

1. Proposals for modifications to the SAGES Program from any source will be referred to the Faculty Senate Committee on Undergraduate Education (FSCUE). The FSCUE will ask its Curriculum Subcommittee to discuss the proposal and coordinate a consultative process with the body designated by each constituent faculty. Consultation with students will occur through the Undergraduate Student Government (USG), in addition to any consultations done within the constituent faculties and any additional consultations deemed appropriate by the FSCUE Curriculum Subcommittee. The recommendations from each group shall be provided in written form. Based on these consultations, the FSCUE Curriculum Subcommittee will develop a recommendation to the FSCUE that considers the recommendations from each constituent faculty, the USG, and any other groups consulted by the Subcommittee.
  
2. The Faculty Handbook outlines the process by which the president, the provost, the chair of the FSCUE, the chair of the Faculty Senate, or eligible voting members of the Undergraduate Program Faculty (UPF) may call for a meeting of the UPF to discuss important basic policies that govern undergraduate education at the University and extend beyond degree programs in a constituent faculty, such as the SAGES Program. Any change to the fundamental structure of the SAGES Program (defined as the requirement of a First Seminar, two University Seminars, a Writing Portfolio, a Departmental Seminar, and a Capstone Project) will always require a vote of the UPF by electronic ballot, following a meeting of the UPF to discuss the merits of the proposed change. In addition, the FSCUE (upon the advice generated through the consultative process in item (2) above) or others (following the procedures outlined in the Faculty Handbook) may determine that a proposed change represents a sufficiently significant alteration to the pedagogic goals and/or pedagogic structure of the SAGES Program to warrant calling for a UPF vote by electronic ballot, following discussion of the proposal at a meeting of the UPF.

When proposed changes to the SAGES Program are referred to a vote of the UPF by electronic ballot following a meeting of the UPF, a summary of the discussion, prepared by the Secretary of the University Faculty, will be circulated with the ballot. The vote of the UPF, including the percentage of ballots cast, shall be forwarded to the Faculty Senate for final action.

The FSCUE has authority for changes to the SAGES Program that are not deemed to require a meeting and vote by the UPF. Because the FSCUE is a standing committee of the Faculty Senate, all such changes are subject to review by the Senate.

3.

5. The Director of the SAGES Program will be expected to submit an annual report to the FSCUE Curriculum Subcommittee on the state of the SAGES Program, indicating any issues that require special attention. It is also expected that the Director of SAGES will share with the FSCUE Curriculum Subcommittee any reports generated within the SAGES Program, such as the report arising from the annual review of students' writing portfolios. The representatives of the constituent units of the UPF will transmit these reports to their units. Time will be allotted for the FSCUE Curriculum Subcommittee to discuss these reports and any feedback from the units.
6. Day-to-day operational decisions within the SAGES Program will remain the responsibility of the Director of the SAGES Program.
7. The FSCUE Curriculum Subcommittee will report at least once a year to the FSCUE on the status of the SAGES Program. This report can be taken forward to other groups, as appropriate.
8. Amendments to SAGES governance policy must be approved by the Faculty Senate, following the processes, consultations, and UPF vote described in item (2) above.

November 4, 2012