General Functions of Standing Committees

University-level Standing Committee members represent the interests of the entire University. They initiate recommendations to, and communicate with, the Faculty Senate or the University Council, as appropriate. They are subject to the review of Faculty Senate or University Council, each University-level Standing Committee may make recommendations to the Provost and other administrators, as indicated in the Bylaws for Academic Governance, on matters within the purview of the Committee.

Standing Committee shall respond to reasonable requests for consultation or advice from administrators who initiate requests on matters within the purview of that Committee. They regularly review their composition, procedures, and functions and recommend appropriate Bylaw revisions to the Committee on Academic Governance.

Each Standing Committee shall schedule its own meetings and post the schedule on its web page. Their meetings shall ordinarily be open, but any such Committee may formulate procedures for closing some of its meetings for stated reasons. When a meeting is to be closed, the reasons for such closure will be announced publicly and stated on the Committee web page.

Each University-level Standing Committee shall determine its own agenda. Members of The Steering Committee, administrators, faculty, and students may suggest items for a Committee's agenda. Announcements of University-level Standing Committee meetings must be posted on the relevant Committee’s web page at least one week in advance of the meeting and include the time and place of the meeting and an agenda.
UNIVERSITY COUNCIL

University Council is where all final decisions and recommendations are made to the provost, university president, and to the Board of Trustees. The council also decides on changes in Academic Governance policy and procedures. University Council is the highest body in the Academic Governance system, second at the University only to the Board of Trustees. Students are granted a large number of seats, 1/3 of the body.

University Council meets once a month on **Tuesdays at 3:15pm in Room 155, International Center.**

UNIVERSITY COMMITTEE ON ACADEMIC GOVERNANCE

The committee shall conduct a continuing review of Bylaws for Academic Governance and shall be responsible for recommending amendments to Academic Council. This committee is also responsible for reviewing and interpreting college bylaws for consistency with the Bylaws for Academic Governance.

UCAG meets once a month on **Thursdays at 3:15 in room W1 Owen Hall.**

UNIVERSITY COMMITTEE ON UNDERGRADUATE EDUCATION

UCUE shall consult and advise the Provost on policy pertaining to curriculum revision, methods of instruction, evaluation of instruction, and advising and counseling for undergraduate and graduate-professional students and programs. Almost everything pertaining to academics reaches this committee at one point. This is the committee where most everything academic happens.

UCUE meets on **Thursdays at 10:15 – noon in the board room in the administration building.**
UNIVERSITY COMMITTEE ON CURRICULUM

UCC reviews, approves, or rejects all changes in undergraduate courses, curricula, and degree requirements proposed by academic units and shall have delegated authority to approve or reject changes in graduate and graduate-professional courses, curricula, and degree requirements, recommended by the Graduate Council. UCC shall advise the Provost on criteria for the establishment and deletion of courses and curricula and shall coordinate its activities with those of the University Committee on Undergraduate Studies, the Graduate Council, and other appropriate Academic Council Standing Committees.

Meeting times are **Thursdays from 1:30-5:00 in room 155 of the Administration Building.** The Full Committee meets once a month and then there are Subcommittees A, B, C, & D that alternate meeting the other Thursdays. Each member is assigned to one of the subcommittees.

UNIVERSITY COMMITTEE ON FACULTY TENURE

UCFT advises the provost on the formal and procedural rules on tenure and dismissal and on the substantive policies on tenure and shall recommend changes to Faculty Council and University Council. UCFT is to be the judicial and investigatory agency for all tenure actions, shall interpret tenure rules, act on all cases of deviation from the rules, and shall hear all cases for exception to the rules of tenure for faculty. Decisions regarding tenure and the rules of tenure by UCFT are binding.

UCFT meets every other week at **3:30 on Wednesdays at 443 Administration Building.**

UNIVERSITY COMMITTEE ON STUDENT AFFAIRS

UCSA has eight student members appointed as follows: three ASMSU General Assembly appointees and three ASMSU Executive Committee on Academic Affairs appointees. UCSA advises the Vice President for Student Affairs and Services and the Dean of Students on all policies of the Office of the Vice President for Students Affairs and Services and any other university policies as they affect students at the University. The University Committee on Student Affairs shall initiate and review proposed amendments to Academic Freedom for
Students at Michigan State University, general student regulations, and policies relating to the academic rights and responsibilities of students. Any such amendment affecting the professional rights and responsibilities of the faculty must be reviewed by the University Committee on Faculty Affairs and approved by the Faculty Senate before consideration by the University Council.

UCSA meets **Fridays at 8:45am in 150 Student Services.**

**ADVISORY COMMITTEES**

**UNIVERSITY COMMITTEE ON LIBERAL LEARNING (UCLL)**

The formation of a University Committee on Liberal Learning (UCLL) was recommended by the Working Group to improve Undergraduate Education and approved by the Academic Council. Its primary role is to establish and maintain a campus wide dialog focused on advancing the Outcomes of Liberal Learning among University, College, Disciplinary, and co-curricular learning environments.

UCLL meets once a month on the **second Wednesday of every month from 3 pm to 4:30 pm in the Boardroom, Administration Building.**

**UNIVERSITY COMMITTEE ON HONORS PROGRAMS**

The committee shall review, evaluate and recommend programs, opportunities and activities for Honors students within the colleges and departments of the University, including Honors College. It shall consult with and advise the Dean of the Honors College on policies and procedures respecting those programs and opportunities. It shall also recommend to the Academic Council appropriate standards for the granting of Honors degrees. Its members shall report activities of the committee to their respective colleges and shall communicate to the committee ideas, concerns and suggestions from colleagues in the respective colleges.

**UNIVERSITY MILITARY EDUCATION ADVISORY COMMITTEE**
NON-STANDING AD-HOC COMMITTEES

*UNIVERSITY COMMITTEE FOR THE LIBRARY

*UNIVERSITY COMMITTEE FOR INTERNATIONAL STUDIES AND PROGRAMS

The Committee shall serve in an advisory-consultative capacity on all matters pertaining to the work of the Dean's office including: undergraduate and graduate study abroad programs, foreign student affairs, exchange relationships with foreign institutions, international comparative and area studies, international contractual projects and other relationships.

*Members must choose a seat on a University Standing Committee before requesting a seat on a Non-Standing Ad-Hoc Committee. Members may sit on a Non-Standing Ad-Hoc Committee in addition to a University Standing Committee. All appointments must be approved by the Chairperson of the Executive Committee on Academic Affairs.