

Kennesaw State University UPCC Executive Committee

Function.

The UPCC Executive Committee is a standing subcommittee of the UPCC. It will provide ongoing engagement/advisement to the Associate Vice President of Curriculum during periods in which the UPCC is not in session. The Executive Committee will also serve as a scheduling/coordination body for matters to come before the UPCC. In this role, it will ensure that matters coming before UPCC (1) have met procedural requirements for doing so and (2) are in compliance with Board of Regents and Kennesaw State University policies (e.g., issues with the Registrar's Office relating to course numbering, ensuring documents have appropriate approval before coming to UPCC). It will also serve to streamline UPCC function, providing the UPCC with a vehicle to which matters may be referred between UPCC meetings subject to the following guidelines.

Relationship with UPCC.

The Executive Committee is a standing subcommittee of UPCC. While the Executive Committee will serve as an advisory body on undergraduate curriculum to the Associate Vice President of Curriculum, the Executive Committee does not have independent decision-making authority on any matter requiring a UPCC vote. The UPCC may delegate matters to the Executive Committee for investigation or recommendation. The Executive Committee will organize proposals for discussion, and create a consent agenda concerning minimus items (e.g., change to course description, etc) for consideration by the UPCC. At any time, any member of the UPCC may remove items from the consent agenda for further discussion.

Membership.

The membership of the Executive Committee will include the following:

Membership composition. The membership of the Executive Committee shall consist of the following voting members:

1. UPCC Chair,
2. UPCC Vice Chair,
3. UPCC Secretary,
4. At Large Member of UPCC (From the Marietta Campus) and
5. At Large Member of UPCC (From the Kennesaw Campus).

Nonvoting (Ex-officio) members will include:

6. UPCC Representative from Academic Affairs
7. UPCC Representative from the Registrar's Office

Notes:

- Should the Executive Committee need specific information from other UPCC members, or other authorities, the Executive Committee may invite other participants on an *ad hoc* basis
- As the Executive Committee is not a policymaking body, there are no provisions for voting.

Selection of members. Members of the Executive Committee are selected for one year through the different processes and subject to approval by the UPCC.

- The positions of Chair, Vice Chair, and Secretary are subject to vote by the members of the UPCC. Majority vote of members present will determine who will hold elected office.
- The Chair in consultation with Vice Chair and Secretary will recommend two at large members to serve on the Executive Committee. Recommendations are subject to ratification by UPCC.
- Ex-officio members of the Executive Committee will serve by virtue of their position with each unit.

Time commitment.

Members of the Executive Committee must be willing to commit up to one hundred (100) hours per semester to service on matters concerning undergraduate curriculum (exclusive of time associated with membership on UPCC). At a minimum, Executive Committee members should anticipate meeting once every two (2) weeks during each academic semester.

Resignation or Removal.

Members of the Executive Committee are expected to attend meetings of the Executive Committee. If a member has an unexcused absence from two (2) meetings in a single semester, (s)he may be offered an opportunity to resign from the Executive Committee at the end of the semester.

Compensation.

The KSU Office of the Provost and Academic Affairs recognizes the significant time commitment asked of members of the Executive Committee and the importance of ensuring faculty voice on an ongoing basis. Compensation is based upon available resources and subject to approval by the Provost and the Associate Vice President of Curriculum. Recommended compensation for service rendered includes:

- Semester Stipend (Amount to be determined by Academic Affairs and subject to available funds)
or
- One Course Release (Subject to negotiation with the member's department chair and available funds)

Approved by UPCC on April 27, 2017

Approved by the Office of the Provost and Academic Affairs on May 9, 2017