

### Guidelines for Seeking Voice at University Committee on Curriculum Meetings

Role of the University Committee on Curriculum (UCC): UCC fulfills the responsibility delegated to the faculty to shape the curriculum. The curriculum refers to programs of study, those requirements and courses which contribute to the completion of all or some requirements that lead to the awarding of a credential known as a degree or certificate.

It is common practice in academic governance at Michigan State University to give voice in committee meetings to stakeholders for a period of two to three minutes, plus additional time to answer questions, if any arise. While anyone may attend UCC meetings, those who are not committee members and wish to speak at a meeting, must be granted voice by a committee vote and must adhere to the procedures listed below. In addition, the Chair will ask for a single spokesperson, if multiple speakers will reflect the same viewpoint. The goal is to balance time allowed for contrasting views.

It is the decision of the committee (by voting whether to give voice) as to whether or not visitors may speak, how many may speak, and for how long the discussion should continue on a single agenda item. When the UCC grants voice, speakers are each given three minutes to make their presentation, with additional time permitted if committee members have questions.

Prior notice of a voice request is appreciated, but not required. Those requesting voice may contact the Chair of the subcommittee that considers matters from the specific College to make a request (See the Membership List at: <http://www.reg.msu.edu/read/UCC/uccrost.pdf>).



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