

BY-LAWS of the JOINT UNIVERSITY CURRICULUM COMMITTEE (JUCC) University of San Francisco

Purpose:

The JUCC reviews and advises the provost on curriculum proposals, policies, and processes that affect more than one college or school, as well as university-wide policy proposals and processes that have implications for the structure or delivery of the curriculum. The JUCC reviews and advises the provost on proposals regarding academic programs at the beginning and end stages, including asking deans and school-level curriculum committees to consider additional feedback from a university-wide perspective when applicable. The JUCC also facilitates campus-wide conversations regarding curriculum innovation.

Scope of the JUCC may include:

- Changes in degree requirements (e.g., undergraduate core curriculum, graduation requirements);
- Revisions to curriculum review and approval processes;
- Significant changes in course delivery formats and modalities;
- Cross-college and interdisciplinary teaching and academic programs;
- New academic program curriculum proposals;
- Academic program closures;
- Policies that pertain to graduate and undergraduate education with curricular impact.

Scope of the JUCC does not include:

- Courses that impact only one college or school. These matters will be referred to the dean of the relevant school or college;
- Curriculum-related decisions based on primarily budgetary reasons and fiscal policies. These matters will be referred to the University Budget Advisory Committee (UBAC).

All actions by the JUCC are recommendations to the Vice President of Academic Affairs and Provost.

Article 1. Membership

The membership shall include twenty-four (24) voting representatives from the following constituencies:

- Ten (10) full-time faculty members selected by USFFA as follows: two (2) members elected from each of the schools and colleges of Arts, Management, Nursing and Health Professions, and Science, by their faculties, one (1) member elected from the School of Education by its faculty, one (1) librarian elected by the librarians. The faculty co-chair will be selected by the USFFA.
- One (1) full-time faculty member from Law.

- Two (2) part-time faculty members selected by USF PTFA, including no more than one (1) from any of the schools of Management, Nursing and Health Professions, or Education, or from either division of Arts or Sciences.
- Nine (9) administrative members appointed by the provost in consultation with the deans: one (1) member selected to be the administrative co-chair, six (6) members selected to represent the college, schools, and library, and two (2) members of the staff in Academic Affairs selected based on curricular expertise.
- Two (2) student members: one (1) graduate student representative selected by the Graduate Student Senate and one (1) undergraduate student representative selected by the ASUSF Senate.

A non-voting staff member will be present at meetings to record the minutes. The JUCC may invite additional guest expertise in a non-voting capacity into committee meetings as needed.

Article 2. Term of Office and Responsibilities

- The length of initial appointments to this Committee will be staggered with members of different constituencies serving one (1), two (2), or three (3) year terms to be determined among the constituency members at the beginning of terms. After initial appointments, all appointments are three (3) years. Members generally serve no more than two (2) complete consecutive three-year terms.
- Replacement of committee vacancies or members on leave, sabbatical, or with other scheduling conflicts will be appointed by the member constituency group. Replacements will complete the remaining term of the member leaving the committee.
- If a constituency cannot fill their appointed seat, the seat shall still remain open to that group to be filled when qualified applicants arise.
- All voting members of the committee have equal voting rights on all JUCC recommendations.
- Committee minutes will be approved by Committee members and shall be available to the USF community on the USF website.
- Attendance at all meetings is required. However, either co-chair may excuse a member from attendance. Requests for excused absences must be made prior to the scheduled meeting. When a member is excused, the other co-chair shall be notified.

Article 3. Procedures

- Meetings will be held once a month during the academic year or more often if needed. The agendas will be created by the faculty and administrative co-chairs and posted one week in advance on the USF website. Absent an agenda no meeting shall be held.
- A quorum is required to hold any committee votes and it shall consist of a majority of members, regardless of representation.
- Deliberations of the JUCC shall be conducted in open session (Article 21.3 USFFA CBA).
- Any faculty, staff, or student members of Academic Affairs can submit a proposal to the JUCC and the co-chairs will collaboratively determine whether and when to place these items on the agenda.

- At the expiration of forty-five (45) days, the administration may reach a final decision on the proposal (Article 21.3 USFFA CBA).
- The co-chairs may opt to extend the deadlines referred to above by forty-five (45) days by mutual consent of the administration and the USFFA. Time periods are to be measured from the date on which a proposal was formally presented to the co-chairs of the JUCC (Article 21.5, USFFA CBA).
- The JUCC will recommend actions to the provost regarding academic programs when they are first conceived during the Intent to Propose stage and if/when they are in the final closure stage.

Article 4. **Reporting Responsibilities**

- The final recommendations by the JUCC to the provost regarding academic programs, processes, or policies will be written and include recommendations for action. A summary of the reasons for the recommendations will also be provided.
- The JUCC will complete its review within forty-five (45) days of any proposal formally submitted to the co-chairs during the academic year. However, should a proposal be received with less than two (2) weeks remaining in the academic year, it may be carried forward with permission of the provost. If the JUCC fails to act on a proposal within forty-five (45) days of submission (and the proposal is not carried forward), the provost may take unilateral action. Before the Provost takes unilateral action, they shall consult with JUCC members.
- Members are expected to represent the views of their constituents during the JUCC meetings and to communicate with their constituents regarding JUCC recommendations.
- Co-chairs ensure that agenda and minutes of the meetings are posted on the committee website in a timely manner.

Article 5. **Change in By-laws**

- Any proposed changes in these By-laws will be reviewed by the JUCC and forwarded with recommendation for action to the provost and USFFA president.
- The Provost and the USFFA President approve changes in these By-laws.
- These By-laws shall be operative upon approval and shall be continued hereafter unless changed or terminated by mutual agreement of the Provost and USFFA President.

Approved by the USF Policy Board on February 2, 2022.

Approved by Provost and Vice President of Academic Affairs, Chinyere Oparah on February 3, 2022.