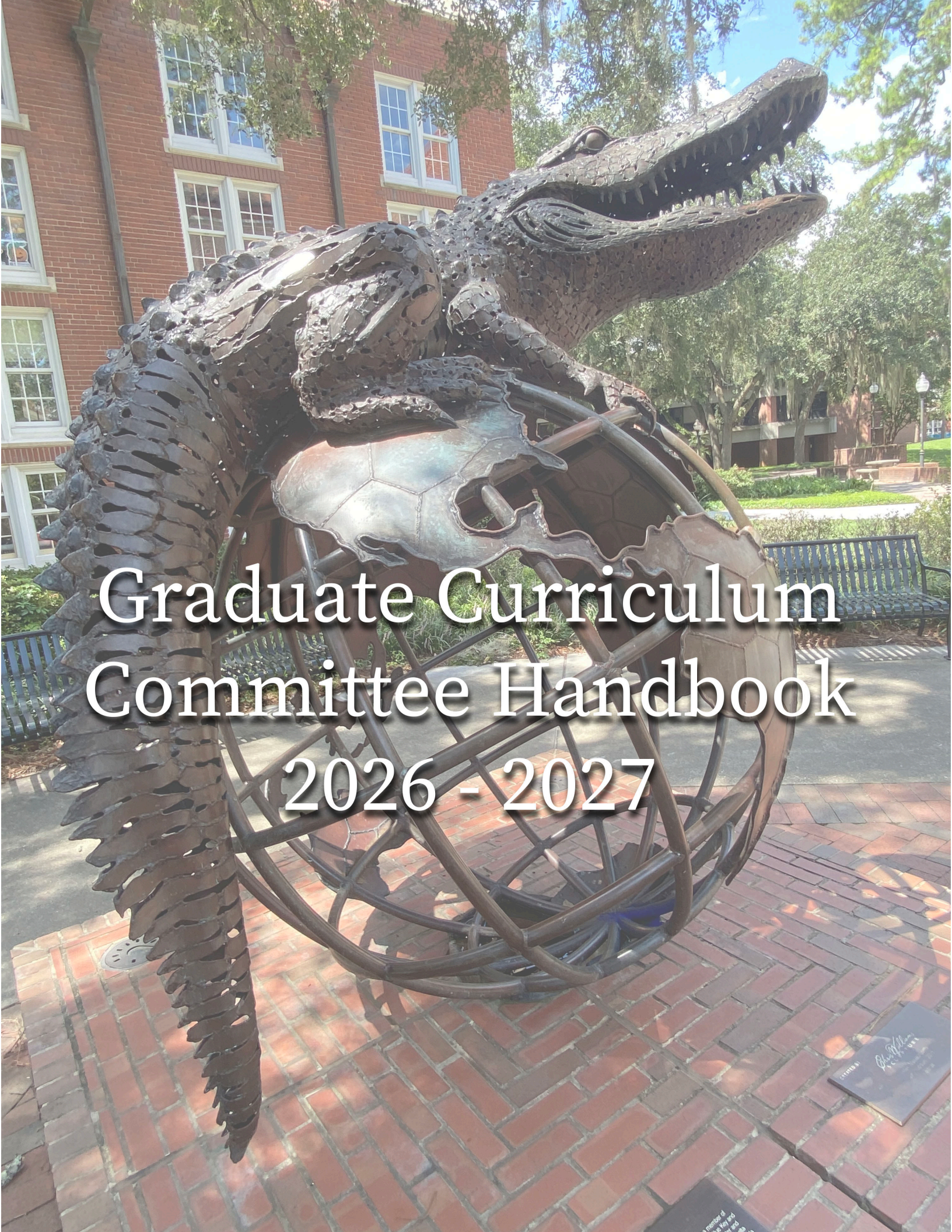

Graduate Curriculum Committee Handbook 2026 - 2027

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Graduate Curriculum Committee General Information

Establishment as a Joint Committee

The Graduate Curriculum Committee (GCC) is a Joint Committee established by the UF Faculty Senate pursuant to Bylaw 20(A)(2)(b)(6).

