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**Department of Computer Science  
Undergraduate Curriculum Committee  
Organization and Charter**

**Approved by CS UCC Vote 9/9/2020  
Approved by CS Faculty Vote 9/23/2020**

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**Charter:** The purpose of the Undergraduate Curriculum Committee (UCC, hereafter referred to as "the committee") is to act as the executive body of the department in matters relating to the undergraduate curriculum, its degree programs and courses. The committee will proactively evaluate the undergraduate curriculum, implement necessary changes and minor improvements, propose significant improvements for faculty decision, and respond to faculty, administration, staff and student issues on matters within its scope. The authority and decision-making ability of this committee is derived from the Chair of the department. The committee is responsible for oversight of the undergraduate curriculum, including approval of new course proposals, modifications to existing courses and textbook choices for all undergraduate courses. More than one textbook may be approved by the UCC for a particular course. The committee is also responsible for proposing changes to degree program requirements and for new undergraduate degree and certificate programs to be approved by the faculty.

**Organization:** The committee will be comprised of members of the faculty and staff of the Department of Computer Science. The Chair of the Department will appoint members to the committee and assign a Chair. The Chair of the department, the CS Director of Undergraduate Studies, the CS Undergraduate Advisors, and one student representative chosen by the FSU ACM Student Chapter will have *ex officio* (non-voting) membership on this committee. From CS Department Bylaws: "The chair will appoint a non-voting member from the Panama City campus."

Committee members will solicit and gather issues for discussion from faculty, staff and students and call meetings on an "as-needed" basis. Minutes will be maintained and recommendations made to the Chair of the Department in writing. All proposed curriculum changes, other than those that are truly minor, shall be provided to the Computer Science Faculty for consideration, discussion, and voting at a CS faculty meeting. Minority reports may be attached to committee proposals by any member of the committee.

**Member Responsibilities:**

**Committee Chair:** The Department Chair will appoint The Chair of the Committee. The Committee chair shall call meetings, assign individuals to sub-committees, and establish procedures and guidelines for the assessment of individual topics assigned to the subcommittees.

**Committee Members:** Each person assigned as a member of the committee shall participate in meetings called by the Chair of the Committee. It is the responsibility of each member to make recommendations to the committee on potential curriculum modifications and to keep abreast of current computer science and university curricula, including FSU College of Arts and Sciences requirements and ABET requirements. Each voting committee member shall have voting rights on items of debate during committee meetings. Each committee member shall be afforded an equal opportunity to discuss matters during regular committee meetings. A majority vote of all voting members of the committee is required on all actions recommended for adoption by the department. Note: see special section below regarding modifications to this Organization and Charter Document.

**Policy Generation:** In order to foster respect for the proposals generated by this committee, the following procedural guidelines will be followed:

1. The committee will maintain a well-publicized method via which members of the department may make requests and recommendations regarding curriculum changes. Faculty may send email to the chair of the committee with suggestions for curriculum changes or textbook changes. Committee meeting times and locations will be announced to the faculty and advising staff via email well in advance of such meetings and attendance is open to all. If meetings cannot be held in person for some reason, or if the committee agrees for any reason, communication will be via email and/or online meetings.
2. Prior to the formal submission of proposed significant changes to the Chair and faculty for consideration, the committee will publish to the faculty and advising staff, in a regular and well publicized manner, a draft proposal or proposals. The committee shall then allow a minimum of 10 working days for consideration and comment. Thereafter, a further meeting shall be held to discuss the concerns of the Computer Science community and a final department faculty vote taken.
3. Coincident with the submission (in writing) of formal proposals (and any minority reports) to the Chair and faculty for consideration, the formal proposal shall be provided to the Director of Undergraduate Studies, the advising staff and student ACM representative for consideration and comment.
4. The committee will consult with department faculty who have taught a course in the last 5 years (approximate number) whenever non-trivial changes are proposed for the course. If the course is an immediate prerequisite to any required courses of the various degree options and the proposed changes may possibly impact these subsequent courses, then the committee will also consult with faculty who have recently taught these subsequent courses.

**Other Committee Duties and Responsibilities:** Apart from addressing ongoing concerns brought up by the Department Chair and faculty regarding the undergraduate curriculum, the committee shall also have routine responsibilities as described below:

- **Yearly Review:** Each year, the committee will meet within the first 30 days of the fall term start and review the current state of the undergraduate curriculum, with a focus on currency of the program within the context of the ever-changing field of computer

science. Discussion of any proposed curriculum changes by the committee itself and of faculty suggestions of which committee members are aware will also be brought forward at this time.

**Revisions to this Organization and Charter Document:** Modifications to this Organization and Charter document must first be approved by a 2/3 majority of the voting committee members. Subsequently those modifications must be approved by a 2/3 majority of the department faculty before approval is final.

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