

**LAW UNIVERSITY CURRICULUM COMMITTEE**

2020-21 Meeting #19, March 29, 2021

**Members (those present in bold, \* indicates voting member):**

**Jim Connors, Chair\***

**Mark Adams\***

**Lindsey Brown**

**Megan Dobson\***

**Hanwen Dong\***

**Kalynn Hanley\***

**Aleksandra Hollingshead\***

**Stacy Isenbarger\***

**Florian Justwan\***

**Emad Kassem\***

**Renee Love\***

**Ada Marquez Acevedo\***

**Dean Panttaja**

**Francesca Sammarruca**

**Steven Shook\***

**Sanjay Sisodiya\***

**Guests Present:** Jerry Fairley, Rebecca Frost, Geoff Heeren, Steve Stubbs

I. Chairperson Jim Connors called the meeting to order at 3:30 pm.

II. The minutes from March 29, 2021 were approved.

III. Announcements and Communications – Members and recurring guests (Rebecca Frost and Steve Stubbs) introduced themselves.

V. New Business

**UCC Agenda number:** UCC-22-01

**Items under consideration:** Overview of UCC's Role and Processes

**Speaker:** Amy Kingston

**Discussion:** See attached slide show – Attachment #1

**Outcome:** No vote needed – information item

**UCC Agenda number:** UCC-22-02

**Items under consideration:** Review of Parliamentary Procedure

**Speaker:** Jim Connors

**Discussion:** See attached document – Attachment #2

**Outcome:** No vote needed – informational item

**UCC Agenda number:** UCC-22-02

**Items under consideration:** Review of Standing Rules

**Speaker:** Jim Connors

**Discussion:** see attached document – Attachment #3

**Outcome:** Passed unanimously

**UCC Agenda number:** UCC-22-003

**Items under consideration:** Renaming Department of Geography and Geological Sciences

**Speaker:** Jerry Fairley

**Discussion:** Last year, Department of Geography and Department of Geological Sciences merged quickly. There was little time for the two departments to discuss the best name for the newly-merged department. They have since voted to rename the department Earth and Spatial Sciences. The two departments had very little in common, but this new name does capture the commonalities. This name does not diminish the role of any geographers or geologists in the department. Lindsey Brown is concerned that a new freshman will think of Earth and Space (astronomy, physics, etc.). Jerry Fairley replied that he thought of that but he didn't think it was an entirely unfortunate issue. They do address space science from a planetary geology standpoint. He believes spatial sciences is descriptive within the industry. People tend to think of maps when they think of geography, but geographers actually deal with spatial positioning as a whole.

**Outcome:** Passed unanimously

**UCC Agenda number:** UCC-22-003

**Items under consideration:** New ESS Subject Prefix

**Speaker:** Jerry Fairley

**Discussion:** There is no intention to retire the existing prefixes, particularly since some are mandated by the State Board of Education. This new Earth and Spatial Sciences (ESS) subject prefix would apply to courses that are offered jointly and apply to student in both Geography and Geological Sciences.

**Outcome:** Passed unanimously

**UCC Agenda number:** UCC-22-004

**Items under consideration:** LAW 862

**Speaker:** Mark Adams

**Discussion:** Arbitration Law has been offered several times in the past. This will make it a permanent part of their curriculum.

**Outcome:** Passed unanimously

**UCC Agenda number:** UCC-22-004

**Items under consideration:** LAW 896

**Speaker:** Geoff Heeren

**Discussion:** This is part of their reorganization of the Business Law emphasis. Jim Connors asked if any faculty from CALS is involved in this class. Geoff Heeren replied that the syllabus is included on the proposal, but he is not sure.

**Outcome:** Passed unanimously

**UCC Agenda number:** UCC-22-004

**Items under consideration:** LAW 909

**Speaker:** Geoff Heeren

**Discussion:** This is also part of the broader Business Law emphasis changes. It was taught before but had gone dormant.

**Outcome:** Passed unanimously

**UCC Agenda number:** UCC-22-004

**Items under consideration:** LAW 807

**Speaker:** Geoff Heeren

**Discussion:** This new course description reflects what was agreed upon to align instruction between Moscow and Boise.

**Outcome:** Passed unanimously

**UCC Agenda number:** UCC-22-004

**Items under consideration:** LAW 818

**Speaker:** Geoff Heeren

**Discussion:** They are switching this from 2 credits to 1 credit to avoid credit overload for students during the semester when it's taken.

