



**University of Pittsburgh**  
**Provost's Advisory Committee on Undergraduate Programs Policy Committee Charter**

**I. Preamble**

This body is called the Provost's Advisory Committee on Undergraduate Programs Policy Committee (Committee). It is authorized by the Chancellor and will serve at the Chancellor's discretion. The Chancellor has authorized the Provost and Senior Vice Chancellor (SVC-P) to direct the operations of this Committee, consistent with the terms of this Charter. This Charter outlines the purpose, relevant background, scope, responsibilities, composition, and operations of the Committee, as well as the review process for any proposals generated by this Committee.

This document should be read in conjunction with Policy 01-01-01, Establishing University Policies, and all other applicable University policies, protocols, and procedures.

**II. Purpose**

The Committee is created for the purpose of proposing substantial revisions to the University Policy on the Provost's Advisory Committee on Undergraduate Programs (PACUP), as well as its documents that will support implementation, which will govern the membership and responsibilities of PACUP. This new Policy will update and replace the current University Policy on PACUP (Policy 01-03-11).

**III. Background**

University Policy 01-03-11, PACUP, was last reviewed in November 1987.

PACUP is a committee composed of professorial leadership from across the University. It reviews academic planning proposals that pertain to undergraduate programs, including new and revised majors, certificate programs, etc. During the academic year, PACUP meets once each month to review accumulated proposals which members have had an opportunity to examine in advance. The Vice Provost for Undergraduate Studies chairs these meetings, and all members of the Provost's Cabinet are given the opportunity to comment on proposals before PACUP submits a report to the Provost.

A revised Policy would address recommended changes to further establish and clarify the responsibilities of PACUP to monitor the overall quality and structure of the undergraduate programs at the University and to advise the SVC-P on such academic matters. Such recommended changes to this Policy are outlined in Sections IV. and V. of this Charter.

#### IV. Scope and Authority

The Committee will recommend a revised PACUP Policy, and supplemental documents (e.g., guidelines and procedures), which will replace the current Policy and Procedure found at 01-03-11. In doing so, the Committee's deliberations must address the following topics:

- **Function of PACUP.** Recommend updates to the Policy to more accurately reflect and clarify PACUP's membership, function, and advisory role to the SVC-P for undergraduate academic programs and related academic policies.
- **Policy Consolidation.** Identify and consider current academic University Policies that could be recommended for decommission as a University-level Policy, and moved to a unit-level policy (e.g., Provost Office policy).
- **Policy Publication.** Identify a central repository to house governing academic policies that is easy to maintain and organize and is accessible to the University community.
- **Transparency in Operations.** Develop a transparent process to handle interim academic standard changes (e.g., communication plan).

#### V. Responsibilities

As provided above, the Committee is created to propose a revised Policy on PACUP. To perform this function, the Committee has the responsibility to:

- Review and consider the current PACUP Policy, Policy 01-03-11, and its associated procedures.
- Review and consider the current function and advisory role of PACUP.
- Research and discuss best practices for similar advisory committees at peer institutions, including a benchmarking of their relevant policies.
- Incorporate or address any applicable University policies, protocols, procedures, etc. in the proposed Policy.
- Recommend a draft Policy for review pursuant to the process described in Section VIII below and consider feedback received during that review.
- Recommend a draft procedure or other supporting documents needed for the effective and efficient implementation of the proposed Policy.

It is expected that the Committee will work in confidence to have full and frank discussion of all options. Individual members should maintain the deliberations of the Committee confidential and are expected to not discuss the content of the Committee's deliberations outside of the Committee, unless authorized to do so by the Committee. The broader community will have an opportunity to consider the Committee's proposals pursuant to the process described in Section VIII below.

## **VI. Composition**

This Committee, at the direction of the SVC-P, will be chaired by **Joe McCarthy**, Vice Provost for Undergraduate Studies. The Committee will include the following members:

1. **Michael Glass**, Senior Lecturer; Director of Undergraduate Studies & Advisor, Urban Studies Program
2. **Janet Grady**, Nursing and Health Sciences Division Chair; Professor of Nursing (University of Pittsburgh-Johnstown)
3. **Adriana Helbig**, Associate Professor, Department of Music; Assistant Dean, Humanities and Academic Integrity
4. **Patti Mathay**, University Registrar
5. **Daniel Mossé**, Professor, School of Computing and Information
6. **Durga Ramachandran**, Student Government Board, Chair of Academic Affairs Committee
7. **John Stoner**, Senior Lecturer, Department of History; Senate Committee on Educational Policies, Chair

**Lucy Russell**, Chief of Staff, will also support the Committee on behalf of the Office of the Provost.

**Tyler Tenney**, Policy Specialist, will help facilitate and support the Committee.

## **VII. Operations**

The Committee will meet monthly or more frequently as circumstances dictate, until the work set forth above is complete. The Committee's proposed policy to replace Policy 01-03-11, Provost's Advisory Committee on Undergraduate Programs, will be submitted to the SVC-P no later than Spring 2020. The SVC-P may ask for interim status reports.

After the SVC-P's review is complete, the draft Policy will be submitted to the Office of Policy Development and Management (Policy Office) to coordinate its review consistent with Policy 01-01-01.

## **VIII. Proposed Policy Review Process**

The review process for the Committee's recommended Policy will include:

- University comment period;
- Council of Deans;
- University Senate's Educational Policies Committee;
- Faculty Assembly;
- University Senate Council; and
- Administration Leadership.

The Committee will coordinate with the Policy Office to consider feedback provided throughout this process.

Once this review process is complete, the proposed Policy will be sent to the Policy Office for review and submission to the Chancellor in accordance with Policy 01-01-01.

## **IX. Amendment**

Any amendments to this Charter must be made in accordance with Policy 01-01-01 and receive the approval of the Chancellor or designee.

The Committee shall expire on the publication of a new University Policy that governs PACUP, unless otherwise directed by the Chancellor.