

**Georgia Southern University  
Undergraduate Committee**

**Operating Code for the Undergraduate Committee**

**I. Name**

The name of this body shall be the Undergraduate Committee of the Faculty Senate, Georgia Southern University.

**II. Membership**

- A. Voting membership of the Undergraduate Committee shall be composed of senators or senate alternates representing each college and the library appointed by the Senate Executive Committee and faculty members elected by and representing each college and the library. Non-voting membership shall be composed of the Provost/Vice President for Academic Affairs, or his/her delegate, who shall vote in the case of a tie among the voting members of the committee, and the SGA President or SGA Vice-President of Academic Affairs (Faculty Senate Bylaws, Article IV, Section 10).
- B. The Chair shall be a senator elected by the voting members of the committee (Faculty Senate Bylaws, Article IV, Section 10).
- C. Alternates  
When Undergraduate Committee members are unable to attend committee meetings, they will send a college elected alternate in their place.

**III. Duties and Responsibilities**

The Undergraduate Committee operates according to the Bylaws of the Faculty Senate. The committee shall

- A. Serve as a strong advocate for academic distinction in the University's undergraduate programs and curricula;
- B. Recommend to the Faculty Senate policy and procedures concerning undergraduate programs and curricula;
- C. Review and approve all changes in undergraduate courses, major and minor programs, emphases, concentrations, and degrees;
- D. Maintain continuous review of all undergraduate programs and the General Education Outcomes;
- E. Address other specific questions in this area that may be requested by the Senate Executive Committee; and
- F. Report to the Librarian, the Senate Executive Committee, and the Senate (Faculty Senate Bylaws, Article IV, Sections 3, 9 and 11).

#### IV. **Amendments**

Recommendations for revision and/or amendments to this code shall be submitted to the Undergraduate Committee for approval.

### **Operating Code for the Chair of the Undergraduate Committee**

#### I. **Name**

The name of this office shall be Chair of the Undergraduate Committee, Faculty Senate, Georgia Southern University. The Chair must be a faculty senator and shall be elected annually by the voting members of the Undergraduate Committee (Faculty Senate Bylaws, Article IV, Sections 2 and 10).

#### II. **Duties and Responsibilities**

The Chair of the Undergraduate Committee operates according to the Bylaws of the Faculty Senate. The Chair shall

- A. Set the agenda and conduct all committee meetings;
- B. Designate a committee member to serve as Acting Chair in his/her absence;
- C. Assign committee members to ad hoc subcommittees;
- D. Appoint chairs of ad hoc subcommittees;
- E. Provide the Senate Librarian with reports of each committee meeting within ten working days of such meetings for inclusion in the Librarian's Report;
- F. Submit, within ten working days, to the Senate Executive Committee a prioritized list of actionable items to be included as agenda items for consideration by the Senate;
- G. Submit to the Faculty Senate a summary of achievements for the academic year and goals for the next academic year; and
- H. Present the minutes of the Undergraduate Committee to the Senate as a regular agenda item (Faculty Senate Bylaws, Article IV, Sections 3, 9 and 11).

#### III. **Amendments**

Recommendations for revision and/or amendments to this code shall be submitted to the Undergraduate Committee for approval.

Note: References to Faculty Senate Bylaws are to the 4/25/02 version.

*Revised 02/25/04*