**Outcome:** Passed unanimously

**UCC Agenda number:** UCC-22-004

**Items under consideration:** LAW 905

**Speaker:** Geoff Heeren

**Discussion:** This was an attempt to come up with a unified approach to teaching the course between two campuses – Boise and Moscow.

**Outcome:** Passed unanimously

**UCC Agenda number:** UCC-22-004

**Items under consideration:** LAW 927

**Speaker:** Geoff Heeren

**Discussion:** This is also part of the suite of changes to the Business Law emphasis. The idea here is to combine two previous courses: Corporate Taxation and Partnership and LLC Taxation. The goal is to increase enrollment since these target students from two separate areas. Lindsey Brown mentioned that combining two courses into one causes an issue for equivalencies and repeats. Would this still be an equivalent course if a student did poorly in LAW 927 in the past and wanted to repeat it for grade improvement, should the new combined course still be considered equivalent since the content is changing. Geoff Heeren would defer to the Registrar's office but he thinks it's a non-issue since the requirements as a whole are shifting. Rebecca Frost said that Sande Schlueter in the College of Law usually handles this for them. Steve Shook asked what makes the course either 2 or 3 credit hours. Geoff replied that it would be assessed based on the number of hours – a certain number of hours are required per credit hour awarded. Jim Connors asked what the actual content difference would be between a student who takes it for 2 credits and a student who takes it for 3 credits. Jim Connors also mentioned that the prerequisite is LAW 930, which is a higher course number. Amy Kingston explained that LAW courses do not always go in order because of limitations on available course numbers. Geoff needs to get clarification about the variable credit.

**Outcome:** Postponed for a future meeting

**UCC Agenda number:** UCC-22-004

**Items under consideration:** LAW 942

**Speaker:** Geoff Heeren

**Discussion:** Water law content used to be split into two courses to give students who wanted more depth on water law for the bar exam to get that experience without requiring it of all students. The

Idaho bar exam no longer has a water law section so that is no longer necessary. Sanjay Sisodiya asked about whether the course description needs to be adjusted to reflect new content, since the assumption is that there is new content to warrant the credit hour increase. Geoff Heeren replied that there is no additional content. They are just combining a previous 1-credit and a previous 2-credit course into one 3-credit course. Stacy Isenbarger pointed out the note that was crossed out saying “One credit course covers fewer areas of study.” She feels like the course description is adequate

**Outcome:** Passed

**UCC Agenda number:** UCC-22-004

**Items under consideration:** LAW 969

**Speaker:** Geoff Heeren

**Discussion:** The faculty who teaches water law wants to preserve the option to teach a more advanced water law course in the future, when his schedule allows. Lindsey Brown mentioned a policy that we do not reuse course numbers. If they Advanced Topics is a completely different course with new content, it needs to be a completely new course number. Geoff Heeren understands the concern and will relay the concern to the faculty member.

**Outcome:** Roll back to College of Law curriculum committee for changes

**UCC Agenda number:** UCC-22-004

**Items under consideration:** LAW 973

**Speaker:** Geoff Heeren

**Discussion:** The college had to make several changes to their externship program to comply with American Bar Association standards. One issue was the need to use the correct language and to clarify that these are “non-classroom credits.” Jim Connors asked if there is a Field Placement I. Amy Kingston mentioned that LAW 975 is called “Public Service Field Placement.”

**Outcome:** Passed unanimously – vote later rescinded

**UCC Agenda number:** UCC-22-004

**Items under consideration:** LAW 975

**Speaker:** Geoff Heeren

**Discussion:** For all practical purposes, this would be the Field Placement I mentioned above. This change is to put them in compliance with ABA standards. Jim Connors asked if the number 1 should be added to the title. Geoff Heeren replied that he is hesitant to rename something that was submitted by his colleagues before he took over as curriculum committee chair. Lindsey Brown asked whether Field Placement II (LAW 973) is also specific to public service. Geoff said he believes that course allows for placement outside of public service. Mark Adams agreed, saying they do allow for-profit placement in LAW 973. He believes these courses are completely unrelated and are not a sequence. They provide different types of opportunities for students. Stacy Isenbarger thinks we should revisit the vote on LAW 973 to clarify the title. Sanjay Sisodiya agrees and thinks consistency is important.

