

November 6, 2017

TO: Sandra Graham
Chair, UCLA Academic Senate

RE: Proposed Changes to the Bylaws of the Undergraduate Council (Appendix XIII)

In the spring of 2015, a full vote of the UCLA faculty approved a proposal to institute a mandatory diversity requirement for all undergraduate students in the College of Letters and Science. Prior to this, only the School of Arts and Architecture required undergraduate students to complete a diversity course as a part of their school requirements. Since the approval of the College of Letters and Science diversity requirement proposal, the newly formed Herb Alpert School of Music has instituted a diversity requirement for its undergraduate students. The Luskin School of Public Affairs has a proposal (currently before the Academic Senate) to offer an undergraduate degree, and their proposed degree regulations also include a diversity requirement for undergraduate students.

For the past two years (2015-2017), the Undergraduate Council has appointed an Ad Hoc Diversity Syllabus Review Committee to review courses proposed to satisfy the diversity requirement. This ad hoc committee has worked successfully with the Undergraduate Council, and the Diversity Initiative Steering Committee, which was appointed by the Executive Vice Chancellor. The proposed amendment to Appendix XIII, approved by a unanimous vote of the Council on June 9, 2017, seeks to formalize the status of the Ad Hoc Diversity Syllabus Review Committee as a committee appointed annually by the Administrative Committee of the UgC and to codify the authority that it has exercised in the area of diversity curriculum over the past two years.

The amendment has been drafted to reflect the history of Ad Hoc Diversity Syllabus Review Committee and to preserve its status as a non-standing committee that advises the Undergraduate Council on all matters pertaining to diversity curriculum, while recognizing and valuing its function. The proposed bylaws also incorporate the amendments requested by the Committee on Rules and Jurisdiction in their June 22, 2017 memorandum to the Council.

Sincerely,



Beth Lazazzera
Chair, Undergraduate Council

June 22, 2017

To: Ertugrul Taciroglu, Chair
Undergraduate Council

From: Linda Bourque, Chair
Rules and Jurisdiction



Re: Undergraduate Council Bylaws Submitted On June 20, 2017

The Committee on Rules and Jurisdiction has reviewed the revised Bylaws that the Undergraduate Council submitted on June 20, 2017, and, with one exception, finds them consistent with the Code of the Academic Senate.

While Section III.C of the Operating Procedures is generally correct, Title II, Section 12 is not correct as stated. It should be amended to make clear that the non-Senate faculty members and student members do not vote on final actions. This needs to be corrected throughout Appendix XIII, Bylaws of the Undergraduate Council. For example, in all sections where students are listed as members of a subcommittee.

Once corrected, this memo, the approved bylaws, and the former bylaws will be sent to the Executive Committee of the Academic Senate and placed on the Consent Calendar for the next meeting of the Legislative Assembly.

cc: Beth Lazazzera, 2017-18 Undergraduate Council Chair
Eric Wells, Committee Analyst, Rules & Jurisdiction
Kumar Rajaram, Committee on Rules & Jurisdiction
James Crall, Committee on Rules & Jurisdiction
Linda Mohr, CAO, Academic Senate
Marian M. Olivas, Committee Analyst, Rules & Jurisdiction

June 20, 2017

To: Linda Bourque, Chair
Committee on Rules and Jurisdiction

From: Ertugrul Taciroglu, Chair
Undergraduate Council

Re: Proposed Changes to the Bylaws of the Undergraduate Council (Appendix XIII)

Dear Professor Bourque,

On June 9, 2017, the Undergraduate Council (UgC) approved the attached proposal to amend the bylaws of the Undergraduate Council to make permanent the current Ad Hoc Diversity Syllabus Review Committee. By way of this memorandum, I am asking the Committee on Rules and Jurisdiction to review the language of the proposed regulations for conformity to existing regulations before the Council submits the proposed changes to the Legislative Assembly for their consideration.

