

CHARTER

ADMINISTRATIVE COMMITTEE ON UNDERGRADUATE EDUCATION

The Committee on Undergraduate Education is one of Caltech's administrative committees. Administrative committees are established by the president for the purpose of advising the administration on policy and procedural matters in a given area. When an administrative committee is established, the president designates a member of the administration to oversee the committee. Administrative committees are established (and may be disbanded) according to the needs of the president and the administrator to whom the committee reports.

- *The president appoints committee members, based on the recommendation of the administrator to whom the committee reports.*
- *A charter approved by the president delineates the duties and responsibilities of each administrative committee. Amendments or revisions to a committee's charter will be recommended to the president by the administrator to whom the committee reports.*

Each administrative committee is authorized to adopt its own rules of procedure, as long as such rules do not conflict with the provisions of the charter approved by the president.

Committee Reporting

The Committee on Undergraduate Education (subsequently referred to as "CUE") reports to the provost. In consultation with the vice provost, the provost will conduct an annual review of the committee's effectiveness, composition, and charter and make appropriate recommendations to the president.

The committee chair is responsible for ensuring that the provost is informed about the committee's deliberations (e.g., by including him on the distribution list for the committee's minutes). The committee's recommendations and reports should be sent to the provost independently from the minutes.

Committee Composition

Ex Officio Committee Members

Ex officio members are individuals who serve on the committee as the result of the office or position they hold; and they stand outside any rotation of committee membership as long as they hold office. Ex officio members are full voting members of the committee.

The ex officio members of CUE include:

Vice Provost
Faculty Chair
Chair of the Faculty Academic Policies Committee
Chair of the Faculty Core Curriculum Steering Committee
Chair of the Faculty Curriculum Committee
Chair of the Faculty Undergraduate Academic Standards and Honors Committee
Vice President for Student Affairs
Dean of Undergraduate Students
Registrar
Director, Center for Teaching, Learning and Outreach
Chair of the ASCIT Academics and Research Committee

Faculty Committee Members

The president appoints the faculty members of CUE based upon the recommendation of the provost. In order to ensure that each of Caltech's six academic divisions is appropriately represented in the committee's deliberations, the number of faculty members of CUE shall be at the provost's discretion. All faculty members of the committee shall be tenure-track or tenured members of the faculty.

Faculty committee members serve three-year terms that may be renewed for a second three-year term.

Student Representatives

In addition to the Chair of the ASCIT Academics and Research Committee, who serves as an ex officio member of CUE, two undergraduate student representatives serve as members of the committee. The student representatives are full voting members of the committee.

Committee Chair

The chair of the committee shall be the vice provost who has responsibility for Caltech's educational program.

Committee Duties and Responsibilities

The duties and responsibilities of CUE are as follows:

1. Coordinate relevant faculty board committees to improve the education at Caltech for undergraduates;
2. Provide a forum for analyzing and discussing the undergraduate academic issues that supersede any one faculty committee;
3. Provide oversight on issues associated with undergraduate teaching;
4. Work with the ASCIT Academics and Research Committee to organize, coordinate and facilitate follow-up to the biennial Student-Faculty Conference and on other issues of mutual interest;
5. Assist with accreditation reviews.

Approved: Thomas F. Rosenbaum

Date: April 2, 2018