**Outcome:** Rollback to College of Law

**Motion and Second to Reconsider LAW 973, passed unanimously**

**UCC Agenda number:** UCC-22-004

**Items under consideration:** LAW 973

**Speaker:** Geoff Heeren

**Discussion:** Per prior discussion, approval was rescinded and this will be sent back to College of Law to clarify titles.

**Outcome:** Rollback to College of Law

**UCC Agenda number:** UCC-22-004

**Items under consideration:** LAW 976

**Speaker:** Geoff Heeren

**Discussion:** These changes are to ensure compliance with ABA standards. Lindsey Brown asked a question about the last phrase, “Classrooms earned are not classroom credits.” It should actually read, “Credits earned are not classroom credits.”

**Friendly Amendment:** See above – change word “Classrooms” to “Credits”

**Outcome:** Passed unanimously

**UCC Agenda number:** UCC-22-004

**Items under consideration:** LAW 987

**Speaker:** Geoff Heeren

**Discussion:** The purpose of this is to clarify that this course meets the requirements to be considered experiential learning credits.

**Outcome:** Passed unanimously

**UCC Agenda number:** UCC-22-004

**Items under consideration:** LAW 854

**Speaker:** Geoffrey Heeren

**Discussion:** This course is being inactivated because it is being combined as part of LAW 927. Geoff Heeren thinks they should be considered together. Since LAW 927 was postponed, this should be as well.

**Outcome:** Postponed for a future meeting

**UCC Agenda number:** UCC-22-004

**Items under consideration:** Law J.D.

**Speaker:** Geoff Heeren

**Discussion:** This is a significant set of changes and is part of a series of revisions made over the summer by Business Law faculty to reflect that faculty’s resources more accurately. They streamlined the Business Law emphasis from three tracks to two tracks and renamed one of the emphases. They updated the course offerings and added some of the new electives that were passed above. The only changes being proposed are to the Business Law emphasis. Steve Shook pointed out that LAW 984 is listed twice. Amy Kingston will correct that. Lindsey Brown asked if we should wait on approving this proposal since some of the relevant course changes are postponed above. Sanjay Sisodiya pointed out several duplicate courses that also need to be removed. Geoff Heeren thinks we could approve this curriculum proposal even with the course proposals still pending. Lindsey Brown asked about whether the Registrar’s office would need to track the completion of the research paper or whether it will be monitored by the College of Law. Geoff replied that it will be monitored internally by the College. Amy Kingston needs to double-check whether this should be a Group A or a Group B proposal.

**Outcome:** Postponed for a future meeting

VI. Additional Questions or Discussion - None

VII. Chairperson Jim Connors closed the meeting at 5:02 pm. UCC will reconvene next Monday, September 27, 2021.

Amy Kingston  
UCC Secretary

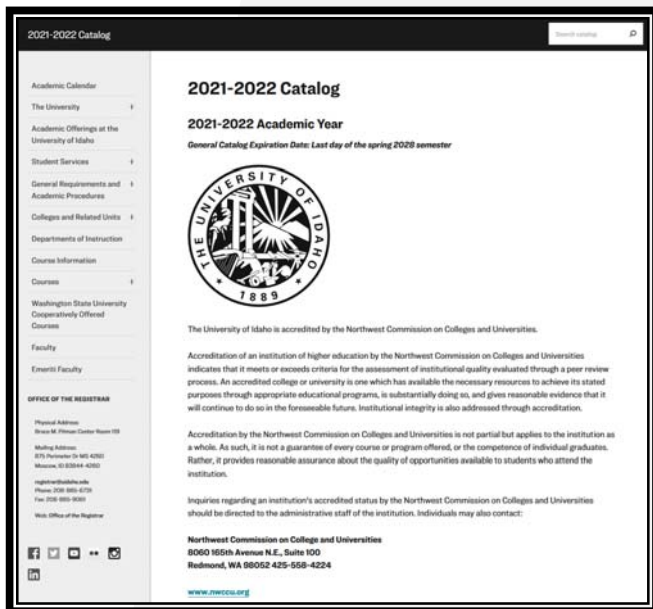


# UCC INTRODUCTION

SEPTEMBER 20, 2021

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## The Academic Catalog



- Always begins with summer semester
- Expires after seven years
- The current year's policies, course descriptions, and prerequisites take precedence
- Students can choose any active catalog, beginning when they matriculated
- Students can choose one catalog for degree requirements and a different catalog for General Education requirements

