

**Undergraduate Council Bylaws**  
**University of Colorado Denver Downtown Denver Campus**

**I. Mission:**

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

**II. Membership:**

- A. The AVC for Undergraduate Experiences shall serve as the Chair of the UGC as an *ex-officio* member.
- B. The voting membership of the UGC shall consist of tenured, tenure-track, clinical, or senior instructor faculty elected or appointed by each CU Denver school and college offering a baccalaureate degree. Ideally members will be long-serving ( $\geq 5$  years on campus) or otherwise committed members of the CU Denver community, since the UGC addresses issues that benefit from familiarity with the university as a whole and serve undergraduate education across schools/colleges.
  - 1. The composition of the UGC shall be:

College of Architecture and Planning	1 faculty member
College of Arts and Media	1 faculty member
School of Business	1 faculty member
School of Education and Human Development	1 faculty member
College of Engineering and Applied Science	1 faculty member
College of Liberal Arts and Sciences	3 faculty members
School of Public Affairs	1 faculty member
  - 2. The UGC shall regularly review the voting membership to ensure the number of faculty from each academic unit reflects the CU Denver 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 members.
  - 3. The term for voting members of the UGC shall be three years. The terms shall be staggered such that approximately one-third of the voting members are elected or appointed each year.

4. If the elected/appointed voting membership does not include any non-tenure-track faculty, then the Chair will request that the CU Denver Association of Lecturers and Instructors (UCDALI) nominate a voting representative at the clinical or senior instructor level.
  5. 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 election or appointment for the following term of office.
  6. Voting faculty on the UGC may be re-elected or re-appointed, but not for more than two consecutive 3-year terms.
  7. If a voting faculty member of the Council does not regularly participate with the Council, the Dean of the academic unit initially will be informed by the Chair. The UGC may declare a position vacant through a formal vote.
- C. The non-voting membership of the UGC shall consist of representatives from academic and administrative units who will be invited to participate in all discussions and serve in a liaison capacity with the CU Denver campus.
1. Non-voting membership will include one representative invited from each of these offices:  
Associate Vice Chancellor for Planning,  
Director of First-Year Experiences,  
Division of Student Affairs,  
Student Government Association.
  2. Non-voting membership shall be for a period of one year with no limit on the number of terms. Non-voting members may be elected or appointed at the discretion of the unit being represented.

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

- A. The UGC will review all new undergraduate degree proposals from the downtown Denver campus. Typical considerations include: program justification, a well thought-out curriculum, student market and demand, preparation of students for the job market or graduate study, integration of general-education courses, use of existing courses and number of new courses proposed, existing faculty expertise and availability, number of proposed new faculty hires, overlap and synergy with other degrees or programs and potential impact on their student-base and resources, delivery mode, impact on resources for graduate education, and general thoroughness and quality of the proposal. The UGC is not restricted in the areas or issues that it reviews, although fiscal approval is outside its purview. The results of the formal UGC vote will be forwarded to the provost in the form of a recommendation.

- B. The UGC will review all new undergraduate minors, certificates, and courses from the downtown Denver campus that have cross-college content. The results of the UGC formal vote will be forwarded to the provost in the form of a recommendation.
- C. The UGC, at the request of an academic unit, may investigate alleged cases of overlap, duplication, or intra-university competition between proposed or existing courses or programs/degrees. In reviewing new courses or programs, it will encourage the proposing academic unit to consult with others already offering similar courses or programs/degrees and seek mutually beneficial agreement. 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 UGC to determine when, and under what conditions, course or program issues, as defined by III. A, B, or C. above, will be forwarded, or returned, to schools and colleges for consideration or reconsideration and potential revision prior to a formal vote.
- E. The UGC is to promote communication and program development that cross traditional college boundaries, as well as to foster communication and program development between academic and student affairs units in order to more effectively and efficiently serve undergraduate students. Recommendations will be forwarded to the deans and the provost.
- F. The UGC is to promote campus-wide programs that fall within the broad area of experiential learning. Toward that goal, the UGC serves as the campus faculty-governance body that reviews and approves courses (or sections) to receive official designation as High-Impact-Practice (HIP) courses (or sections of that course). Academic units may submit proposals for course (or section) designations based upon pre-established criteria and guidelines. Courses (or sections) approved by the UGC will be designated in the CU Denver Catalog (and potentially on transcripts) with a two-letter designation code at the end of the course title, e.g., “WI” for writing-intensive courses or “UR” for undergraduate research and creative activities courses.

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

- A. The Chair shall establish regular meetings of the UGC in consultation with the members.
- B. Formal votes to be taken by the UGC 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 UGC will be provided by the Chair through the Office of Undergraduate Experiences.
- E. Minutes from the UGC are required when formal votes are taken. Minutes will be distributed to each school or college, the Associate Vice Chancellor of Academic Affairs, and Faculty Assembly.