

VCU Living-Learning Community Faculty Advisory Committee

Guidelines

I. Purpose

The Living-Learning Community Faculty Advisory Committee (LLC-FAC) shall be concerned with the academic standards, curriculum development, and academic programs associated with the living learning programs at VCU. The review of all submissions will be done in order to assure appropriate quality and to comply with all standards established by the Undergraduate University Curriculum Committee (UUCC).

All actions of this committee that involve curricular and academic program review will then be submitted for review and approval by the UUCC. Membership of the UUCC will include two members from this Committee.

II. Membership

- a. The Committee will consist of faculty representatives from each school on the Monroe Park Campus and the College of Humanities and Sciences with special consideration of those academic units that have ties to the living-learning programs; at least one faculty representative from the MCV Campus; an administrative faculty member from each of the living-learning programs; and the Executive Director of Residential Life and Housing. The committee will consist of a maximum of 20 voting members. In addition, the Associate Vice Provost and Dean of Student Affairs, the Dean of The Honors College, the Vice Provost for Community Engagement, and the Executive Director of Global Education will serve as ex-officio, non-voting members.
- b. The members will be appointed by the Provost and Senior Vice President for Academic Affairs.
- c. The criteria for selecting and appointing representatives are:
 - i. Full-time, term or tenure-track faculty or representation from the program level,
 - ii. At least two years of instructional or program experience at the undergraduate level,
 - iii. Experience or an interest in curricular and academic program development for living learning programs.
- d. Committee members will serve staggered three-year terms.
- e. A senior ranking (i.e., second or third year) committee member will serve as the committee Chair. The Chair is a non-voting position that can be held for a maximum of two years. The Chair has the function of a tie-breaking vote if necessary. The Chair will be responsible for developing a regular schedule of

meetings, providing administrative support to the committee, circulating Committee agendas and minutes to members and appropriate administrators, and submitting all approved items to the UUCC.

III. Committee Charge

The *Quest for Distinction* has noted living-learning programs as a high impact learning strategy for undergraduates, especially for upperclassman. The LLC-FAC serves the critical function of ensuring that all living-learning programs adhere to the established criteria and that all academic components align with the guidelines established by the UUCC.

Specifically, duties of the Committee include:

- a. Reviewing the curriculum proposals, changes, deletions and other related actions proposed by the living-learning programs; with particular attention to academic quality, curricular consistency, co-curricular experiences for students and faculty and other site-specific (facility-specific) opportunities for living and learning, curricular duplication and availability of appropriate resources.

IV. Procedures

- a. All proposals will follow the UUCC guidelines and forms for submission. Detailed instructions are available on the UUCC website (<http://www.provost.vcu.edu/committees/uucc.forms.html>). Submissions will be made three weeks prior to the scheduled committee meeting. All proposals that come before the Committee must be approved by the living-learning program's administrative team.
- b. Committee meetings will be scheduled by the Chair of the Committee. Meetings are held on an as needed basis with at least one meeting being held each semester.
- c. To ensure proposals are fairly and thoroughly reviewed, each proposal will be assigned to two Committee members outside of the living-learning program. In advance of the Committee meeting, these reviewers will be responsible for ensuring the integrity of the proposal, checking that appropriate forms have been completed, scrutinizing the accuracy of the forms, and asking the contact person any questions for clarification that arise. The Committee will not consider any submissions that are incomplete.
- d. At the meeting, the assigned reviewers will present a brief summary of the proposal and make their recommendation for action. A representative from the living-learning program will be expected to attend the meeting in order to answer any additional questions that may arise from the reviewers or anyone else on the Committee. The Chair may also raise questions regarding the proposals.

- e. After discussion, the Chair will call for a vote. A minimum of half of the voting members must be present in order for a vote to be held. A proposal is passed by a simple majority vote.
- f. After a proposal is approved by the Committee (and all suggested revisions completed), it is signed by the Committee Chair and forwarded to the Office of the Vice Provost for Academic Affairs for consideration by the UUCC.

Note: These guidelines drew from the College of Humanities and Sciences “Handbook of Curriculum Procedures, 2012-13” and the guidelines for the University Undergraduate Curriculum Committee.