If you have any questions, please do not hesitate to contact me or the Undergraduate Council Committee Analyst, Eric Wells (x51194; ewells@senate.ucla.edu).

cc: Susan Cochran, Chair, Academic Senate
Linda Mohr, CAO, Academic Senate Office
Marian Olivas, Committee Analyst, Academic Senate Office
Eric Wells, Committee Analyst, Academic Senate Office

<p>APPENDIX XIII</p> <p>BYLAWS OF UNDERGRADUATE COUNCIL</p> <p>Part I. Membership and Duties</p> <p>1. Membership and duties of Undergraduate Council are defined by Divisional Bylaw 65.1.</p> <p>Part II. Officers</p> <p>2. The Chair and Vice Chair of Undergraduate Council are designated by the Committee on Committees of the Los Angeles Division.</p> <p>Part III. Meetings</p> <p>3. Meetings of Undergraduate Council are scheduled twice a month, or at least once each quarter, during the academic year. Undergraduate Council may meet at such other times as it may determine, or at the call of the Chair.</p> <p>Part IV. Quorum</p> <p>4. Fifty percent plus one voting member of those serving constitutes a quorum of Undergraduate Council.</p> <p>Part V. Committees</p> <p>Title I. Standing Committees [En 9 Apr 09]</p> <p>5. The Chair of Undergraduate Council, in consultation with the Vice Chair and members of Undergraduate Council, appoints the Chair and members of the several standing committees to hold office for a term of one academic year or until their successors are appointed. The Chair of Undergraduate Council appoints ad hoc committees as needed.</p> <p>6. Administrative Committee. The Administrative Committee of Undergraduate Council consists of the Chair and Vice Chair of Undergraduate Council, in addition to the Chair/Co-Chairs of standing committees; it also includes the Vice Provost for Undergraduate Education, ex officio without vote. [Am 1 Jun 04]</p>	<p>APPENDIX XIII</p> <p>BYLAWS OF UNDERGRADUATE COUNCIL</p> <p>Part I. Membership and Duties</p> <p>1. Membership and duties of Undergraduate Council are defined by Divisional Bylaw 65.1. <u>Student and non-Senate faculty representation is defined by Divisional Bylaw 45.E (6) and (7).</u></p> <p>Part II. Officers</p> <p>2. The Chair and Vice Chair of Undergraduate Council are designated by the Committee on Committees of the Los Angeles Division.</p> <p>Part III. Meetings</p> <p>3. Meetings of Undergraduate Council are scheduled twice a month, or at least once each quarter, during the academic year. Undergraduate Council may meet at such other times as it may determine, or at the call of the Chair.</p> <p>Part IV. Quorum</p> <p>4. Fifty percent plus one voting member of those serving constitutes a quorum of Undergraduate Council.</p> <p>Part V. Committees</p> <p>Title I. Standing Committees [En 9 Apr 09]</p> <p>5. The Chair of Undergraduate Council, in consultation with the Vice Chair and members of Undergraduate Council, appoints the Chair and members of the several standing committees to hold office for a term of one academic year or until their successors are appointed. The Chair of Undergraduate Council appoints ad hoc committees as needed.</p> <p>6. Administrative Committee. The Administrative Committee of Undergraduate Council consists of the Chair and Vice Chair of Undergraduate Council, in addition to the Chair/Co-Chairs of standing committees; it also includes the Vice Provost for Undergraduate Education, ex officio without vote. [Am 1 Jun 04]</p>
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<p>7. Committee on Admissions. The Committee on Admissions consists of a Chair appointed by the Chair of Undergraduate Council, along with one other member of Undergraduate Council; the Chair and Vice Chair of the Senate Committee on Undergraduate Admissions and Relations with Schools (CUARS), ex officio without vote; the campus representative from the Board of Admissions and Relations with Schools (BOARS), ex officio without vote; and one student member of Undergraduate Council.</p>	<p>7. Committee on Admissions. The Committee on Admissions consists of a Chair appointed by the Chair of Undergraduate Council, along with one other member of Undergraduate Council; the Chair and Vice Chair of the Senate Committee on Undergraduate Admissions and Relations with Schools (CUARS), ex officio without vote; the campus representative from the Board of Admissions and Relations with Schools (BOARS), ex officio without vote; and one student member of Undergraduate Council.</p>
<p>8. Committee on the Curriculum. The Committee on the Curriculum consists of a Chair and Co-Chair appointed by the Chair of Undergraduate Council, along with six other members of Undergraduate Council. Additionally, the Committee shall have two student members of Undergraduate Council.</p>	<p>8. Committee on the Curriculum. The Committee on the Curriculum consists of a Chair and Co-Chair appointed by the Chair of Undergraduate Council, along with six other members of Undergraduate Council. Additionally, the Committee shall have two student members of Undergraduate Council.</p>
<p>9. Committee on Honors, Awards, and Prizes. The Committee on Honors, Awards, and Prizes consists of a Chair and one member of Undergraduate Council appointed by the Chair of Undergraduate Council, along with eight additional faculty, who are appointed by the Committee on Committees and whose service is limited to the Committee on Honors, Awards, and Prizes. Additionally, the Committee shall have one student member of Undergraduate Council. [Am 9 Apr 09]</p>	<p>9. Committee on Honors, Awards, and Prizes. The Committee on Honors, Awards, and Prizes consists of a Chair and one member of Undergraduate Council appointed by the Chair of Undergraduate Council, along with eight additional faculty, who are appointed by the Committee on Committees and whose service is limited to the Committee on Honors, Awards, and Prizes. Additionally, the Committee shall have one student member of Undergraduate Council. [Am 9 Apr 09]</p>
<p>10. Committee on Student Welfare. The Committee on Student Welfare consists of a Chair and Vice-chair appointed by the Chair of Undergraduate Council, along with four other members of Undergraduate Council. Additionally, the Committee shall have one student member of Undergraduate Council. [Am 9 Apr 09]</p>	<p>10. Committee on Student Welfare. The Committee on Student Welfare consists of a Chair and Vice-chair appointed by the Chair of Undergraduate Council, along with four other members of Undergraduate Council. Additionally, the Committee shall have one student member of Undergraduate Council. [Am 9 Apr 09]</p>
<p>Title II. Other Committees [En 9 Apr 09]</p>	<p>Title II. Other Committees [En 9 Apr 09]</p>
<p>11. The General Education Governance Committee shall be appointed yearly by the Undergraduate Council Administrative Committee. It will consist of 10 members: a Chair, one member of the Undergraduate Council, and eight Senate Faculty members representing each College division and the other schools that admit undergraduate students. The Committee shall also have two undergraduate student members. [En 9 Apr 09]</p>	<p>11. The General Education Governance Committee shall be appointed yearly by the Undergraduate Council Administrative Committee. It will consist of 10 members: a Chair, one member of the Undergraduate Council, and eight Senate Faculty members representing each College division and the other schools that admit undergraduate students. The Committee shall also have two undergraduate student members. [En 9 Apr 09]</p>

