

UNIVERSITY CURRICULUM COMMITTEE
ANNUAL REPORT FOR 1991-92

MEMBERS: Jack R. Fenwick, Agricultural Sciences
Victor A. Baez, Applied Human Sciences
Robert W. Hoffert, Arts, Humanities, and Social Sciences
John D. Staples, Business
Thomas A. Brubaker, Engineering
Frank G. Ethridge, Natural Resources
Thomas W. Sneider (completing term of Dieter H. Wilken), Natural Sciences
James F. Masken (completing term of Charles W. Miller), Veterinary Medicine and Biomedical Sciences
Brit Rasmussen, ASCSU
Raymond J. Rodrigues, Chair and Secretary (ex officio)

The University Curriculum Committee met weekly and reported its actions periodically through the minutes approved by the Faculty Council. In addition to the usual curricular items in the form of course and program proposals, the Committee:

- A. Transmitted to the Faculty Council as special action items:
 1. Proposed M.S. and Ph.D. interdisciplinary degree programs in ecology.
 2. Proposed cross-cultural course requirement.
 3. Proposed name change for College of Arts, Humanities, and Social Sciences to College of Liberal Arts.
- B. Approved and distributed deadlines for curricular changes.
- C. Reviewed all courses proposed for inclusion in the University Studies Program.
- D. Reviewed memorandum of understanding between the Colorado State University System and the Colorado Community College and Occupational Education System.
- E. Requested that the Graduate Council reconsider their role in the monitoring of graduate program specializations.

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*revision/
Steering Comm.
3/24/92*

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- E. *Requested that GC reconsider their role in grad. prog. spec. monitoring*

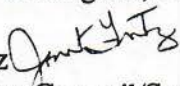
FEB 28 1992



Faculty Council
108 Administration Building
Fort Collins, Colorado 80523
(303) 491-6614

February 27, 1992

TO: Anthony J. Koski, Committee on Scholarships and Awards
Robert J. Theodoratus, Committee on Libraries
Bruce A. Wunder, Code Committee
John R. Brouillette, Committee on Instructional Development
Wade O. Trozell, Committee on Intercollegiate Athletics
Kenneth D. Blehm, Committee on Scholastic Standards
Raymond J. Rodrigues, University Curriculum Committee

FROM: Janet J. Fritz 
Chair, Faculty Council/Steering Committee

SUBJECT: Annual Report

This is a reminder that your respective committee's annual report is due to the Office of Faculty Council on or before March 12, 1992.

Thank you.

cim

Enclosure

cc: G. Kay Jacks
 Diane Crews

DRAFT

FORMAT FOR ANNUAL REPORT OF FACULTY COUNCIL COMMITTEES

COMMITTEE NAME

Annual Report for 19XX-XX

Members: Each committee member must be listed; use full names, titles (chair, secretary, ex officio, etc.), and units represented as listed on the official Faculty Council roster of standing committees as produced by the Office of the Faculty Council.

The annual report should be brief but informative (one page if at all possible), indicating the number of meetings held; explanations of substantive matters brought to the committee; and, the responses or recommendations made by the committee.

October 29, 1991

TO: Faculty Council Standing Committee Chairs

FROM: Janet J. Fritz
Chair, Faculty Council/Steering Committee

SUBJECT: Annual Committee Reports to the Faculty Council

Faculty Council
108 Administration Building
Fort Collins, Colorado 80523
(303) 491-6614

Faculty Council's Code requires each standing committee to provide copies of its minutes to the Steering Committee and to submit an annual report to Faculty Council.

Minutes

The Chair of Faculty Council/Steering Committee should receive a copy of the minutes within two weeks after each meeting. If it has not been necessary for a committee to meet during the semester, then please report this fact in writing to the Chair of Faculty Council/Steering Committee. It is important to have your minutes on file in the Office of Faculty Council for the following reasons: historical record; review of committees' current activities; and scheduling.