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## Curriculum Process and Faculty Governance



Faculty Staff Handbook

Search:

Chapter 1: History, Mission, General Organization, and Governance

Chapter 2: Student Affairs Policies

Chapter 3: Employment Information Concerning Faculty and Staff

Chapter 4: General Academic Policies

Chapter 5: Research Policies

Chapter 6: Other General Institutional Policies

Recently Deleted Policies

CAMPUS LOCATIONS

★ / GOVERNANCE / UNIVERSITY POLICY / POLICIES / FACULTY STAFF HANDBOOK / CHAPTER 1: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE / 1540

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### 1540 - Standing Rules of the University Faculty

Last updated: January 01, 2017

**PREAMBLE:** The university faculty have adopted for their convenience certain standing rules, given in this section. This section appeared for the first time in the 1979 edition of the Handbook and remains essentially in the form it took then. In 2009 constitutional changes giving off-campus faculty voting rights at faculty meetings necessitated adding venue determination to A. In July 2011 processes were clarified and updated to current practice and again in January 2012. In July 2012 changes were made to D in order to align with Idaho's open meeting law and clarify non-members' attendance at faculty meetings. In January 2017 changes in E were made to update processes for the fall university faculty meeting. In July 2020, A-1 was revised to allow for remote participation in university faculty meetings. For further information, consult the Office of the Faculty Secretary (208-885-6151). (ed. 7-97, rev. 7-09, 7-11, 1-12, 7-12, 1-17)

**CONTENTS:**

- A. Voting Privilege
- B. Referral of Catalog-Change Proposals
- C. Circulation of Curricular and Policy Proposals
- D. Admission of Nonmembers to Faculty Meetings
- E. Procedures for First Fall Meeting
- F. Minutes
- G. Identification of Speakers

- Per FSH 1540, faculty have governance over curriculum
- There are three categories: Group A, Group B, and Group C

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## Group A Changes



- Add/drop a course
- Change a course (credits, description, number, prereqs/coreqs, subject prefix, title, etc.)
- Move a course to or from dormant status
- Change the curricular requirements for a degree, major, minor, academic certificate, or teaching endorsement
- Add or drop a subject prefix
- Change of subject prefix ownership
- Approval of USAC specialty programs
- Add/drop WSU coop designation for a course

Initiator

Department Approval

College Approval

Registrar's Office

Graduate Council

University Committee on General Education

Special Course and Lab Fees Committee

University Curriculum Committee (UCC)

General Curriculum Report

Teacher Education Coordinating Committee

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## Group B Changes

- Add/drop an option or emphasis, minor, certificate under 30 credits, or teaching endorsement
- Change the name of a degree, major, minor, option, emphasis, academic certificate, or teaching endorsement
- Convert an option or emphasis to a program
- Consolidate existing UG programs
- Add/drop/change an academic regulation
- Move an academic program between existing administrative units
- Expand an academic program into a U of I designated region
- Add an online component of more than 50% of a program to an existing program

Initiator

Department Approval

College Approval (Curriculum Committee)

College Dean

Provost's Office

Assessment Review

Curriculum Review – Registrar's Office

Graduate Council

University Curriculum Committee (UCC)

Faculty Senate

Teacher Education Coordinating Committee

University Faculty Meeting or GPR

President's Office

State Board of Education (notification only)

NWCCU (notification only)



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## Group C Changes

- Add/drop a degree or major
- Add/drop a certificate of 30 credits or greater
- Create/discontinue a department, school, or college
- Expand an academic program into a geographical area outside U of I designated regions
- Add/drop an off-campus instructional program or branch campus
- Make changes to an academic program component with a financial impact of greater than \$250k in a fiscal year

Initiator

Department Approval

College Approval (Curriculum Committee)

College Dean

Provost's Office

Assessment Review

Curriculum Review – Registrar's Office

Graduate Council

Teacher Education Coordinating Committee

University Curriculum Committee (UCC)

Faculty Senate

Teacher Education Coordinating Committee

University Faculty Meeting or GPR

President's Office

Council on Academic Affairs and Programs Review

Instructional, Research, and Student Affairs

Professional Standards Committee

State Board of Education

NWCCU



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## CIM – Curriculum Inventory Management



The screenshots show the CIM software interface. The top screenshot is the 'Course Inventory Management' page, which includes a search bar and a list of courses. The middle screenshot is the 'Program Management' page, which includes a search bar and a list of programs. The bottom screenshot is the 'New Program Proposal' form, which includes fields for Faculty Contact, Faculty Name, Faculty Email, Academic Level, College, Department/Unit, Effective Catalog Year, Program Title, Degree Type, Program Credits, Attach Program Change, and CIP Code.