<p>Part VI. Order of Business</p> <p>42. Meetings of Undergraduate Council are governed by procedures specified in Divisional Bylaw 135.</p> <p>Part VII. Re-delegation of Course and Program Actions</p> <p>43. The Undergraduate Council reserves the right to delegate to the appropriate Faculty Executive Committees such decisions concerning course and program actions as are specified in Council's Delegation Guidelines. Delegation Guidelines are on file in the offices of the Senate, Vice Provost for Undergraduate Education, and Registrar. Council will monitor these delegated decisions and at least every three (3) years will review its delegation process and revise its guidelines accordingly. Such delegation is not meant to include authority over matters that may have significant campuswide/systemwide or educational policy implications. For instance, the delegation would not extend to the approval of new majors or new minors or the endorsement of new departments, new IDPs, and new CIIIs. [Am 1 Jun 04]</p> <p>Part VIII. Coordinated Reviews</p> <p>44. Pursuant to Los Angeles Division Bylaw 65.1(B)(4), Undergraduate Council periodically reviews and evaluates all undergraduate programs of study and all programs of preparatory education, normally at intervals not exceeding ten years. Such reviews are coordinated and conducted jointly with Graduate Council.</p> <p>Part IX. Amendment of Bylaws</p>	<p><u>12. The Diversity Governance Committee shall be appointed yearly by the Undergraduate Council Administrative Committee. It will consist of 7 members: a Chair, one member of the Undergraduate Council, and 5 Senate Faculty members representing the College and other schools that admit undergraduate students. The Committee shall also have two non-Senate faculty members, and one undergraduate student member.</u></p> <p>Part VI. Order of Business</p> <p><u>13.</u> Meetings of Undergraduate Council are governed by procedures specified in Divisional Bylaw 135.</p> <p>Part VII. Re-delegation of Course and Program Actions</p> <p><u>14.</u> The Undergraduate Council reserves the right to delegate to the appropriate Faculty Executive Committees such decisions concerning course and program actions as are specified in Council's Delegation Guidelines. Delegation Guidelines are on file in the offices of the Senate, Vice Provost for Undergraduate Education, and Registrar. Council will monitor these delegated decisions and at least every three (3) years will review its delegation process and revise its guidelines accordingly. Such delegation is not meant to include authority over matters that may have significant campuswide/systemwide or educational policy implications. For instance, the delegation would not extend to the approval of new majors or new minors or the endorsement of new departments, new IDPs, and new CIIIs. [Am 1 Jun 04]</p> <p>Part VIII. Coordinated Reviews</p> <p><u>15.</u> Pursuant to Los Angeles Division Bylaw 65.1(B)(4), Undergraduate Council periodically reviews and evaluates all undergraduate programs of study and all programs of preparatory education, normally at intervals not exceeding ten years. Such reviews are coordinated and conducted jointly with Graduate Council.</p> <p>Part IX. Amendment of Bylaws</p>
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~~15.~~ The foregoing Bylaws may be added to, amended, or repealed at any regular or special meeting of Undergraduate Council by a two-thirds vote of serving members of Undergraduate Council, provided that written notice of proposed changes shall have been sent to each member of Undergraduate Council at least five instructional days previous to the meeting at which a vote is taken on the proposed changes.