Members

The President or the President's designee (the Provost) shall appoint six (6) voting members, preferably graduate faculty from graduate degree-granting colleges or programs within the University. These members are typically referred to as "Provost members" and designated as "Member-P."

The Faculty Senate shall elect six (6) voting members from the graduate faculty at large. These members are typically referred to as "Senate members" and designated as "Member-S."

The Graduate Student Council shall select two (2) non-voting members.

Non-voting liaisons may be appointed to provide subject matter expertise.

Chair and Co-Chair

The non-voting Chair shall be appointed by the President or the President's designee.

A Co-Chair who shall have the right to vote shall be elected by and from the committee's Senate-elected members. This election will normally take place during the last committee meeting each spring semester so that committee leadership is in place at the beginning of the following academic year.

Terms

- Three (3) years for Senate-elected members
- Three (3) years for members appointed by the President or the President's designee
- One (1) year for student members
- No specified term for liaisons

Responsibilities

The Committee shall consider all requests for changes in graduate curricula, and for the addition of new graduate courses of instruction in any of the colleges, divisions, and

schools of the University. The Committee shall endeavor to eliminate unnecessary proliferation of courses and duplication of subject matter among courses.

Ordinarily, the Committee's decisions on proposals to add courses to the curriculum or to delete courses from the curriculum shall be final, but the department that is offering the course or proposing to offer it may appeal the Committee's decision to the Senate. Such an appeal shall be addressed to the Committee, which shall either reverse its earlier decision or ask the Steering Committee to schedule Senate consideration of the appeal.

The Committee's decision on proposals to add, delete, or make changes in programs of instruction leading to graduate degrees shall not be a final decision, but shall be submitted to the Senate for final action. When the Committee begins to consider items requiring Senate approval, the Committee's Co-Chair shall inform the Chair of the Academic Policy Council.

Meetings

The GCC meets at 1:00 p.m. on the second Thursday of every month in the fall and spring semesters in person, with a Zoom option available.

A meeting may be held in June at the discretion of the Chair; attendance by 9-month faculty at this meeting is optional. No meetings are held in July. Typically, the first meeting of the academic year is the second Thursday of September.

Committee Website

The GCC website is: https://fora.aa.ufl.edu/University/JointCommittees/Graduate-Curriculum-Committee.The website contains a membership roster, a link to the Academic Approval Tracking system, policy information, meeting dates, deadlines for proposal submissions, meeting agendas, and meeting minutes.

Each meeting's agenda contains a list of announcements, voting items, and discussion items. Each voting item is linked to its corresponding request in the Academic Approval Tracking system. A Final Review Document is also posted to a shared Teams folder. This document is a compilation of the Review Subcommittee's comments and recommendations and submitters' comments and feedback to the Review Subcommittee. The agenda is published one week prior to the scheduled Committee meeting (i.e., on the first Thursday of each month).

OAAC Staff Contacts

The Office of Accreditation, Assessment, and Curriculum (OAAC), which is part of the Office of the Provost, supports a transparent and efficient process in curriculum and assessment, collaborating with faculty to successfully develop curriculum and assess

student learning outcomes at UF. As part of this mission, OAAC provides administrative support to all joint curriculum committees.

The GCC chair and following OAAC staff work specifically with the GCC, and members are welcome to reach out to them at any time with questions or concerns.

Dr. Tom Kelleher, GCC Chair
Associate Dean and Professor
Graduate School
tkell@ufl.edu
(352) 392-6622

Frankie Tai, Primary Staff Contact
Academic Program Specialist III
341 Tigert Hall
frankiet@ufl.edu
(352) 273-0999

Stacy Wallace, Backup Staff Contact
Director, Curriculum and Academic Policy
341 Tigert Hall
beloved@ufl.edu
(352) 294-1196

Academic Approval Tracking (AAT) System

The Academic Approval Tracking (AAT) system is a tool for tracking the submission, faculty and administrative review, and approval status of all requests related to courses, curriculum, academic programs, administrative units, and policies that require University-level approval. The AAT is available at: https://approval.ufl.edu/. GatorLink credentials are required for access to view and submit requests.

