Undergraduate Curriculum Committee (UCC)

The Undergraduate Curriculum Committee (UCC) is a faculty-led committee that advises the Provost and Vice Chancellor for Academic Affairs and Research on undergraduate curriculum development at Arkansas State University. It plays a central role in reviewing course proposals, curriculum revisions, and academic program modifications or terminations.

- Committee Overview
- Committee Members
- Curriculum Forms
- Meeting Minutes

Committee Overview

The primary role of the Undergraduate Curriculum Committee (UCC) is to advise the Provost and Vice Chancellor for Academic Affairs and Research about all undergraduate curriculum development within the University. The committee considers individual course proposals, Undergraduate Bulletin changes, and institutional termination or modification of academic programs.

The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research. For complete submission timelines and procedures, see the University Curriculum Calendar-26-27.

Approved Curriculum Proposals

Approved proposals (approved after 2023 and forward) are available via Curriculog.

Approved Proposal Archive (prior to 2023)

Below is the University Curriculum Calendar 2026- 27

Proposals must be submitted in Curriculog and approved through the Undergraduate Curriculum Council or Graduate Council step in the workflow by the given deadline to be included on the meeting agenda.

Undergraduate Curriculum Council meets the 2nd Friday of every month in the regular semester at 2:00 pm.
Graduate Council meets the 3rd Thursday of every month in the regular semester at 3:00 pm.

University Curriculum Council	Proposals Due (approved through to UCC or GC step in Curriculog)	Meeting Date	Upcoming ADHE Deadline	Next AHECB Meeting
Undergraduate Curriculum Council	Friday, August 28, 2026	Friday, September 11, 2026	LOIs due 10/1 for October AHECB LONs due 11/1 for January AHECB	10/23/26 (tentative)
Graduate Council	Friday, September 4, 2026	Thursday, September 17, 2026		
Undergraduate Curriculum Council	Friday, September 25, 2026	Friday, October 9, 2026	LOIs due 1/1 for January AHECB LONs due 11/1 for January AHECB	1/22/27 (tentative)
Graduate Council	Friday, October 2, 2026	Thursday, October 15, 2026		
Undergraduate Curriculum Council	Friday, October 30, 2026	Friday, November 13, 2026	LOIs due 1/1 for January AHECB	1/22/27 (tentative)

University Curriculum Council	Proposals Due (approved through to UCC or GC step in Curriculog)	Meeting Date	Upcoming ADHE Deadline	Next AHECB Meeting
Graduate Council	Friday, November 6, 2026	Thursday, November 19, 2026		
Undergraduate Curriculum Council	SPECIAL MEETING — NO NEW PROPOSALS ACCEPTED	Friday, December 4, 2026 @ 10:30–12:30	LOIs due 1/1 for January AHECB LONs due 2/1 for April AHECB	1/22/27 (tentative)
Graduate Council	SPECIAL MEETING — NO NEW PROPOSALS ACCEPTED	Friday, December 4, 2026 @ 1:30–3:30		
Undergraduate Curriculum Council	Friday, January 29, 2027	Friday, February 12, 2027	LOIs due 4/1 for April AHECB LONs due 5/1 for July AHECB	4/23/27 (tentative)
Graduate Council	Friday, February 5, 2027	Thursday, February 18, 2027		
Undergraduate Curriculum Council	Friday, February 26, 2027	Friday, March 12, 2027	LOIs due 4/1 for April AHECB LONs due 5/1 for July AHECB	4/23/27 (tentative)
Graduate Council	Friday, March 5, 2027	Thursday, March 18, 2027		
Undergraduate Curriculum Council	SPECIAL MEETING — NO NEW PROPOSALS ACCEPTED	Friday, April 9, 2027	LOIs due 7/1 for July AHECB LONs due 5/1 for July AHECB	7/23/27 (tentative)
Graduate Council	SPECIAL MEETING — NO NEW PROPOSALS ACCEPTED, WITH THE EXCEPTION OF GFS REQUESTS	Friday, April 15, 2027	LONs due 8/1 for October AHECB	

** Deadlines are based upon AHECB and Board of Trustees meeting dates and deadlines, as well as Academic Affairs and Research approval.*

Committee Members

First Name	Last Name	Term Expires		Appointed by
Carmen	Williams		2027	Honors
Steve	Beaupre , chair	Position		AVCAA and Provost Designee
Melanie	Wicinski	Position		AVC for Assessment and Accreditation
Jacob	Manlove		2027	Agriculture
Blake	Sandusky		2027	Education and Behavioral Science
Jason	Stewart		2027	Engineering and Computer Science
Warren	Johnson		2029	Liberal Arts and Communication
Kacie	Altom		2027	Nursing/Health Professions
Virginie	Rolland		2027	Sciences/Mathematics
Star	Holloway		2027	Library
Sheldon	Lin		2027	Business
Jesse	Blankenship		2027	VCEMGO
Carter	Grove	2027		SGA
Shaquita	Renelique		2027	University College

Curriculum Forms

Please note, the curriculum proposal submission process has changed.

