

Eastman School of Music

UNDERGRADUATE CURRICULUM COMMITTEE CHARTER

Purpose of the UCC

The Undergraduate Curriculum Committee (UCC) is a standing committee of the faculty of the Eastman School of Music, created in 1967 for the purpose of exercising the faculty responsibility for the undergraduate curriculum of the School. (The faculty thus delegated part of its own authority as defined in Article VII, Section 3 of the University by-laws: “Subject to the approval of the President of the University, each faculty shall have the control of the determination and administration of its own curriculum.”)

Relationship to the Faculty: Authority of the UCC

As a standing committee of the faculty, the UCC is expected to report its decisions to the full faculty on an “as needed” basis. UCC recommendations can be approved or rejected by a simple majority vote of the faculty members present at a regular or specially called faculty meeting. (A faculty member is here defined as a person appointed by the Dean of the Eastman School and teaching at greater than 50% load.)

A large number of issues that come before the UCC are “smaller” issues that can be decided by the UCC and then simply reported to the faculty through emailed minutes and become immediately binding. Other “larger” issues will go through the same process of approval by the UCC but then be passed on to the faculty for ratification or rejection as indicated in the previous paragraph. The UCC itself will normally invite the faculty to consider “larger” decisions, but the proposal to review any UCC decision may come from any member of the faculty.

The distinction between “smaller” and “larger” issues is necessarily a vague one, but some guidelines may help. “Smaller” issues have a relatively routine character or minor impact on students’ schedules, on the structure and substance of more than one degree program, on the non-academic programs of the School. “Larger” issues have a major impact on the same types of considerations. The following tend to be “smaller” issues: the approval of new courses, the deletion of existing ones, minor revisions within a single degree program, and the approval of changes in the number of credit hours awarded for existing courses. “Larger” issues include the addition, deletion, or major revision of a degree program.

The UCC will also advise the faculty on any other matters that pertain to undergraduate curricula, such as admission, scheduling, advising, evaluation (grading), and the School’s *Academic Policy Handbook*. Individual faculty members and students should keep the UCC informed of any issues that need to be discussed or resolved by the UCC. Such messages can be communicated through a departmental representative, through the Students’ Association or a student representative, or directly to the Senior Associate Dean of Academic and Student Affairs.

Internal Organization of the UCC

The UCC consists of 13 voting members: one faculty representative from each of the School’s 13 departments. Each faculty member is appointed by his or her department chair in consultation with the Senior Associate Dean of Academic and Student Affairs. The 13 departments include: Chamber Music; Composition; Conducting and Ensembles; Humanities; Jazz Studies and Contemporary Media; Music Teaching and Learning; Musicology; Music Theory; Organ, Sacred Music, and Historical Keyboards; Piano; Strings, Harp, and Guitar; Voice, Opera, and Vocal Coaching; and Woodwinds, Brass, and Percussion.

Non-voting members ex officio include the Dean of the School, the Senior Associate Dean of Academic and Student Affairs, the Director of Admissions, the Registrar, and up to four undergraduate student representatives chosen by the Students' Association.

The Senior Associate Dean of Academic and Student Affairs will chair the UCC and will configure sub-committees as necessary. Voting on any issue can take place when a minimum of nine faculty representatives are present. Votes will be determined by simple majority of the members present and voting. New course proposals will be put to a vote in two successive meetings, in order to allow representatives to discuss the details of the proposals with the group they represent. This type of double vote may be appropriate when any proposal has been presented on short notice or has been heavily amended just before the vote.

Approved 11/79; amended 12/16/04; amended 01/20/05; amended 02/17/05; amended 09/20/2007; amended 10/01/2015; amended 10/27/2016; amended 11/19/2020; amended 10/5/2023