- Designed to improve interface with Banner, increase transparency, and make the process more efficient
- Soft rollout in 2020, full rollout in 2021
- Various trainings available
- Integrated processes for: UCGE, Grad Council, Teacher Education Coordinating Committee (TECC), and Special Course and Lab Fee Committee (SCLF)

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## CIM Workflow and Approval Process



### In Workflow

1. 063 Chair
2. 07 Curriculum Committee Chair
3. 07 Dean
4. Provost's Office
5. Assessment
6. Curriculum Review
7. Graduate Council Chair
8. Registrar's Office
9. UCC
10. Faculty Senate Chair
11. UFM
12. President's Office
13. State Approval
14. NWCCU

### Approval Path

1. 10/13/20 8:44 am  
James Nagler (jamesn): Approved for 006 Chair
2. 10/13/20 8:45 am  
Mark Nielsen (markn): Approved for 19 Curriculum Committee Chair
3. 11/10/20 11:31 pm  
Amy Kingston (amykingston): Approved for Registrar's Office
4. 11/16/20 4:46 pm  
Rebecca Frost (rfrost): Approved for UCC
5. 12/15/20 1:38 pm  
Amy Kingston (amykingston): Approved for Post-UCC Registrar
6. 02/09/21 3:47 pm  
Amy Kingston (amykingston): Approved for GCR Circulation

- Dynamic – changes based on form selections
- Can be edited manually by Admin
- Two-way – proposals can be moved in either direction
- Automated emails sent, if desired

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## UCC Review – Tips and Tricks



### UCC-22-003 – College of Science

#### Geography and Geological Sciences

1. Change the name of the following department:

Geography and Geological Sciences to Earth and Spatial Sciences -  
<https://nextcatalog.uidaho.edu/miscadmin/?key=27>

2. Add the following subject prefix:

ESS (Earth and Spatial Sciences) - <https://nextcatalog.uidaho.edu/miscadmin/?key=28>

### UCC-22-004 – College of Law

1. Add the following courses:

LAW 862 - <https://nextcatalog.uidaho.edu/courseadmin/?key=12227>

LAW 896 - <https://nextcatalog.uidaho.edu/courseadmin/?key=12222>

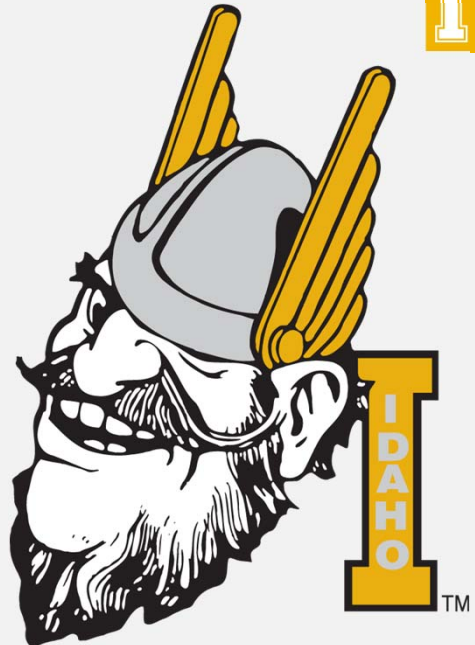
- Review all proposals before the meeting
- Use regular U of I sign-on credentials
- Always keep one CourseLeaf tab open
- Look for red and green mark-up
- Always review rationale
- Check at the bottom of the proposal for reviewer comments and rollback history

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## Your Role on UCC



- Carefully consider all proposals ahead of time
- Communicate respectfully and follow Parliamentary Procedure
- Be a liaison, report back to your college as needed
- Notice when your college has proposals on an upcoming agenda.
  - Ensure a representative will be present from that department, or
  - Be prepared to speak on behalf of the proposal



