

## **Policies and Procedures for the Senate's University Core Curriculum Oversight Committee (UCCOC):**

The Committee oversees the University Core Curriculum (UCC) and reports their findings to the FIU Faculty Senate.

Committee Policies and Procedures:

1. New UCC Course Proposals: Departments or programs may submit existing courses for inclusion in the UCC to the Committee. The UCCOC will review the proposals and transmit any positive recommendations to the Faculty Senate for its consideration to add the course to the Core. If the UCCOC does not move the course forward to the Faculty Senate, the Chair of the UCCOC will notify the submitting department as to why their course was sent back. Courses may be submitted for only one requirement category. The UCCOC does not have jurisdiction over the State required Group One courses. Submissions for FIU required Group Two category must include the following:

- One copy of the course syllabus
- A written justification memo which clearly addresses how the course fulfills the goals and objectives for the FIU required Group Two category (Humanities, Mathematics, Social Sciences, Natural Sciences, or Arts) for which the course is being proposed.
- The stated Student Learning Outcome's (SLO's) of the course, the actual assignments that will be given to meet each SLO, and the process used to determine if the core category's learning competencies are being achieved.
- A memo from the Department Chair stating how many sections of the course will be offered per semester, number of seats per section, and what percent of sections are to be taught by full-time faculty.

UCC courses must be offered at least twice, in different semesters, to the general undergraduate student population (No 4000 level courses are allowed).

### 2. Oversight of the Existing UCC:

a. Every three years, the Committee will review the existing core courses (in Face-to-face, Hybrid, Online and Dual Enrollment modalities) to determine adherence to the following criteria:

- The syllabus lists the UCC category (Humanities, Natural Sciences, Social Sciences, Math, Arts, Communication) in which the course resides.
- The syllabus learning outcomes (specifically listed as the UCC learning outcomes) are aligned with the category description of the UCC where the course resides.
- The syllabus contains a course description, an outline of major topics (course schedule), a description of performance measures (exams, papers, etc.) that are aligned with the category description of the UCC where the course resides.
- The assessment matrix is aligned with the category description of the UCC where the course resides.
- The course has been offered at least twice per year, in different semesters.
- At least 50% of course sections taught by full-time faculty members.

The UCCOC review process may include the observation of enrollment trends and additional comments to provide feedback to the Faculty Senate.

b. When the Committee determines that a course is not meeting the requirements of a UCC course (as stipulated above), the Committee will make a motion to the Faculty Senate for the removal of said course from the UCC. This motion will be carried forward by the Steering Committee for consideration as a Senate agenda item.

c. An annual “State of the UCC” report will be written by the Chair of the Committee with input from other Committee members. The report will be submitted to the FIU Faculty Senate and summarize the Committee’s work during the given academic year.

Approved by Faculty Senate: October 19, 2021: Motion#21/22:03