16. The foregoing Bylaws may be added to, amended, or repealed at any regular or special meeting of Undergraduate Council by a two-thirds vote of serving members of Undergraduate Council, provided that written notice of proposed changes shall have been sent to each member of Undergraduate Council at least five instructional days previous to the meeting at which a vote is taken on the proposed changes.

UCLA ACADEMIC SENATE MANUAL

Part 1

Bylaws of the Division

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Chapter IV. ORGANIZATION

Section 4. Standing Committees

Title 3. Committees on Academic Programs and Policies

CURRENT BYLAW	PROPOSED BYLAW
<p>65.1 Educational Policy [Repealed 31 Jan 95]</p> <p>65.1 <i>Undergraduate Council</i> [En 31 Jan 95]</p> <p>(A) <i>Membership</i>. The Council is selected to give proper representation to the academic departments, colleges, professional schools, and inter-departmental programs that offer undergraduate curricula. The Council consists of 26 members: 21 appointed members with vote and 5 <i>ex officio</i> members without vote as follows - the Vice Provost for Undergraduate Education of the College of Letters and Science, the Director of the Office of Instructional Development, and the chair and vice-chair of the Committee on Undergraduate Admissions and Relations with Schools, and the chair of the General Education Governance Committee. In addition, there are four undergraduate student representatives and two graduate student representatives, appointed in accordance with Bylaw 45. The Chair and Vice Chair are designated by the Committee on Committees.</p>	<p>65.1 Educational Policy [Repealed 31 Jan 95]</p> <p>65.1 <i>Undergraduate Council</i> [En 31 Jan 95]</p> <p>(A) <i>Membership</i>. The Council is selected to give proper representation to the academic departments, colleges, professional schools, and inter-departmental programs that offer undergraduate curricula. The Council consists of <u>27</u> members: 21 appointed members with vote and <u>6</u> <i>ex officio</i> members without vote as follows - the Vice Provost for Undergraduate Education, the Director of the Office of Instructional Development, the chair and vice-chair of the Committee on Undergraduate Admissions and Relations with Schools, <u>the chair of the General Education Governance Committee, and the chair of the Diversity Education Governance Committee.</u> In addition, there are four undergraduate student representatives and two graduate student representatives, <u>who are</u> appointed and <u>will serve</u> in accordance with Bylaw 45. <u>E (6) and (7)</u>. The Chair and Vice Chair are designated by the Committee on Committees.</p>