The AAT website has a wealth of information on creating and submitting curriculum and course requests. Each request has a landing page explaining required documentation for the request and a guide for completing the form. On the AAT, click on the “Start New Request” tab to begin a request. Click on the “Policies” tab and/or the “Help” tab for additional information.

To view requests in the AAT, go to the AAT website and click on “Reports.” Each submitted request has a preset workflow. The workflow automatically routes submitted requests to the appropriate departments, groups, and committees.

The GCC is responsible for reviewing all requests whose workflow contains a GCC step. Requests that are pending at the GCC step by the deadline for a given monthly meeting shall be reviewed and voted upon by the GCC at said meeting (see the next section of this handbook for more information). Submission deadlines are published on the GCC Fora website.

OAAC staff run the appropriate reports and compile pending requests for review by the GCC Review Subcommittee and the full GCC. This compilation will contain a link for each request that goes to that request’s AAT submission. In addition, an agenda is published for each meeting one week prior to the meeting that contains links to all requests to be considered at that meeting. Committee members should review all materials submitted for a request (see the “Member Expectations” section of this handbook).

While the GCC is responsible for voting on requests (described in more detail in the “GCC Operating Procedures” section), the GCC is not responsible for entering approval decisions in the AAT. OAAC staff handle this responsibility on behalf of the GCC.

Questions about the AAT may be directed to the GCC’s OAAC staff contacts.

GCC Timeline and Deadlines

To prepare for its monthly meetings, the GCC follows a specific timeline with certain associated deadlines:

- **The week after a GCC meeting:**
    - The typical deadline for curriculum and course requests is the Tuesday after the prior GCC meeting. Said differently, a request must be pending at the GCC step in the AAT system by the third Tuesday of the month to be part of the next meeting's agenda.
        - Request submitters should be aware that Department and College approvals are both typically required prior to the request reaching the GCC step. Submitters can review the status of their requests at any time in the AAT by going to "Reports" > "Requests Submitted by You."
    - OAAC staff generate a report of all requests pending at the GCC step in the AAT, prepare a review document from the report, and assign reviewers to each request.
    - Review assignments are then sent to the GCC Review Subcommittee via email. This email is typically sent no later than the Thursday after the prior GCC meeting (i.e., the third Thursday of the month).
- **The fourth Thursday of the month (i.e., two weeks before the GCC meeting):**
    - The GCC Review Subcommittee meets to discuss the requests on that month's review document.
        - NOTE: Comments from reviewers are typically requested by end of business on the day prior to the GCC Review Subcommittee meeting. This soft deadline is set so that the Chair and Co-Chair have adequate time to review all comments and so that OAAC staff can timely prepare materials for the Subcommittee meeting.
    - After the Review Subcommittee meeting, comments and revision recommendations are sent to curriculum and course request submitters. Comments and recommendations are compiled and emailed by OAAC staff on behalf of the Review Subcommittee. Submitter revisions are typically due by end of business on the Tuesday prior to the GCC meeting.
        - NOTE: The purpose of this process is to allow submitters the opportunity to address concerns and make revisions in advance of the GCC meeting.

        - Thus, submitters are **strongly** encouraged to review and respond to the GCC Review Subcommittee emails in advance of the GCC meeting.
- **The first Thursday of the month (i.e., one week before the GCC meeting):**
    - The GCC Chair and Co-Chair review and finalize the upcoming meeting's agenda.
    - The upcoming meeting's agenda is then posted on the GCC website. An email is also sent to the GCC membership by OAAC staff on behalf of the Chair and Co-Chair to advise of the posted agenda and provide a reminder of the meeting.
- **The second Thursday of the month:**
    - The GCC has its official monthly meeting.

At the beginning of each academic year, OAAC staff will notify all GCC and GCC Review Subcommittee members of the established dates by sending calendar appointments via Outlook to members' UF email addresses. Members should be aware that not all scheduled meetings exactly follow the timeline listed above due to UF holidays and breaks (e.g., Veterans Day, fall break, spring break, etc.) and due to 9-month faculty terms.

