Undergraduate & Professional Curriculum Committee Operating Code

Article 1 – Objective and Purpose

The Applied Physiology & Kinesiology Undergraduate & Professional Curriculum Committee (APK-UPCC) reviews all new and revised undergraduate and professional academic program and/or course changes and makes recommendations to the college curriculum committee for final decision.

Article 2 – Membership

The APK-UPCC chair is appointed by the APK department chair. At least one academic advisor, the internship coordinator, the undergraduate coordinator, and the chair of the department serve as ex-officio members. All other members are appointed annually by the chair of the department. All members, including ex-officio members, can and should discuss/debate, propose motions, and vote. The body of this committee should include representatives from both tenure-track and non-tenure-track faculty. There must always be an odd number of members.

Article 3 – Terms of Service

All members of the APK-UPCC serve a minimum of two consecutive academic years.

Article 4 – Responsibilities

Members should attend all meetings, work collaboratively outside of meetings when needed to serve the mission of the committee, and provide detailed feedback on all proposals brought to the committee. Members are expected to review, provide feedback on, and approve meeting minutes. In accordance with the APK Departmental Operating Code, it is the responsibility of this committee to approve changes in undergraduate and professional curricula and evaluate existing programs (e.g., academic assessment plans, outcome reporting).

Article 5 – Officer and Duties

The chair is the sole officer of the APK-UPCC. The chair is responsible for establishing meeting times and locations; setting the agenda based on all submitted curricular items and input from the faculty, staff, and committee members; conducting meetings; and taking/sending out meeting minutes. The chair is responsible for updating the faculty on revisions to the undergraduate and professional curricula, collecting votes on recommendations put forward to the faculty regarding the undergraduate and

professional curricula, and proposing faculty-approved curricular items to the college curriculum committee.

Article 6 – Meetings
The APK-UPCC meets monthly in fall and spring semesters in accordance with the college and university curriculum committees. Meetings may be called by any member to discuss an item of concern or interest. Any member of the committee or of the APK faculty may add items to the agenda for consideration at meetings by submitting an electronic request to the chair of the committee. Meetings may take place in-person or virtually, including discussion and decisions/votes. Items being voted on by the committee will be approved with a simple majority. In accordance with the APK Departmental Operating Code, meeting participants will fully participate in discussion, display mutual respect for individuals and ideas, and adhere to the principles of ethical conduct in such a way as to create an environment of trust.

Article 7 – Amendments
Amendments to this operating code may be proposed by any APK-UPCC member. Amendments will be presented to the committee with an appropriate rationale for review. A majority vote by all committee members AND approval by the chair of the department will be required for approval.

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Approved by APK Faculty: 02/19/18
Amendment proposed by J. Ahlgren, Co-Chair: 9/17/21
Approved by APK-UCC: 9/17/21
Approved by APK Faculty: 10/29/21
Amendment proposed by J. Ahlgren, member ex officio, 5/11/23
Approved by APK-UPCC: 8/24/23