

**University of Colorado at Denver and Health Sciences Center  
Downtown Denver Campus**

**Undergraduate Council Bylaws  
Aug, 2006**

**I. Mission:**

The Undergraduate Council (UGC) is an academic body established to support all academic aspects of the undergraduate experience on the UCDHSC Downtown Denver Campus. The Council, which includes faculty representatives from all schools and colleges with undergraduate programs, was established to review new undergraduate degrees and programs with cross-college content; as well as to foster communication, coordination and cooperation of undergraduate programs and curricula across campus. The Undergraduate Council shall also serve in an advisory capacity to schools and colleges, the Director of Undergraduate Experiences, and the Provost on matters of access, recruitment, retention, and quality education.

**II. Membership:**

- A. The Director of Undergraduate Experiences shall serve as the Chair of the Undergraduate Council as *ex-officio* member.
- B. The voting membership of the Undergraduate Council shall consist of tenured, or tenure-track, faculty elected from UCDHSC schools and colleges offering baccalaureate degrees.
  - 1. The initial composition of the Undergraduate Council shall be defined as:

College of Arts and Media	1 faculty member
Business School	1 faculty member
College of Engineering and Applied Science	1 faculty member
College of Liberal Arts and Sciences	3 faculty members
  - 2. The Undergraduate Council shall regularly review the voting membership to ensure the number of faculty from each academic unit reflects the UCDHSC structure of colleges and schools, and the proportion of undergraduate degrees awarded. Each school or college with an undergraduate degree approved by the University of Colorado Board of Regents will be represented by a minimum of one voting member, and no single school or college will be represented by more than 49% of the voting Council members (50% until there are more than 6 members).
  - 3. The term for voting members of the Undergraduate Council shall be three years. The terms shall be staggered such that approximately one-third of the voting members are elected each year.
  - 4. Should a voting faculty position become vacant, or a Council member be absent for an extended period due to sabbatical or other extended leave, the affected school or college shall employ its internal policies and procedures to identify a temporary voting faculty replacement. Such faculty vacancies must be filled through an election for the following term of office.

5. Voting faculty on the Undergraduate Council may be re-elected, but not for more than two consecutive 3-year terms.
  6. If a voting faculty member of the Council does not regularly participate with the Council, the Dean of the academic unit will initially be informed by the Chair. The Undergraduate Council may declare a position vacant through a formal vote.
- C. The non-voting membership of the Undergraduate Council shall consist of representatives from academic and administrative units who shall participate in all discussions and serve in a liaison capacity with the UCDHSC campus.
1. Non-voting membership shall consist of one representative from
    - Student Government
    - Office of Enrollment and Student Engagement
    - Faculty Assembly
    - Library
    - Each school or College without an approved undergraduate degree
  2. A non-voting representative from the UCD Association of Lecturers and Instructors will be welcome to serve on the Undergraduate Council. The UCDALI representative must meet academic unit policies on service.
  3. Non-voting membership shall be for a period of one year. Non-voting members may be elected or appointed at the discretion of the unit being represented.

### **III. Roles and Responsibilities**

- A. The Undergraduate Council will review all new undergraduate degree proposals from the downtown Denver campus. The results of the formal UGC vote will be forwarded to the Provost in the form of a recommendation.
- B. The Undergraduate Council will review all new undergraduate minors and certificates from the downtown Denver campus with cross-college content. The results of the UGC formal vote will be forwarded to the Provost in the form of a recommendation.
- C. The Undergraduate Council will review all courses or academic programs that potentially contain cross-college content, when brought to the attention of the Undergraduate Council by one of the UCDHSC schools or colleges. The results of any formal UGC vote will be forwarded to the Provost in the form of a recommendation.
- D. It will be the discretion of the voting members of the Undergraduate Council to determine when, and under what conditions, academic issues, as defined by III. A, B, or C above, will be forwarded, or returned, to schools and colleges for review prior to a formal vote of the Council.
- E. The Undergraduate Council is to promote communication and program development that cross traditional college boundaries. The Undergraduate Council is to promote campus-wide programs that fall within the broad area of experiential learning. Recommendations will be forwarded to the Deans and the Provost.

- F. The Undergraduate Council is to foster communication and program development between academic and student affairs units in order to effectively and efficiently serve undergraduate students.

#### **IV. Meetings of the Council**

- A. The Chair shall establish regular meetings of the Undergraduate Council in consultation with the Council members.
- B. Formal votes to be taken by the Undergraduate Council require a minimum of one calendar week notification through a distributed agenda. A super majority vote of at least 2/3 of voting members is required to pass a motion. In the event of a tie vote, further discussion and additional vote(s) will ensue.
- C. In the event of unanticipated or unusual circumstances, the voting members of the Council may approve alternate means of voting. Voting by proxy is not allowed.
- D. Administrative support for the Undergraduate Council will be provided by the Chair through the office of Undergraduate Experiences.
- E. Minutes from the Undergraduate Council are required when formal votes are taken. Minutes will be distributed to each school or college, Academic Affairs, Enrollment and Student Engagement, and Faculty Assembly.