

FGCU FACULTY GOVERNANCE DOCUMENT

Committees.

(d) Undergraduate Curriculum Team

(i) Composition

The Undergraduate Curriculum Team consists of one faculty member representing each academic unit, a representative(s) from the Office of Curriculum and Instruction (*ex officio*) and the General Education Director (*ex officio*).

(ii) Responsibilities and Duties

The members of the UCT serve as a unified university entity to review and coordinate among the academic programs, schools, and colleges so as to (a) preserve and maintain the integrity of curriculum and course offerings, (b) review and resolve curricular issues, (c) assure public accountability to the university, (d) report to the Faculty Senate, and (e) collaborate with the General Education Council, Graduate Affairs Team, and Graduate Curriculum Team as appropriate. When the college representative to the Undergraduate Curriculum Team is not qualified or chooses not to present changes to the curriculum from other disciplines in the college they represent, the team may invite representatives from that discipline to present the changes and answer questions from the curriculum team.

The Undergraduate Curriculum Team is responsible for developing policies and procedures associated with the creation, maintenance and revision of undergraduate curriculum, academic policies and standards, and accreditation issues. The Undergraduate Curriculum Team will review proposed changes in, additions to, and deletions from the undergraduate curriculum, course descriptions and catalog information, and will forward recommendations to the Office of Academic Affairs.

(e) Graduate Affairs Team

(i) Composition

The Graduate Affairs Team (GAT) consists of one faculty member with graduate faculty *Member* or *Associate Member* status representing each College; one faculty member representing Library Services who is the liaison to a graduate program; the Director of Graduate Studies and one representative from the Office of Curriculum and Instruction as *ex-officio members*; one graduate student representative and one graduate student

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alternate (both of whom may attend any meeting) appointed by the Student Government President (1-year term) to serve as *ex-officio members*.

(ii) Responsibilities and Duties

The Graduate Affairs Team will review and recommend action to the Faculty Senate on all matters pertaining to university-level policies concerning graduate academic programs. These include, but are not limited to, (a) minimum requirements for graduate faculty eligibility, (b) admission to and completion of graduate programs, (c) final submissions of theses and dissertations, (d) the graduate grading system, (e) graduate research committees, (f) the distribution of graduate student assistantships and tuition waivers, and (g) the review of proposed changes to program-level policies to ensure compliance with university-level graduate policies. The GAT will review petitions from faculty members and graduate students appealing decisions based on university graduate academic policies and procedures as well as from applicants appealing for reconsideration of admission, and will forward recommendations to the Director of Graduate Studies. The GAT is not responsible for considering student appeals covered by other university or college committees including, but not limited to, grade appeals, appeals for reinstatement, appeals for residency reclassification, tuition and fee appeals, and withdrawal policy appeals.

(f) Graduate Curriculum Team

(i) Composition

The Graduate Curriculum Team (GCT) shall consist of one faculty member with graduate faculty Member or Associate Member status representing each College; and one faculty member representing Library Services who is the liaison to a graduate program. Ex-officio members include the Director of Graduate Studies, one representative from the Office of Curriculum and Instruction, and one graduate student representative (1-year term) appointed by the Student Government President. Other ex-officio members (1-year term) may be appointed by the Team's facilitator as appropriate to the Team's task

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428 (ii) Responsibilities and Duties

429 The members of the GCT serve as a unified university entity to review and coordinate among the
430 academic programs, schools and colleges so as to (a) preserve and maintain the integrity of
431 curriculum and course offerings, (b) review and resolve curricular issues, (c) assure public
432 accountability by the university, (d) report to the Faculty Senate and (e) collaborate with the GAT
433 and UCT as appropriate. The GCT may invite representatives from programs proposing
434 curriculum changes to present the proposed changes and answer questions from the GCT. GCT is
435 responsible for developing policies and procedures associated with the creation, maintenance and
436 revision of graduate curriculum. The Graduate Curriculum Team will review proposed changes in,
437 additions to, and deletions from the graduate curriculum, course descriptions, and catalog
438 information and will forward recommendations to the Office of Academic Affairs.

440 (g) Institutional Affairs Team

441 (i) Composition

442 The Institutional Affairs Team consists of one faculty member representing each
443 academic unit and one student appointed by the SGA. Up to five (5) *ex officio* members
444 are to be appointed by the President of FGCU.

445 (ii) Responsibilities and Duties

446 The Institutional Affairs Team functions as an advisory group and coordinating body
447 with University administration, other nonacademic units, and the community on policy
448 matters affecting the mission of the institution. The team will review and recommend
449 policies concerning all matters relating to, but not limited to, campus planning and
450 environmental concerns, institutional effectiveness and academic assessment;
451 coordination of intern programs and community service activities; support of faculty
452 research, scholarship, and service; academic calendar; and boundary-spanning activities
453 and gifts.

455 (h) Library Team

456 (i) Composition

457 The Library Team consists of one member representing each academic unit and the Dean
458 of Library Services serving as an *ex officio* member.