A table of dates for committee members is provided here for reference:

Meeting Month	Last day to submit requests	Working Doc sent to Review Sub.	Review Sub. Meeting	Last Day for Submitter Revisions	Official Meeting
September	8/18/2026	8/20/2026	8/27/2026	9/7/2026	9/10/2026
October	9/15/2026	9/17/2026	9/24/2026	10/5/2026	10/8/2026
November	10/13/2026	10/15/2026	10/22/2026	11/9/2026	11/12/2026
December	11/17/2026	11/19/2026	11/20/2026	12/7/2026	12/10/2026
January	12/15/2026	12/17/2026	1/4/2027	1/11/2027	1/14/2027
February	1/19/2027	1/21/2027	1/28/2027	2/8/2027	2/11/2027
March	2/16/2027	2/18/2027	2/25/2027	3/8/2027	3/11/2027
April	3/16/2027	3/18/2027	3/25/2027	4/5/2027	4/8/2027
May	4/13/2027	4/15/2027	4/22/2027	5/10/2027	5/13/2027

The above-described schedule is subject to change due to extreme weather, University closures, etc. GCC members will be promptly notified via email of any changes in the scheduled meetings, and, when possible, changes will be published on the GCC website. Please contact OAAC staff and/or the GCC Chair for any questions or concerns about the schedule or schedule changes.

GCC Operating Procedures

Member Expectations:

Attendance

Committee members are expected to attend all meetings throughout the academic year, unless extenuating circumstances prevent their attendance. When a member has an unavoidable conflict, the member should, when possible, communicate his or her comments and recommendations on scheduled voting items to the Chair and/or Co-Chair. Bylaws of the Faculty Senate hold that a quorum shall consist of those elected committee members who are present.

A Zoom link for meetings will be provided by OAAC staff via Outlook calendar invitation and will also be posted on the GCC website. As noted above, the meetings are typically held at a physical meeting site, with a Zoom option available for members who, despite their best efforts, cannot attend in person.

Attendance will be taken at all meetings, and a record of attending members, liaisons, and guests will be provided in each meeting's minutes. Members may be contacted by the Chair if they are not regularly attending.

Preparation and Discussion

Because one of the main purposes of the GCC is to maintain academic rigor and integrity, members are expected to come to meetings prepared to discuss that month's curriculum and course requests. Preparation for each meeting involves reviewing the voting items published via the meeting agenda. Preparation also involves reviewing the Final Review Document published on the meeting agenda, which contains the compiled Review Subcommittee comments and recommendations and submitters' revisions and feedback. Depending on the volume of requests, members should expect to spend about 1-3 hours preparing for the monthly meeting.

During the meeting, members discuss all request items respectfully and thoroughly. Constructive critique, keeping an open mind to all academic areas of study, is welcome and encouraged. Members should use their academic and pedagogical expertise when evaluating requests. It is helpful for members to be familiar with UF and GCC guidelines and policies, which are described in more detail in the next section. Questions about the requests, policies, and/or guidelines are welcome and encouraged.

Curriculum Guidelines and Syllabus Policy

In order to ensure uniformity and fairness in evaluating curriculum and course requests, the GCC follows a set of Curriculum Guidelines, which are posted on the Curriculum and Academic Policy website at: https://approval.ufl.edu/policies/

The GCC evaluates syllabi submitted for course requests in accordance with the UF Syllabus Policy, to which every course syllabus must fully conform. The UF Syllabus Policy is posted online at: https://syllabus.ufl.edu/syllabus-policy/uf-policy-on-course-syllabuses/.

Additional information and links that may be helpful when evaluating course syllabi are available online at: https://syllabus.ufl.edu/syllabus-policy/uf-syllabus-policy-links/. All information and links on this website are automatically embedded in syllabi published through UF's Simple Syllabus platform.

