

**WMU Faculty Senate  
Unaffiliated Units Curriculum Committee  
Charges for 2024-25**

Sarah Summy will serve as the Faculty Senate Executive Board representative on Unaffiliated Units Curriculum Committee

In addition to its specific responsibilities listed in the Unaffiliated Units Curriculum Committee's role statement, the Faculty Senate Executive Board charges the UUCC to consider, as a committee of the whole or through the appropriate committee or task force, the following:

1. Review, act, and vote on unaffiliated unit curriculum proposal that come before the Unaffiliated Units Curriculum Committee within 30-days and submit decisions to the WMU electronic curriculum system as well as include decisions in the committee minutes.
2. Review the scope and description of the committee's role statement and assess the effectiveness of the committee's practices. Conclude the initiative by producing a report to the Executive Board or a Memorandum of Action.
3. At the annual April CIC meeting, the committee members must review the draft year-end report, to be submitted to the Faculty Senate office, by the committee chair no later than June 30.
4. Address any continuing or outstanding issues or initiatives as directed by the Faculty Senate Executive Board, members of the committee, faculty, and/or academic administrators. Conclude the initiative by producing a report to the Executive Board or a Memorandum of Action.

**NOTE:** The UUCC will seek information from any administrative office to maintain communications with that office on issues directly related to them. Committee recommendations are to be submitted to the Executive Board in the form of a memorandum of action (MOA) on which the recommendation(s) is/are stated. Any draft MOAs requested by the Executive Board should be submitted using the MOA template.

***The UUCC chairperson shall provide a written report of the committee's accomplishments and progress for the year; list the above charges noting each item's progress and current status; any other activities undertaken; and draft charges for the 2025-26 academic year, no later than June 30, 2025.***