



Undergraduate Program Committee Job Description

Purpose of Committee

Focus on undergraduate program members, including:

1. Developing programs and services targeted at undergraduate programs.
2. Overseeing and managing the undergraduate certification review process,
3. Coordinating the bi-annual Undergraduate Workshop
4. Identifying and recruiting new members,
5. Continue to explore the potential of an undergraduate assessment exam.
6. Develop a repository of resources for program assessment.

Eligibility to Serve

Individuals must be faculty at AUPHA Certified Member Programs in order to be eligible to serve.

Role of Chair

- Convenes committee conference calls and meetings.
- Develops meeting agendas in consultation with staff.
- Oversees review team selection process
- Reviews requests from any Full Member programs for a one year extension to their upcoming review.
- Appoints committee members to the Undergraduate Workshop Planning Committee.

Role of Member

- Attends the meetings called by the chair.
- Promotes AUPHA membership and certification eligibility.
- Participates in the action plan developed for certification objectives in the strategic plan.
- Attends the Undergraduate Program Conference.
- Assesses each program review upon completion of Final Report and makes recommendation to the Board on certification action.
- Assesses each Progress Report evaluation and makes recommendation to the Board on actions related to the Report.

- Bi-annually evaluates the Review Criteria to ensure it is current and relevant and revises as needed, but not less than every 8 years.
- Provides substitute review team members from its ranks or recruits such from the membership if appointed team members can no longer serve.
- Intervenes when there are issues or concerns with the process or outcome of reviews (eg. when the team does not fulfill its responsibilities).
- Provides advice and consultation to the Board in regards to appeals issues.

Term of Office

The term of office is for three years running from July-June.

Timing and Frequency of Meetings

The committee meets three times a year. At least one meeting is usually held via teleconference. The committee meets in person at the Annual Meeting in June and the Undergraduate Program Conference in the fall.