DIVERSITY EDUCATION GOVERNANCE COMMITTEE OPERATING PROCEDURES

I. Authority

The Diversity Education Governance Committee is a committee of the Undergraduate Council and advises the Undergraduate Council (UgC) and the Vice Provost for Undergraduate Education on all matters pertaining to Diversity Education at UCLA.

II Duties

The Committee is charged by the Undergraduate Council to carry out the following duties:

- A. Defining the values and purposes of diversity education at UCLA.
- B. Providing clear guidelines and procedures for the development of diversity courses.
- C. Reviewing and recommending to the UgC diversity credit for all courses transmitted by the College and professional school Faculty Executive Committees to satisfy diversity requirements.
- D. Reviewing and recommending to the UgC suspension or rescission of diversity credit for courses which are found to no longer align with diversity education principles and practices.
- E. Conducting periodic self-reviews and evaluations of UCLA's diversity education curriculum.
- F. Advising the UgC and members of the administration on the development, implementation, and assessment of programs for faculty development and TA training in the area of diversity studies and diversity in the classroom which may include recommending/developing orientation and training sessions as well as conferences, symposia, and workshops.

III. Membership

- A. Per Appendix XIII Bylaws, Title II: The Diversity Education Governance Committee is appointed yearly by the Undergraduate Council Administrative Committee. It consists of 7 members: a Chair, one member from the Undergraduate Council, and five Senate Faculty members representing the College and the other schools that admit undergraduate students.
- B. The Undergraduate Council member of Diversity Education Governance Committee shall represent the UgC in the committee's deliberations and apprise the Council of all diversity education governance actions pertaining to UCLA's diversity requirement curriculum.
- C. Additionally, the Committee shall have two non-Senate Faculty members. The non-Senate Faculty members shall be granted the privilege of the floor.
- D. Additionally, the Committee shall have one undergraduate student member. The student member shall be granted the privilege of the floor, and their votes shall be counted separately. Student members shall be appointed by the UCLA student governments, with special consideration given to student members already serving on the UgC.

IV. Terms

The appointments of the committee Chair and faculty shall be for three years, beginning on September 1st, and can be renewed by the Undergraduate Council Administrative Committee.

V. Meetings

- A. The Committee shall meet at least once a quarter each academic year. The Committee shall also meet at the call of the Chair, or by petition to the Chair of at least 20% of the Committee's membership.
- B. Other instructional officers may be invited to attend Committee meetings and receive the courtesy of the floor.
- C. All meetings of the Committee are governed by procedures specified in Senate Bylaw 135D.
- D. One third of the voting members of the Committee constitutes a quorum.
- E. If no quorum is present at a scheduled meeting of the Committee, all matters on the agenda requiring a vote shall be submitted to a mail, e-mail, or an electronic online ballot no later than 10 calendar days after the scheduled date of the meeting.
- F. At the discretion of the Chair, Committee business and votes may be conducted by mail, e-mail, or online.

VI. Committees

- A. At the discretion of the Chair, subcommittees and ad hoc committees may be appointed by the chair as needed. Any reports of recommendations made by ad hoc committees and subcommittees must be submitted to the UgC for final consideration and approval.

VII. Amendment of Operating Procedures

The foregoing operating procedures may be added to, amended, or repealed at any regular or special meeting by a simple majority vote of the Committee members present, provided notice shall have been sent to each member at least five days previous to the meeting at which the amendment is to be moved. Amendment of Operating Procedures requires approval of the Undergraduate Council.