

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: General Information
AREA: University Coordinating Commission

Number: 01.01.02

SUBJECT: University Coordinating Commission
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I. PURPOSE AND SCOPE

The goal of the University Coordinating Commission (UCC) is to provide a vetting process that facilitates discussion across the university community during the formulation of new or modified policies or procedures with policy implications prior to approval.

The purpose of the UCC is to ensure that the implementation of such proposed policies and procedures has been reviewed by the appropriate members of the university community so that there will be no unforeseen or inadvertent consequences.

II. POLICY

All new or modified Manuals of Administrative Policies and Procedures (MAPPs), System Administrative Memoranda (SAMs), and other policies that broadly affect the University are subject to review by the UCC. **The UCC does not create or evaluate policies**, but serves to facilitate discussion and input among existing policy-forming groups. The UCC solicits and forwards university community input into the UH MAPPs and SAMs.

The Chancellor or designee shall have the discretion to immediately approve an interim MAPP or SAM without the policy being initially subject to review by the UCC if necessary to address emergencies, errors, or changes in the law or higher governing policies/bylaws. If the Chancellor or designee approves an interim MAPP or SAM, the interim MAPP or SAM will subsequently be subject to review by the UCC during the applicable review cycle.

III. COMMISSION MEMBERSHIP

A. The membership of the UCC will consist of representatives from governance groups throughout the University, including the following individuals:

1. The Faculty Senate's:
 - a. President
 - b. President-elect
 - c. Chair of the Faculty Governance Committee
 - d. Chair of the Research and Scholarship Committee
 - e. Chair (or chair's delegate) of the Graduate and Professional Studies Council Committee (GPSC)
 - f. Chair of the Undergraduate Committee

~~g. Chair of the Graduate Education and Policies Committee~~

2. President of the Staff Council
3. One member selected by the Provost from Academic Affairs
4. One Dean selected by the Deans' Council
5. President of the Student Government Association (SGA)

6. University Policies and Procedures Coordinator

- B. Members serve one-year UCC terms, with the option of reappointment.
- C. The UCC will be chaired by the President-Elect of the Faculty Senate.

IV. PROCEDURES

- A. A frequent call for proposals is issued to all councils, administrators, subject matter experts, and campus organizations
- B. Receipt notices are sent for submitted documentation.

Note: Documents offered for UCC review consideration should be received by the UCC at least two weeks before the scheduled meeting.

- C. Submitted proposals are reviewed before the meeting in terms of:
 1. Whether these submitted policies or procedures are appropriate for UCC vetting consideration,
 2. What campus groups and individuals have already reviewed the proposals or are in the process of reviewing the documentation through established review processes,
 3. What campus groups and individuals may need to review the proposals, and
 4. Whether additional information is needed from the submitter before the UCC can make a decision to certify the documentation for the meeting.
- D. A meeting is organized with the UCC membership and applicable supporting personnel to review all relevant documentation.
 1. Create an agenda of all applicable documentation and relevant actions for the UCC membership to discuss during the meeting.
 2. The UCC membership discusses each document, and determines the campus groups and individuals who need to receive the procedure for further review and possible input.
 3. The UCC membership also discusses and makes decisions on all relevant actions since the previous meeting.

- E. After the meeting, a notification message of a proposed policy is sent to all relevant campus groups and individuals, with instructions to respond to the proposed policy within twenty working days.

Note: ~~In terms of~~ For MAPPs and SAMs, the UCC review time period expires at the end of the Executive Review cycle.

- F. All communications from relevant campus groups and individuals are logged into a tracking form that will be available on the UCC web site (<http://www.uh.edu/ucc>). All comments will be given to the originator for review and possible action.

Note: For MAPPs and SAMs that have undergone revisions from various parties both inside and outside of UCC governance, a clean copy of the MAPP or SAM will be provided to the UCC for posting before the document goes through the official approval cycle.

- G. When requested by the originator, the UCC may expedite proposed policy reviews, if sufficient evidence is provided that all relevant groups and individuals have had the opportunity to see the proposal.

- H. Certification letters are sent to the University President and Provost with a copy to groups or individuals submitting proposed policies.

- I. A status report of the previous meeting's documentation is issued to members at the next UCC meeting.

V. REVIEW AND RESPONSIBILITY

Responsible Parties: ~~Executive Associate Vice President for Academic and Faculty Affairs~~ Faculty Senate President

Faculty Senate President-Elect

Review: Every three years on or before June 1

VI. APPROVAL

~~John Antel~~

Senior Vice President for Academic Affairs and Provost

~~Carl Carlucci~~

~~Executive-Senior~~ Vice President for Administration and Finance

~~Renu Khator~~

President

Date of President's Approval: December 11, 2012

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	12/11/2012	Initial version
<u>2</u>	<u>TBD</u>	<u>Added System Administrative Memoranda (SAMs) to the UCC vetting process in Sections II, IV.E, and IV.F. Removed Chair of the Graduate Education and Policies Committee from UCC membership in Section III.A.1. Added University Policies and Procedures Coordinator to UCC membership in Section III.A.6. Revised responsible party from Executive Associate Vice President for Academic and Faculty Affairs to Faculty Senate President and Faculty Senate President-Elect</u>