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## Standard Course Numbers



- Can be built for any department
- Only need UCC approval if they are customizing or changing something
- There are some special rules – outlined in FSH 4130

- Directed Study – 299, 499, 502, 602
- Internship – 298, 398, 498, 598, 698
- Practicum – 597
- Practicum in Tutoring – Optional 400s
- Professional Development – 405, 505
- Research – see below
  - Master's Research and Thesis – 500
  - Non-Thesis Master's Research – 599
  - Doctoral Research and Dissertation – 600
  - Non-Dissertation Doctoral Research – 699
- Seminar – 200, 400, 501, 601
- Special Topic – 204, 404, 504, 604
- Workshop – 203, 403, 503, 603

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## Cross-Listing and Joint-Listing



Cross-Listed Course(s)	MSE 438	Department/Unit Engineering College Engineering
Joint-Listed Course(s)	MSE 538 NE 538	

Viewing: **NE 438 : Fundamentals of Nuclear Matrls**  
Also listed as: **MSE 438 / MSE 538 / NE 538**

[Preview Workflow](#)

### NE 438 Fundamentals of Nuclear Materials

**3 credits**

Cross-listed with **MSE 438**, Joint-listed with **MSE 538** and **NE 538**

This course is designed for students who wish to learn about nuclear materials and fuels from a materials science viewpoint. Topics to be covered include crystal structure, diffusion, radiation damage processes etc. Term projects and advanced problems required for graduate credit. (Spring only)

**Prereq:** **MSE 201** or **NE 450**; or Permission

- Cross-listing = different subject prefix (e.g., ANTH 321 and AIST 321)
- Cross-listed courses are equivalent
- Joint-listing = different academic level (e.g., ENVS 415 and ENVS 515)
- Move through CIM as one record
- New UCC policy created in 2020
- Key requirement = sharing of resources and responsibility

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## Degree Maps



Corriculum:

Required course work includes the university requirements (see [regulation J-3](#)) and:

Course	Hours
ACCT 201	3
ACCT 202	3
AGEC 101	1
AGEC 278	4
AGEC 289	3
AGEC 301	3
AGEC 302	3

Degree Maps:

**Applied Economics Emphasis**

Course	Hours
AGEC 101	1
COMM 101	2
ENGL 101	3
MATH 143	3
MATH 144	1

**Economics (B.A. or B.S.)**

REQUIREMENTS DEGREE MAP LEARNING OUTCOMES

**Economics (B.A.)**

Course	Hours
ENGL 101	3
MATH 143	3
Humanistic and Artistic Ways of Knowing Course	3
Elective Course	3

- Required for all undergraduate majors
- Published in catalog on separate tab
- Separate maps required for each transcribed emphasis or option
- Can have four-year and five-year plans
- Check to see that degree map is updated when curricular requirements change

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## General Education Requirements/Degree Totals



Where do General Education requirements fit in program credit hours calculations and degree maps?

How should a department calculate total credit hours required for a program?

Effective Catalog	2021-2022
Year	
Program Title	History (BA)
Program Credits	120
CIP Code	54.0101 - History, General
Emphasis/Option	

CHYM 100	Physical Chemistry II
Total Hours	80-96
Courses to total 120 credits for this degree	

- Idaho SBOE Policy III.E. limits baccalaureate degrees to 120 credits unless needed for accreditation or professional licensure.
- If degree is above 120 credits and includes general electives, we recommend adjusting the curriculum.
- Plans must assume a new student starting in ENGL 101 and MATH 143
- Plans must include American Diversity and International courses – cannot assume “double-dipping”
- Make every attempt to find and include prerequisites

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## Other Responsibilities



- Approve Final Exam schedule
- Approve Dormant and Inactive course lists
- Approve New Saint Andrews course articulation list
- Suggest and approve catalog policy changes
- Approve final General Education lists per UCGE recommendation

Questions?

## **University Curriculum Committee Guide to Parliamentary Procedure**

In order for business to be properly transacted, rules of parliamentary procedure must be followed. The following guide provides some basic parliamentary procedure rules to conduct UCC business in an orderly and efficient manner. Consult *Robert's Rules of Order Newly Revised* (12th ed., 2020) for more complete description of parliamentary procedure rules.

