

NCSU English Department Undergraduate Studies Committee Operational Procedures (ratified 2024)

1. Undergraduate Studies Committee Responsibilities

1. To consider curriculum requirements for the undergraduate English major and any concentrations and minors are developed; to decide on any proposed changes in these programs.
2. To consider proposals for new courses, for changes in existing courses, and for dropping courses.
3. To complete program assessment as called for by the Provost, Dean, or Head.
4. To consider proposals and make recommendations on courses fulfilling university and college requirements, including General Education Program (GEP) requirements.
5. To consider matters related to GEP requirements that are fulfilled by ENG courses. It will refer such issues to the appropriate concentration group.
6. To advise and consult as necessary with the Head on curricular development.
7. To assess and make recommendations concerning advising as necessary, in consultation with the department's appointed corps of academic advisors.
8. To monitor the English Honors Program and help to select Honors seminars.
9. To select recipients of departmental scholarships: A.M. Fountain, Eugene Harrison and Guy Owen.
10. To select student and faculty graduation speakers.

2. USC Membership

- Director of Undergraduate Programs (*ex officio*, non-voting chair). One representative per concentration, which currently manifests as: **1 Literature, 1 Rhetoric and Professional Writing, 1 Film and Media Studies, 1 Creative Writing, 1 Teacher Education, 1 Linguistics**, plus the Honors Program Director (*ex officio*, non-voting member).
- As required by specific agenda items, the director of the PWP or FYWP will serve as a voting representative for items related to these programs.
- Representatives are selected by their disciplinary groups.
- Representation will be reviewed periodically and adjusted as necessary.
- Ideally, members serve a staggered, two-year term. Terms are renewable.

The committee thus consists of **six regular voting members** who represent department concentrations.

3. Governance Procedures

Members must designate a proxy in the event that they cannot attend a meeting. The proxy should be either another Undergraduate Studies Committee member or another faculty member

from their disciplinary group. The proxy will be able to vote for the absent USC member and count toward the total number of voting members.

When necessary, voting may take place electronically outside of designated meetings.

While the USC is ultimately responsible for making decisions concerning the undergraduate curriculum, the USC may refer a matter to an appropriate concentration for consultation with the approval of the majority of the USC (4/6).

Committees within the concentrations and individual faculty members, through their USC representatives, may bring recommendations to the USC that were not previously referred to them by the USC. Approval requires a majority vote (4/6).

Major curricular actions must be brought before the faculty, as defined by the Department of English's Operating Procedures, for a vote.

Any member of the USC may bring a matter to the full faculty for discussion, ratification/rejection, and/or further referral, regardless of the outcome of a USC vote on that matter, by requesting that the Director of Undergraduate Programs schedule a faculty meeting for this purpose.

4. Selection procedures

Concentrations will determine their selection/election process and report the results to the Director of Undergraduate Programs in the spring semester before the academic year in which there will be a change of representation in the fall.