:**

Before a proposal to raise entrance requirements for any existing baccalaureate program is considered for approval by the UUPC, the unit making such a request must submit the following:

1. Evidence that a substantial number of students who are currently in the program under the existing entrance requirements are having difficulty completing it in a timely manner.
  2. An explanation of how the proposed new admission requirements will result in timelier completion for students admitted under them.
  3. A clear plan indicating how students who do not meet the new entrance requirements will be advised on how they might work to meet them and/or enroll in an alternative program.
- 12.** Once the college representative submits a proposal for the Committee's consideration, arrangements must be made by the college representative, if necessary, to have someone attend the UUPC meeting who can answer any questions that may arise. The college representative must also make arrangements to have someone from the program attend the UFS Steering and UFS meetings to be available in case questions arise. Notification of Committee actions are communicated to the colleges through college representatives and by way of the UUPC minutes.
- 13.** Requests for changes in credit must be accompanied by a syllabus justifying the change.
- 14. Miscellaneous notes:**
- a. Whenever a proposal for a new variable credit course is submitted to the University Programs Committee, the proposal must be accompanied by an outline of the course content for the minimum number of credits.
  - b. Every course listed in the University Catalog must have an accompanying brief, informative, and accurate description approved by the UUPC.
  - c. These recommendations apply to all classroom, lecture, and laboratory courses other than the usual Special Topics and Independent Study courses.
  - d. A course may be taught as a Special Topics (X93X series, ex. 4930) only three times with the same title and/or content. After this, the course must either be proposed as a "New Course" to the UUPC or be deleted from the curriculum.
  - e. The Department of Languages, Linguistics and Comparative Literature must be consulted before a department is permitted to remove the Foreign Language Graduation Requirement (also known as the Foreign Language Exit Requirement, FLEX) from a degree program. Notice of such consultation must be submitted with the proposal.
- 15. New Courses in the Harriet L. Wilkes Honors College:**
- New courses to be offered by the Honors College that do not have overlap in other colleges, in general, do not need the approval of other colleges to add these courses to various Honors College curricula. For new Honors College courses that might be construed as affecting other departments and/or colleges, the Honors College **must** consult the other departments and/or colleges and the results of such consultation **must** be attached to the proposal. To assure the Committee that such consultation has taken place, the faculty member proposing the new course must do as follows: The faculty member making the proposal should send an email to the various departments and/or colleges that might be construed as being affected by the new course. A print out of the email and of all of the responses received must be included with the proposal when that proposal is brought to the UUPC. If one or more departments and/or colleges have failed to respond to the query concerning the "New Course" proposal, the UUPC will interpret this absence of response as consent.

When the Honors College wishes to offer its version of an existing FAU course, or a new course unique to its curricula, it must fill out a "New Course" form and submit it, along with the course syllabus, to the University Honors Council (UHC) for review/approval. Once approved by UHC, the course may be submitted to the UUPC.

If Honors College versions of existing FAU courses differ in prerequisites, credits, or grading scheme, then the Honors College must seek approval from all appropriate departments, and must obtain a new course number, if possible, to differentiate the course.

**16. Approval process for departments proposing "honors" versions of existing courses:**

- a. Whether or not the course exists in the Honors College, departments proposing honors versions of existing courses must submit a "New Course" form, along with a syllabus and all the attendant material (see Item 9), to the University Honors Council (UHC) for review and approval. Once approved by the UHC, the course may be submitted to the UUPC. If the course is an Honors College course currently, consult with its faculty and have evidence of the consultation, such as email responses.
- b. Once approved by the UUPC and the UFS, the course will be added to FAU's course inventory and the Catalog, if it already exists in the Honors College. It does not require Statewide Course Numbering System (SCNS) approval because an honors record of this course is already listed in the SCNS.
- c. If the accelerated course does not exist in the Honors College, it will require SCNS review so that a second record (the honors version) can be added to the SCNS.

Item 1 Revised 2/26/00, 10/8/02, 6/30/03, 08/24/04, 6/29/10, 10/7/11

Item 3 Revised 12/2/11, 2/21/20

Item 4 Revised 11/9/10, 2/21/20

Item 6 Revised 4/6/01, 6/30/03, 08/24/04, 6/29/10, 10/1/10, 7/8/15, 9/18/18, 8/5/20

Item 7 Revised 2/26/00, 6/30/03, 08/24/04, 6/29/10, 8/5/20

Item 8 Added 2/26/00, revised 6/30/03, 08/24/04, 6/29/10, 7/8/15, 9/18/18

Item 9 Revised 4/6/01, 06/30/03, 08/24/04, 6/29/10, 7/8/15, 9/18/18, 8/5/20

Item 10 Revised 7/23/76, 6/30/03, 08/24/04, 6/29/10, 7/8/15, 9/18/18

Item 11 Revised 2/26/00, this section deleted, 6/30/03

Item 12 Added 10/21/77, renumbered to 11, 6/30/03, revised 08/24/04, 6/29/10, 11/9/10, 12/14/10, 9/18/18

Item 12 Revised 2/26/00

Item 13 Added 2/10/78, renumbered to 12, 6/30/03, 8/5/20

Item 14 Added 3/16/78, renumbered to 13, 6/30/03

Item 14 Revised 2/26/00, Item e. approved 4/3/17

Item 15 Revised 2/26/00, renumbered to 14, 6/30/03, revised 08/24/04, 9/18/18

Item 15 Added 08/24/04, revised 6/29/10, 9/17/20

Item 16 Added 08/24/04, revised 6/29/10, 9/18/18

WAC details added, 08/24/04, revised 7/8/15

Minor Standards added, 08/24/04