### **I. Obtaining the Floor**

- A. Recognition must be gained before a committee member may address the committee.
- B. To obtain the floor, a member may state “Mr. or Madam Chair” during a face to face meeting, or use the Raise Hand button during a Zoom meeting.

### **II. Introducing A Motion**

- A. When a member is recognized for the purpose of making a motion, he/she should move the main motion as was printed in the agenda.
- B. Another member seconds the motion.
- C. After the motion has been moved, seconded and stated by the Chair, it is open for debate.

### **III. Amending a Motion**

- A. A motion can be changed by use of the motion to Amend.
- B. The purpose of primary amendment is to modify or perfect the main motion. A primary amendment must relate (be germane) to the main motion. Only one primary amendment can be offered at a time.
- C. Three forms of the motion to Amend are:
  - 1. Insert or Add - To insert words, or, if they are placed at the end of the sentence, to add words.
  - 2. Striking Out - Striking out a words or sentence(s) which are consecutive.
  - 3. Strike Out and Insert - To strike out words and insert different words in the same place.

4. Substitution

- a. Substitution is striking out words, sentences, or the entire motion and inserting different words or proposing a substitute motion.
- b. If the substitute motion is not acted upon favorably, further amendments can be offered to perfect the original main motion.

D. Amending an Amendment

1. The purpose of a secondary amendment is to modify or perfect the primary amendment.
2. Only one secondary amendment can be on the floor at one time.

IV. Subsidiary Motions

A. Subsidiary motions help in handling the main motion. Subsidiary motions include:

1. Lay on the Table
  - a. Highest ranking subsidiary motion
  - b. Used to temporarily set the main motion aside to take up an item of immediate urgency.
2. Previous Question (Close Debate)
  - a. Can be applied to the immediate pending motion or a series of pending motions.
  - b. Requires a  $\frac{2}{3}$  vote to pass.
  - c. Immediately closes debate and requires a vote on the pending motion(s).
3. Limit or Extend the Limits of Debate
  - a. Can be used to limit or extend the limits of debate.
  - b. Requires a  $\frac{2}{3}$  vote to pass.
4. Postpone Definitely - Sets aside the pending motion to a specific time.
5. Commit - Refers the pending motion to a special or standing committee, or back to a department or college curriculum committee.

6. Amend - Changes the main motion by addition, subtraction, or substitution. (See II. above)
7. Postpone Indefinitely
  - a. Used to kill the main motion without taking a direct vote on the main motion.
  - b. Lowest ranking subsidiary motion.

## V. Privileged Motions

- A. Privileged motions pertain to special matters of immediate importance that must be handled immediately. Privileged Motions include:
  1. Fix the time to which to adjourn - Sets the time, date and location of the next meeting.
  2. Adjourn - Closes the current meeting
  3. Recess - Take a short recess in the meeting.
  4. Raise a question of privilege
    - a. Asks the assembly for permission to do something. Questions of privilege generally relate to delegate's safety, health, integrity or protection of property.
    - b. Types of questions of privilege
      - (1) Personal privilege
      - (2) Privileges of the assembly
  5. Call for the orders of the day - Requires the assembly to adhere to its published order of business.

## VI. Incidental Motions

- A. Incidental motions relate, in different ways, to the pending business or to business otherwise at hand. Incidental motions deal with questions of procedure arising out of: another pending motion or item of business.
- B. Point of Order - A point of order is raised when there is a violation of the rules of order, standing rules, or any other violation.
- C. Parliamentary Inquiry - A parliamentary inquiry is used when a delegate has a question pertaining to a parliamentary rule.

- D. Request for Information - A point of information is used when a delegate has a question related to a motion before the assembly.
- E. Other incidental motions
  - 1. Appeal
  - 2. Suspend the rules
  - 3. Methods of voting
  - 4. Division of the assembly
  - 5. Division of the question

