

POLICY 13: OTHER STANDING COMMITTEES

The School of Mathematical and Statistical Sciences shall have the following standing committees, in addition to the elected faculty evaluation committees.

A. Undergraduate Curriculum Committee

1. The Undergraduate Curriculum Committee shall be appointed by the School Director and the Committee Chair shall be elected by the members of the Committee. An Interim Chair shall be appointed by the School Director to administer the election.
2. The Committee shall include at least one faculty member with expertise in each of the four Mathematics disciplines: Pure Mathematics, Applied Mathematics, Statistics, and Mathematics Education.
3. The Undergraduate Program Coordinator and Undergraduate co-Advisor shall serve on the Committee. The faculty member responsible for course scheduling shall also serve on the Committee.
4. The duties and responsibilities of the Undergraduate Curriculum Committee shall be to make policies and decisions about all matters that relate to the undergraduate courses, degrees, minors, and certificates offered by the School, and shall include but not be limited to the following:
 - a. Formulate recommendations for revising existing degree plans or creating new degrees at the undergraduate level, for consideration and approval by faculty vote of the tenured and tenure-track faculty.
 - b. Make recommendations for the course rotation.
 - c. Make recommendations for the creation of new undergraduate courses, the modification of undergraduate courses, or the deletion of undergraduate courses, for consideration and approval by the tenured and tenure-track faculty. 3-year Lecturers will also be included in the approval faculty vote for 1000-level and 2000-level courses, but not for upper-level courses.
 - d. Make recommendations for placement policies for lower-level courses, for consideration and approval by the tenured, tenure-track faculty, and 3-year Lecturers.
 - e. Consider recommendations submitted to the Committee by the School Director, Course Committees, or other Ad Hoc Committees. Upon Committee approval, these recommendations will be approved by faculty vote of the tenured and tenure-track faculty. 3-year Lecturers will be included in votes that relate to 1000 and 2000 level courses.

B. Graduate Curriculum Committee

1. The Graduate Curriculum Committee shall be appointed by the School Director and the Committee Chair shall be elected by the members of the Committee. An Interim Chair shall be appointed by the School Director to administer the election.
2. The Graduate Program Coordinator and the Graduate co-Advisor will serve on the Committee. The faculty member responsible for course scheduling shall also serve on the Committee.

3. The Committee shall include at least one faculty member with expertise in each of the four Mathematics disciplines: Pure Mathematics, Applied Mathematics, Statistics, and Mathematics Education.
4. The duties and responsibilities of the Graduate Curriculum Committee shall be to make policies and decisions about all matters that relate to the School's graduate program, and shall include but not be limited to the following:
 - a. Formulate recommendations for revising existing degree plans or creating new degrees at the graduate level, for consideration and approval by faculty vote of the tenured and tenure-track faculty.
 - b. Make recommendations for the creation of new graduate courses, the modification of graduate courses, or the deletion of graduate courses, for consideration and approval by the tenured and tenure-track faculty.
 - c. Make recommendations for the course rotation.
 - d. Consider recommendations submitted to the Committee by the School Director, Course Committees, or other Ad Hoc Committees. Upon Committee approval, these recommendations will be approved by faculty vote of the tenured and tenure-track faculty.
 - e. Review graduate student applications, and recommend to the School Director which applicants can be accepted for admission to the School's graduate program, either conditionally or unconditionally.
 - f. Make recommendations for the creation and/or revision of the graduate program admission criteria. Upon Committee approval, these recommendations will be approved by faculty vote of the tenured and tenure-track faculty.

C. Scholarships Committee

1. The Scholarships Committee shall be appointed by the School Director and will elect a Committee Chair from amongst its members. An Interim Chair shall be appointed by the School Director to administer the election.
2. The Scholarship Committee shall be composed of at least 3 committee members from amongst the 3-year Lecturers, tenure-track, and tenured faculty.
3. The Scholarship Committee shall review student applications for scholarship awards under the jurisdiction of the School of Mathematical and Statistical Sciences. The Committee shall submit its recommendations to the School Director.

D. Course Committees

1. The School shall form a Course Committee for each course where a common final exam has been instituted. A common final exam has been instituted for a course when at least some questions of the final exam are required to be identical across all course sections, in order to conduct assessment.
2. A Course Committee may also be formed as an ad hoc committee if at least two instructors currently teaching the course wish to propose a revision of the curriculum covered by the course, or when the course instructors wish to voluntarily coordinate a multi-section course, or when some of the course sections are taught by graduate students, who will then be supervised by the Course Committee.

