

The University of North Texas Health Science Center at Fort Worth
University Education Committee Charter
September 2022

Mission Statement

The mission of the University Education Committee (UEC) is the oversight of educational components at HSC to ensure educational excellence appropriate for academic programs and alternative credentials through shared governance.

Responsibilities

- Program review, including an analysis of viability and sustainability of academic programs.
- Consider proposed substantive changes in curriculum, education policy, and regulations.
- Review and approve new and continuing academic programs, dual, or joint degrees.
- Coordination of education subcommittees.
- Review reports from education subcommittees.
- Provide an annual summary to Provost.
- Liaison with President's Academic Council.

Authority

The authority of this committee is established through the Provost / Executive Vice President of The University of North Texas Health Science Center at Fort Worth. The Provost / Executive Vice President officially appoints all members to the University Education Committee.

Committee Membership

- A. Chair** – The Chair shall be elect among the faculty members of the committee. The Chair shall be considered a non-voting member, except in cases of a tie vote among the voting members when the Chair shall have a vote.
- B. Recorder** -- The Recorder shall be elected from the members of the committee. The Recorder is the recording officer of the committee and the custodian of its records.
- C. Members** – The UEC shall be comprised of members from university faculty and staff. Members shall serve a full term of three-years, which is renewable and will include:
 - a. Role Description:** All members of UEC are responsible for: ensuring that university faculty and staff interests are articulated clearly; ensuring that pending matters are promptly and effectively attended to; and engaging in forthright discussion of matters before the Committee. Members are not bound delegates from their respective schools; they represent University interests.

- b. Members of UEC are operationally responsible for: reading materials distributed with meeting agendas; regularly attending UEC meetings; participating in standing committees, subcommittees, or ad hoc committees when called upon by the Chair; being current on educational practices and learning strategies related to the university's educational enterprises; and communicating with their various constituencies about the substance of UEC meetings.
- D. Representative Members** – The representative members of the UEC shall serve three-year staggered terms. Terms begin each year on September 1. An individual representative member may serve a maximum of two consecutive full terms, representatives may serve additional terms with approval by the Provost and the Chair.
- a. The representative members of the UEC include:
 - i. 1 faculty representative and 1 alternate from each academic college/school
 - 1. Of which one representative has experience with program curriculum within an academic program.
 - 2. Selected by the Dean of the academic college/school
 - b. The ex-officio, non-voting members of the UEC include:
 - i. Senior Vice Provost, Division of Student and Academic Affairs
 - ii. Assistant Vice Provost, University Assessment and Accreditation
 - iii. Executive Director, Division of Academic Innovation
 - iv. Registrar
 - v. Provost's Chief of Staff

Subcommittee

The University Education Committee shall form subcommittees for the purpose of advising, shared governance, and approval of educational related items. These subcommittees serve at the behest of the University Education Committee and are established by vote of the UEC and creation of a charter. Members of these subcommittees shall be any HSC/Faculty or staff as determined by the UEC and the Provost. These subcommittees shall report monthly to the UEC.

Meetings

- A. Open Meetings** – All University Education Committee meetings are open to all members of the University community as observers. UEC requests that all guests notify the chair of attendance ten (10) business days in advance. Guests may be invited to participate in discussion by the Chair.
- B. Regular Meetings**
 - a. **Schedule** – The University Education Committee will meet at least monthly as scheduled by the committee.

- b. **Attendance** – Members are expected to attend meetings regularly. In the event that a member is unable to attend a meeting, the member is responsible for notifying the Chair of anticipated absence.
- c. **Special Meetings** – A special meeting may be called if the majority of the voting members request such a meeting, or if the Chair determines that a matter requires action before the next regularly scheduled meeting. In the event of a special meeting, all members shall receive written notice of the special meeting and its agenda as soon as possible.
- d. **Agenda Items** – Any member of UEC may request that an item be placed on the agenda for the next regularly scheduled meeting or a future scheduled meeting. Such a request should be made to the Chair, at least ten (10) days prior to the meeting where it will be discussed. All written proposals and supporting documents to be distributed with the agenda must be submitted to the Chair at least seven (7) days before the meeting. All other pertinent materials to be distributed at the meeting itself must be submitted to the Chair at least one day before the meeting.

C. Voting

- a. **Quorum** – In order for the University Education Committee to have an official meeting and formally act on business, there must be a quorum present. A quorum consists of a minimum of fifty (50%) percent of the membership plus the Chair or the Chair’s designee. A member may be present in person or through telecommunications.
- b. **Action on Motions** – Approval of a motion before the University Education Committee requires a majority of the voting members present at the meeting, with the exception of changes to this Charter, that require approval by two-thirds of all voting members.
- c. **Tie Vote** – In the event of a tie vote, the Chair will cast the deciding vote.
- d. **Proxies** – Assignment of voting privileges by voting members of UEC to any other individual is not permitted.

Approved: September 1, 2022

Effective: September 1, 2022