All curriculum proposals are now submitted via an electronic form in our new curriculum management software, **Curriculog**, which is accessible via pack.AState. The approval process is managed via workflow within Curriculog.

Due to the university curriculum calendar timeline and the publication date of the annual Bulletin, proposals may only be submitted during the regular academic year while submissions are accepted for review by Undergraduate Curriculum Council and Graduate Council (Mid-August–March 5th for 2026–27).

The prior "paper" forms have been built out within Curriculog and, with a few exceptions, have retained their names. A list of forms is provided below.

Proposals for **Undergraduate Curriculum Council** or **Graduate Council** must be submitted via Curriculog and approved through the UCC or GC step by the given deadline on the University Curriculum Calendar-26-27 to be included on the meeting agenda.

Proposals for the **General Education Committee** continue to be submitted via email to gec@astate.edu.

Quick Curriculog How-To

Proposal Submission

1. Access Curriculog via pack.AState
2. Once logged in, select **"New Proposal"** to see the list of forms
3. Use the **2027–28** forms for proposals during the **2026–27** curriculum year
   - Undergraduate forms begin with "UG"
   - Graduate forms begin with "GR"
4. Select and complete the appropriate form
   - Use **"Save all Changes"** to return later
   - When ready, click **"Validate and Launch Proposal"**
5. The proposal will enter workflow
   - The originator is the first approver
   - Approval is required before it progresses
   - If the originator holds multiple roles (e.g., program director), multiple approvals may be needed

6. To approve:
    - Open the proposal → Click **"Decisions"** on the right → Make decision
    - Or go to **"My Tasks"** tab from the homepage, select proposals, then click **"Approve Selected"**

Proposal Review and Approval

- All logged-in users may review proposals
- Only users at the current workflow step can make changes or approve
- All changes are tracked with mark-up
    - To view changes: Click **"Discussion"** → under **"User Tracking Help"**, select **"Show current with markup"**
- To revise: Click into field, edit, and save
- To comment: Click **"Discussion"** → next to **"Comments"**, click **"Add comment"**
- To approve or reject:
    - Click **"Decisions"** → Select **"Approve"** or **"Reject"** → Click **"Make My Decision"**
    - Approving moves the proposal forward
    - Rejecting sends it back to the originator to revise and relaunch from the beginning

---

Curriculog Forms by Action Type

Note: Forms are separated by level—Undergraduate (UG) and Graduate (GR). Select the appropriate level.

Course-Level Actions

Action	Curriculog Form
Propose a new course	Course New Form
Modify an existing course	Course Change Form
Delete a course	Course Delete Form

Program-Level Actions

Revisions

- **Change program curriculum (25% or more of program, or 50% or more of a certificate is modified, and/or change to overall program hours)**: Curriculum Revision of Existing Certificate or Degree Program Proposal (25% or more of a program, or 50% or more of a certificate, and/or change to overall program hours)
- **Rename a major**: Existing Certificate, Degree, or Major: Name Change Only Proposal
- **Rename an emphasis, concentration, option, or minor**: Program Modification Proposal
- **Modify Existing Program** (e.g., admissions standards, curriculum change of less than 25% of a program or less than 50% of a certificate): Program Modification Proposal

Deletions

- **Delete a concentration, option, or minor**: Emphasis, Concentration, Option or Minor Deletion Proposal
- **Delete a program**: Program Deletion Proposal

Additions

- **New certificate (Less thank 50% new courses)**: New Certificate Proposal (fewer than 50% new courses)
- **New emphasis/concentration/option/minor**: New Emphasis, Concentration, Option, or Minor Proposal
- **New program/certificate (25% or more of a program, or 50% or more of a certificate is composed of new courses)**: New Program/Certificate Proposal (25% or more of a program or 50% or more of a certificate is composed of new courses)
- **Offer existing certificate or degree online (50% or more offered online)**: Online Delivery of Existing Certificate or Degree Proposal (50% or more offered online)
- **New degree program made out of primarily existing coursework (Less than 25% new courses)**: New Program Made of Primarily Existing Coursework Proposal (Less than 25% new courses)

Other

- **Deactivate or reactivate a program**: Deactivate/Reactivate Program Proposal
- **Offer at off-campus location**: Existing Certificate or Degree Program Offered at Off-Campus Location Proposal
- **Revise College/Department landing page**: College/Department Landing Page Modification Proposal

Contact Academic Affairs and Research for:

- Establishment of New Administrative Unit
- CIP Code Change

General Education Actions

- **Add a course to General Education curriculum**: Request for Inclusion of Course in the General Education Curriculum form

---

Supplementary Documents and Links

- Workflow for General Education Courses
- Assessment Guidance

Curriculum Proposal Attachments

- 8-semester plan
- Letter of Intent Form
- New Degree Program Proposal Form
- Notification Letter Template
- Teach Out Student Roster Template
- New Program Tuition and Fees Form

Meeting Minutes

Meeting minutes are available at the official Shared Governance archives.