Course and Curriculum Committee
College of Natural Sciences

What does the Course and Curriculum Committee review?

All matters relating to the undergraduate curriculum are reviewed by the C&C committee prior to transmission to the university administration, including: catalog legislation, course inventory changes, and select university, college, and departmental curricular policies. Depending on the scope of the change, proposals may undergo further review by one or more of the following entities:

- General Faculty
- CUDPR
- Vice Provost’s Office
- President’s Office
- University of Texas System
- Texas Higher Education Coordinating Board

What is the make-up of the Course and Curriculum Committee?

The Course & Curriculum Committee is composed of faculty representing each of the following academic units in the college:

- Astronomy
- Biological Sciences Undergraduate Program
- Chemistry
- Computer Science
- School of Human Ecology
- Integrative Biology
- Marine Science Institute
- Mathematics
- Molecular Biosciences
- Neuroscience
- Physics
- Statistics and Scientific Computation
- UTeach

Members are appointed by the chair of the department, or director of the school, and approved by the dean prior to the beginning of each academic year. There is no term limit for committee membership, and members may continue to serve at the bequest of the dean. The committee is chaired by the Associate Dean who functions as a non-voting member.

When does the committee meet?

The C&C committee meets regularly throughout the academic year to ensure that all legislative changes are submitted by the annual university deadlines. Monthly meetings are typically held Sept-Nov. and Feb-May, and are an hour in length.
The committee may meet during summer if departments cannot present their legislative changes during the fall and spring. Meeting dates and agendas are posted on the Academic Records website, and members are sent reminders by email.

Departmental representatives presenting course inventory or legislative changes for review must select a date for their presentation and provide Academic Records with all necessary materials no later than three business days before the scheduled C&C meeting to allow time for formatting and photocopying.

A quorum of 8 voting members must be present to vote on legislation. Committee members who cannot attend are asked to send a representative in their place.

What are the responsibilities of the committee members?

Committee members are asked to:

- Represent the interests of their departments
- Bring legislation and course inventory changes forward and present them to the committee
- Take information and proposals back to their departments for discussion and possible action
- Engage in reviewing proposals by other departments and participate as voting members
- Review final legislation of their departments to ensure accuracy
- Monitor the C&C Home Page wiki to view agendas, deadlines, and proposals

What is the next cycle for updating the undergraduate catalog?

The undergraduate catalog is updated and published every two years. The 2014-16 catalog will undergo review in 2012-13, with all approved legislative changes from the college due by mid-September 2013.