

HEB Undergraduate Program Advisory Committee Responsibilities

The Undergraduate Program Advisory Committee has the responsibility to review and make recommendations about procedures, policies and curricula relating to the undergraduate program. Such recommendations are presented to the HEB faculty for information, discussion and as appropriate a vote. The Undergraduate Program Coordinator who is appointed by the department chair will serve as chair of this committee with membership to be appointed by the department chair from those who nominated to serve (self nominations are accepted). (Source: HEB Operating Code, approved April 23, 2007)

Specifically, functions include:

- Making final decisions regarding admission of undergraduate students to major in program in consultation with the academic advisor.
- Overseeing and recommending undergraduate program curricular modification and change for faculty review and approval.
- Recommending undergraduate program policy to faculty for review and approval.
- Recommending students for department, college, and university awards.
- Monitoring review of effective teaching by HEB Teaching Assistants, assisting when necessary.
- Reviewing and deciding on undergraduate student petitions, making recommendations to college and university as necessary.
- Reviews and recommends undergraduate course rotations to Department Chair.
- Reviews and recommends undergraduate internship sites and procedures in consultation with the academic advisor.

Members, 2009-2010

Ms. Holly Moses

Dr. R. Morgan Pigg

Dr. Sadie Sanders, Chair