SECTION: General Information   **Number: 01.01.02**
AREA: **University Coordinating Commission**

SUBJECT: **University Coordinating Commission**

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 appropriate members of the university community have opportunities to review and provide input to the implementation of such proposed policies and procedures has been reviewed by the appropriate members of the university community so that there will be noto avoid unforeseen or inadvertent consequences.

II.   POLICY

All proposals for new or modified Manuals of Administrative Policies and Procedures (MAPPs) 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 to the Director of Policy Management in the Office of Compliance and Ethics for dissemination to the proposal originatorinto the UH MAPPs.

The PresidentChancellor or designee shall have the discretion to immediately approve an interim MAPP 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 PresidentChancellor or designee approves an interim MAPP, the interim MAPP will subsequently be subject to review by the UCC during the applicable review cycle.

The UCC may also be utilized to facilitate university community input on non-MAPP proposed policies that have campus-wide impacts.

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 (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)

B. Members serve one-year ~~UCC~~ terms, with the option of reappointment.

C. The UCC will be chaired by the President-~~e~~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.~~

~~C.~~ ~~Receipt notices are sent for submitted documentation.~~

~~D.~~

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

~~F.~~

~~G.~~ ~~Submitted proposals are reviewed before the meeting in terms of:~~

~~H.~~ ~~Whether these submitted policies or procedures are appropriate for UCC vetting consideration,~~

~~I.~~

~~J.~~ ~~What campus groups and individuals have already reviewed the proposals or are in the process of reviewing the documentation through established review processes,~~

~~K.~~ ~~What campus groups and individuals may need to review the proposals, and~~

~~L.~~

~~M.~~ ~~Whether additional information is needed from the submitter before the UCC can make a decision to certify the documentation for the meeting.~~

~~N.~~ As described in MAPP 01.01.01 – Creating and Maintaining University Policies, the Policy Advisory Council determines when a proposal for a new or modified MAPP is ready to be released for community review. ~~, and a~~A meeting is organized with the Subsequently, UCC membership and applicable supporting personnel ~~to~~ review ~~all relevant documentation~~the proposed MAPP~~. The UCC membership discusses each document,~~ and determine~~s~~ the campus groups and individuals who need to receive the proposal for further review and possible input.

~~O.~~A. ~~Create an agenda of all applicable documentation and relevant actions for the UCC membership to discuss during the meeting.~~

1. ~~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.~~

2. ~~The UCC membership also discusses and makes decisions on all relevant actions since the previous meeting.~~

~~P.~~B. ~~After the meeting, a~~A notification message of a proposed policy is sent to ~~all relevant~~UCC-identified campus groups and individuals, with instructions to respond to the proposed policy within twenty working days or at the end of the community review period, whichever is first.

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

Q.C. All communications from relevant campus groups and individuals are logged into a tracking form that will be available on the UCC ~~web site~~website (~~http://www.uh.edu/ucc).~~https://uh.edu/university-coordinating-commission/). All comments will be given to the proposal originator through the Director of Policy Management for review and possible action.

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

~~R. 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.~~

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

~~T. A status report of the previous meeting's documentation is issued to members at the next UCC meeting.~~

V. REVIEW AND RESPONSIBILITY

Responsible Party: ~~Executive~~ Associate Provost~~Vice President~~ for Faculty Development~~Academic~~ and Faculty Affairs

Review: Every five~~three~~ years ~~on or before June 1~~

VI. APPROVAL

_____~~John Antel~~_____
Senior Vice President for Academic Affairs and Provost

_____~~Carl Carlucci~~_____
Senior~~Executive~~ 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~~
~~2~~		~~Changes drafted 5 September 2024 by HCL~~