3. Common final exams and common textbooks, shall be limited to courses that are part of the UTRGV Core Curriculum, unless the faculty teaching a course unanimously agree to do so on a particular semester. As a special exception to this provision, if the Calculus 1 common textbook is a commercial textbook, then Calculus 2 and Calculus 3 will also use the same common textbook, provided that the book covers the complete curriculum of Calculus 2 and Calculus 3, correspondingly. When the Calculus 1 common textbook is updated to a new commercial textbook (or newer edition of the same commercial textbook), it will be phased in as the common textbook for Calculus 2 and Calculus 3, one semester at a time, over the next two semesters, not counting Summer semesters.
4. When a common textbook is adopted for a course, instructors may still use at their discretion an open access textbook of their choice, provided that the same curriculum is followed.
5. A Course Committee shall consist of all faculty currently teaching the course, including 1-year Lecturers (if applicable) as non-voting committee members. The School Director may appoint up to three additional members to the Committee. The membership of the committee will change from semester to semester, depending on the course schedule and course assignments to faculty.
6. The Course Committee shall elect a Committee Chair from amongst its members. An Interim Chair shall be appointed by the School Director to administer the election. The elected Committee Chair shall chair the Committee for the entire academic year.
7. The Committee shall be responsible for:
 - a. Reviewing current course content and formulating proposals to include new content and/or to modify current content, whereby required vs. optional topics are clearly identified.
 - b. Creating a common final examination for all course sections in the current semester. The Committee shall decide whether all or some questions on the common final exam shall be the same across all sections.
 - c. Submitting any recommendations for major course changes to the Undergraduate Curriculum Committee.
8. The Committee recommendations should be guided by a commitment to student success and should be consistent with Faculty Academic Freedom¹ and the AAUP "Statement on the Freedom to Teach"², consequently:
 - a. The course instructor of each course section reserves the authority to decide how all exam questions shall be weighted to calculate the exam grade in his/her course section.
 - b. The course instructor of each course section reserves the authority to determine how the overall grade of their course shall be determined, the pedagogy (including choices of technology), emphasis, weekly schedule for presenting the topics included in the curriculum, choice of assigned homework problems and homework delivery format³
9. A proposal to update the textbook edition of a common textbook for a course that is part of the UTRGV Core Curriculum must be approved by the Course Committee, a majority faculty

¹ See UTRGV HOP ADM 06-106 Section D.2

² <https://www.aaup.org/news/statement-freedom-teach>

³ Homework format can include: graded or ungraded assignments; written assignments or online homework assignments (using the instructor's choice of an online homework system).

- vote, where the voting members are the 3-year Lecturers, tenure-track, and tenured faculty. The new edition of the textbook should be made available to the voting faculty for review, for a period of at least one week, before voting.
10. When making a proposal to change the common textbook for a course that is part of the UTRGV Core Curriculum, going beyond a minor edition update, the Committee should strive to present to the School faculty several textbook proposals, make the proposed textbooks available to the faculty for a period of at least one week, and then each proposal will be ranked by the voting faculty on a Likert scale (5-strongly support, 4-support, 3-ambivalent, 2-oppose, 1-strongly oppose x – Abstain). A separate up or down majority vote will then be used to approve the proposal that has the strongest support. If the vote fails, then the Course Committee may call for a faculty meeting to continue deliberations on the Committee's recommendations.
 11. All other proposals to revise the course curriculum must be presented and discussed with faculty in a townhall meeting, be approved by the Course Committee, the Undergraduate Curriculum Committee, and majority faculty vote where the voting members are the tenure-track and tenured faculty, For 1000-level or 2000-level courses, 3-year Lecturers will be included in the faculty vote.
 12. Separately from course curriculum proposals, a course committee is also responsible for creating course coordination resources to be used, on a voluntary basis, by instructors that wish to coordinate the particular course.

E. Web Liaison

1. The Web Liaison shall be appointed by the School Director from among the 3-year Lecturers, tenure-track, or tenured School faculty members.
2. The Web Liaison shall work with the School Director, the Dean, and UTRGV's relevant information technology groups to develop and update the School website and any social media sites under the jurisdiction or responsibility of the School.

F. Library Liaison

1. The Library Liaison shall be appointed by the School Director from among the tenure-track or tenured School faculty members.
2. The Library Liaison shall work with the School Director and the University Libraries to develop and update the Library's collections in Mathematics.

G. Recruitment and Outreach Committee

1. The Recruitment and Outreach Committee shall be appointed by the School Director.
2. The Recruitment and Outreach Committee should be formed of at least 5 faculty members from amongst the tenured and tenure-track faculty, and the 3-year Lecturers.
3. The Committee shall elect a Chair from amongst its members either by majority vote or simply by agreement. An Interim Chair shall be appointed by the School Director to facilitate the first meeting and/or administer the election.
4. The duties of the Committee shall include, but not be limited to the following:
 - a. The Committee must be actively seeking recruitment and outreach opportunities for faculty.

- b. The Committee members must be first responders for volunteering to possible outreach and recruitment events in and outside the University.
- c. If volunteers are needed other than the members of the Committee, the Committee shall recruit these from the faculty of the School.
- d. The Committee shall provide and/or facilitate all materials necessary for the recruitment event if the participants are not Committee members.
- e. The Committee shall act as a liaison between the School and the people or organizations being serviced by the faculty.