Annual Report

The Steering Committee has defined a procedure for annual reports whereby each committee chairman prepares a one-page progress report covering the past twelve months of committee activity. Each report is to be submitted to the Office of Faculty Council at the appropriate time (approximately three to four weeks prior to the Council meeting at which the report is to be received). This report is distributed with the Faculty Council agenda for a particular meeting according to the attached schedule. At the Council meeting at which the report is to be received, the committee chairman (and other committee members) will be present to answer questions.

It should be noted that the report is to cover committee activity during the past twelve months, regardless of the month during which the report is made. This means that each report will cover an arbitrarily-determined twelve-month period, but that a continuous record of each committee's progress will accumulate over the years. It should be noted, also, that this is to be a progress report only and not a report of recommended action to be adopted by the Council. Committee business requiring special action will continue to be handled through regular Council channels.

cim

Enc.

cc: Steering Committee

DRAFT

FORMAT FOR SUBMISSION OF MINUTES TO STEERING COMMITTEE

The record of the proceedings of a standing committee is called the minutes, and each set of minutes is submitted to Steering Committee. The minutes should contain mainly a record of what was done at the meeting, not what was said by the members. The minutes should never reflect the secretary's opinion, favorable or otherwise, on anything said or done.

The first paragraph of the minutes should contain the following information:

1. The kind of meeting: regular, special, adjourned regular, or adjourned special
2. The name of the committee
3. The date and time of the meeting, and the place, if it is not always the same
4. The fact that the regular chairman and the secretary were present or, in their absence, the names of the persons who substituted for them; and the names of those at the meeting, both members and guest
5. Whether the minutes of the previous meeting were read and approved--as read, or as corrected--the date of that meeting being given if it was other than a regular business meeting

The body of the minutes should contain a separate paragraph for each subject matter, and in such a format should show:

1. All main motions or motions to bring a main question again before the committee--except any that were withdrawn--giving:
 - a. The wording in which each motion was adopted or otherwise disposed of (with the facts as to how the motion may have been debated or amended before disposition included parenthetically)
 - b. The disposition of the motion, including--if it was temporarily disposed of--any primary and secondary amendment and all adhering secondary motions that were then pending
 - c. Usually, in the case of all important motions, the name of the mover
2. All points of order and appeals, whether sustained or lost, together with the reasons given by the chair for his ruling

The last paragraph should state the hour of adjournment.

Schedule for Submitting Faculty Council Committee Reports

1991-1992

| <u>Committee</u> | <u>Date Written Report is Due in Office of Chair of Faculty Council</u> | <u>Date Report Will Be Received in Faculty Council Meeting</u> |
|--|---|--|
| Committee on Research | January 14, 1992 | February 4, 1992 |
| Committee on Undergraduate Admissions and Registration | January 14, 1992 | February 4, 1992 |
| Committee on Scholarships and Awards | January 14, 1992 | February 4, 1992 |
| Committee on Academic Planning | February 11, 1992 | March 3, 1992 |
| Committee on Continuing Education | February 11, 1992 | March 3, 1992 |
| Graduate Council | February 11, 1992 | March 3, 1992 |
| International Programs Committee | February 11, 1992 | March 3, 1992 |
| Committee on Libraries | February 11, 1992 | March 3, 1992 |
| Code Committee | March 10, 1992 | April 7, 1992 |
| Committee on Instructional Development | March 10, 1992 | April 7, 1992 |
| Committee on Inter- collegiate Athletics | March 10, 1992 | April 7, 1992 |
| Committee on Scholastic Standards | March 10, 1992 | April 7, 1992 |
| Curriculum Committee | March 10, 1992 | April 7, 1992 |
| Committee on Budgets and Financial Planning | April 14, 1992 | May 5, 1992 |
| Committee on Committees | April 14, 1992 | May 5, 1992 |
| Committee on Responsibilities & Standing of Academic Faculty | April 14, 1992 | May 5, 1992 |
| Committee on Student Life | April 14, 1992 | May 5, 1992 |
| Steering Committee | April 14, 1992 | May 5, 1992 |

DRAFT

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