Voting Decisions

The GCC votes on each agenda item during the monthly meeting. OAAC staff then enter the GCC's decisions in the AAT system. The types of voting decisions and their impact on a request are as follows:

- **Approved:** The request is advanced from the GCC to the next approval process step.
- **Conditionally Approved:** The request is sent backwards in the approval process, typically to the college. Once the GCC's comments have been adequately addressed, the request can be administratively approved forward by OAAC staff. In other words, a second review and vote by the full GCC is not required.
- **Recycled:** The request is sent backwards in the approval process, typically to the college, who should review and revise the request in accordance with the GCC's comments. Unlike a Conditionally Approved decision, however, a second review and vote by the full GCC is required. Thus, a request that is Recycled at one meeting will be on the agenda and voted upon again at a subsequent meeting.
- **Tabled:** The request will be considered at a later GCC meeting. This decision is typically used when the GCC lacks sufficient information on the request to make a decision. Generally, no decision is entered in the AAT; rather, OAAC staff take note of the decision and add the request to the next GCC meeting's agenda. Tabled decisions are rare.

- **Denied:** The request is permanently halted at the GCC step and cannot be acted on again. Denial decisions are extremely rare.

GCC Review Subcommittee

Subcommittees Generally

A subcommittee may be named by the GCC or at the recommendation of the Chair whenever appropriate for Committee matters that require in-depth analysis. Membership in such a subcommittee may include subject matter experts from outside the GCC membership. Such a subcommittee may be temporary or long-standing in nature. It shall be responsible for making its report to the GCC at the regularly scheduled monthly meetings, and it shall not be designated as a Senate committee.

GCC Review Subcommittee Membership and Operating Procedures

Currently, the GCC has one long-standing subcommittee: the Review Subcommittee. This subcommittee is reappointed annually and works with GCC members and faculty submitters to review curriculum and course requests that are scheduled to appear before the GCC. The Chair and Co-Chair are permanent members of the Review Subcommittee. The other members of the Review Subcommittee consist of volunteer GCC members and UF community members; Review Subcommittee members are not required to be GCC members.

The Review Subcommittee assists the GCC by closely reviewing all agenda items for the upcoming GCC meeting, using the review document prepared by OAAC staff as described in the above “GCC Timeline and Deadlines” section. Reviews are completed approximately 3 weeks prior to the monthly meeting. Reviewers make thoughtful comments on each item, point out potential problems and/or policy violations, and make a decision recommendation for consideration by the GCC.

The Review Subcommittee holds a monthly meeting 2 weeks prior to the GCC meeting to discuss reviewer comments, answer questions other members may have, and come to consensus on their decision recommendations. As described in the above “GCC Timeline and Deadlines” section, emails are sent to submitters with the Review Subcommittee’s comments after the Subcommittee’s meeting and prior to the GCC meeting.

During this review period, submitters may make revisions to their requests. The Review Subcommittee can and will change its decision recommendation based on such

revisions. This collaborative process serves to have as many requests as possible recommended for Approval by the time of the GCC meeting.

Member Expectations:

- **Attendance:** Subcommittee members are expected to attend Subcommittee and GCC meetings throughout the academic year, unless extenuating circumstances prevent their attendance. All Review Subcommittee meetings are held virtually via Zoom. Members may be contacted by the Chair if they are not regularly attending.
- **Reviews:**
    - To distribute workload and manage time commitments, members may be assigned certain proposals to review more carefully and to offer more specific feedback as necessary. Review Subcommittee members are expected to carefully review their assigned approval requests in a timely manner and to provide thorough and thoughtful comments on the review document. Members should use their academic, pedagogical, professional, and/or technical expertise when evaluating requests. Being assigned certain proposals for close review does not preclude members from reviewing all proposals, and all committee members should be prepared to cast an informed vote on all proposals.
    - Members are also expected to understand relevant University policies and guidelines, particularly those described in the “Curriculum Guidelines and Syllabus Policy” section, and to keep such policies in mind when evaluating requests. Typically, non-faculty reviewers focus on technical and policy aspects of requests, while faculty reviewers focus on content, rigor, and pedagogy.
- **Discussion and Collegiality:** The purpose of the Review Subcommittee is to assist the GCC with maintaining academic rigor and integrity. Thus, members should come to meetings prepared to discuss their assigned reviews and to give constructive feedback on other reviews. Questions are always welcome and encouraged.