

Charter and Charge

Chemical Engineering Undergraduate Program Committee

Version date: October 2014

1. The Undergraduate Program Committee is a Standing Committee with broad authority to initiate changes in the curriculum, subject to approval by the faculty. The committee consists of the undergraduate program advisor, three other faculty members appointed by the department chair, one of whom is also involved with the undergraduate laboratories, and two junior and two senior student representatives approved by the faculty committee members. During discussions of some sensitive issues, the student representatives may be excused. The faculty members of the committee will be appointed annually (September 1 of each year), and there will be no limit on the number of years a committee member may serve.

2. The charge of the Undergraduate Program Committee is to maintain and improve the quality of undergraduate education in the Chemical Engineering Department. Specifically, the committee will:

- . (a) Review the Chemical Engineering undergraduate curriculum and the content for each required course as warranted.
- . (b) Review (bi-annually) course assessments for each core undergraduate Chemical Engineering course.
- . (c) Recommend changes in course content, curriculum structure, or other aspects of departmental policy that affect the undergraduate program.
- . (d) Recommend electronic and computational resources that will provide program completeness and continuity.
- . (e) Review (annually) the portions of the College Bulletin that pertain to the undergraduate chemical engineering program and recommend changes.
- . (f) Recommend allocation and distribution of departmental budget for improving and maintaining the quality of the undergraduate program.
- . (g) Coordinate the distribution of grants, awards, scholarships, and other honors to undergraduate students and student organizations.
- . (h) Provide a conduit for the faculty to the college curriculum committee on undergraduate matters.
- . (i) Review the undergraduate advising system upon the request of the committee chair.
- . (j) Inform faculty of the outcomes of the committee's work through meeting minutes and faculty meeting updates.

3. This charter and charge shall be reviewed as needed, but at minimum every 5 years.