## Characteristics of Motions

Motion	Second Required	Debatable	Amendable	Vote Required	Reconsider
<b>Privileged Motions</b>					
Fix the Time to Which to Adjourn	Yes	No	Yes	Majority	Yes
Adjourn	Yes	No	No	(1)	No
Recess	Yes	No	Yes	Majority	No
Raise a Question of Privilege	No	No	No	Chair Grants	No
Call for the Orders of the Day	No	No	No	No vote, demand	No
<b>Subsidiary Motions</b>					
Lay on the Table	Yes	No	No	Majority	Neg only (4)
Close Debate (Previous Question)	Yes	No	No	$\frac{2}{3}$	Yes
Limit or Extend Limits of Debate	Yes	No	Yes	$\frac{2}{3}$	Yes
Postpone to a Certain Time	Yes	Yes	Yes	Majority	Yes
Commit or Refer	Yes	Yes	Yes	Majority	Yes
Amend	Yes	Yes (2)	Yes	Majority	Yes
Postpone Indefinitely	Yes	Yes	No	Majority	Affirm. Only
<b>Main Motion</b>	Yes	Yes	Yes	Majority	Yes
<b>Incidental Motions</b>					
Appeal	Yes	Yes (2)	No	Majority	Yes
Division of the Assembly	No	No	No	No vote, demand	No
Division of a Question	Yes	No	Yes	Majority	No
Objection to the Consideration of a Question	No	No	No	$\frac{2}{3}$	Neg. Only
Parliamentary Inquiry	No	No	No	Chair answers	No
Point of Order	No	No	No	Normally no vote Chair rules	No
Request for Information	No	No	No	Chair answers	No
Suspend the Rules	Yes	No	No	(3)	No
Withdraw a Motion	No (4)	No	No	Majority (4)	Neg. Only
<b>Motions That Bring A Question Again Before The Assembly</b>					
Reconsider	Yes	Yes (1)	No	Majority	No
Rescind	Yes	Yes	Yes	Maj. with notice or _ (4)	Neg. only
Take from the Table	Yes	No	No	Majority	No

(1) \_ vote until completion of all new business, majority vote after completion of new business (Standing Rule 1.23)

(2) If applied to a debatable motion

(3) Rules of Order -  $\frac{2}{3}$  vote, standing rules - majority vote

(4) Refer to *Robert's Rules of Order Newly Revised* (12th edition) for rule(s)

## **University Curriculum Committee**

### **Standing Rules**

#### **1.0 Meetings**

1.1 UCC meetings will be held on Mondays at 3:30 pm during fall and spring semesters. Meeting location will be in the Cataldo Room of the Bruce M. Pitman Center, at another location as announced, or virtually using Zoom.

1.2 Guests are welcome to attend UCC meetings but have no rights to debate.

#### **2.0 Meeting Agendas**

2.1 The agenda for each UCC meeting will be developed by the chair in collaboration with the Registrar's Office staff.

2.2 The agenda for each UCC meeting will be disseminated no later than 5:00 pm on the Wednesday preceding the Monday meeting.

2.3 If the agenda is not disseminated in a timely manner, the chair has the authority to cancel the weekly meeting.

2.4 If time allows during a meeting, items not listed on the agenda may be added by unanimous consent of the committee.

#### **3.0 Recognition of Committee Members**

3.1 To seek recognition by the chair, a member shall use the Raise Hand function in the Participants window of Zoom.

#### **4.0 Main Motions**

4.1 The submission of curriculum forms through the Curriculum Inventory Management (CIM) system will be deemed as the formal introduction of business before the committee.

4.2 The committee members do not need to introduce main motions or second the motion for it to officially come before the committee.

4.3 Any item of business placed on the UCC agenda will be considered formal business unless a member moves to Object to the Consideration of a Question.

5.0 Debate

- 5.1 Informal discussion of a subject is permitted while no motion is pending.
- 5.2 There is no limit to the number of times a member can speak to a debatable motion. Debate will be limited to 3 minutes for the first debate and 1 minute for subsequent debates.
- 5.3 The chair, without leaving the chair, may speak in informal discussion and debate, and vote on all questions.

6.0 Voting Procedure

- 6.1 Vote shall be taken using the Yes/No function in the Participants window of Zoom.
- 6.2 Votes may also be taken using the Poll function within Zoom, or audible roll call.
- 6.3 Members participating in the Zoom meeting by telephone may vote by voice, email, or text to the chair.
- 6.4 The chair's announcement of the voting result shall include the number of members voting on each side of the question.
- 6.5 Business may also be conducted by unanimous consent.

7.0 Technical Malfunctions

- 7.1 Each member is responsible for his/her connection to the Zoom meeting. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.