

November 23, 2005

Memorandum

To: Undergraduate Curriculum Committee

From: John Windsor

Subject: A proposal for a Consent Agenda in UGCC meetings

I propose that we adopt the use of a consent agenda for the Undergraduate Curriculum Committee meetings. This process may considerably accelerate the formal business of the UGCC and allow more time in future meetings for discussing broader scale issues for the University.

Background

For the last several years all materials submitted for UGCC consideration have been distributed by the chair at least one week prior to the meeting. Historically, many submissions to the UGCC were distributed, presented, read and reviewed at the meeting. Now, by having the relevant materials well in advance of the meeting, members of UGCC have the opportunity to read, review, and question the applicant prior to the meeting. Sometimes the items presented for consideration at the UGCC meeting have little or no discussion because the item has been well presented prior to the meeting and has generated no questions or controversy.

Proposed

Items submitted to UGCC for consideration that are deemed to be less controversial can be placed on a "consent agenda." A consent agenda is often used to streamline meetings. It is not intended to curtail discussion on any issue. All items listed on the consent agenda can be approved with a single vote rather than considering each one separately.

How will the consent agenda work for UGCC?

The UGCC chair prepares the regular agenda for each meeting of UGCC. Initially, I'd recommend that all items requiring a vote at the next meeting be placed on the consent agenda. Then:

1. The chair then should remove from the consent agenda and place on the regular agenda any item that he/she feels needs a separate discussion before voting.
2. The agenda for the meeting, including the consent agenda, is then sent out to all faculty and staff who participate in the UGCC meetings.
3. Any item can be removed from the consent agenda and be placed on the regular agenda by any faculty or staff member who wishes the item to be discussed in greater detail at the meeting. If you wish to remove an item from the consent agenda, you can notify the chair of UGCC any time prior to the regularly scheduled meeting or during the meeting up to the point where the

consent agenda is voted on (in most meetings normally just after approval of minutes and adoption of agenda.)

4. The chair presents the consent agenda for approval at the UGCC meeting. Prior to the vote any item may be removed for further discussion. All items remaining on the consent agenda are approved with one vote.

Why am I suggesting a consent agenda?

If we can save a little time during our meetings by streamlining the process, I believe that we can tackle some more important issues associated with future of the undergraduate curriculum and Florida Institute of Technology. Over the last few years, when the agenda items were quickly resolved, we have gotten into some very meaningful discussions of issues facing our undergraduate curriculum and very creative approaches to problem solving were generated from the collective wisdom of this group.