



CURRICULUM COMMITTEES

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The Department Curriculum Committee

The dean is responsible for organizing a curriculum committee in each department in his or her college. The decision regarding how the chairs and members of such committees are selected resides with the dean. Each department's committee will report to the appropriate department chair. In fact, it is permissible for the department chair to serve as the committee chair. It is the responsibility of the committee to review the curriculum, to make suggestions for changes in existing curricula, and to present recommendations for new courses and degree programs. **The department chair is ultimately responsible for the quality of the department's curriculum report.**

The College Curriculum Committee

The dean is responsible for organizing a college-level curriculum committee in his or her college. The decision regarding how the chair and the members are selected resides with the dean. However, membership must include at least one Associate Dean and one faculty member whom will also serve to represent the college on the University Curriculum Committee. Under any circumstance, the committee should serve in an advisory capacity and report to the dean. Once the intra-college list of courses to be added, deleted, or changed is developed, if any possible curriculum conflicts with other colleges are noted, the needed discussions for resolution are to be held at this level.

The college committee's function is to review all requests, originating in the departments in the college's administrative area. The committee should ascertain whether the proposed requests are in harmony with the various roles and scopes of the departments in the college as well as in congruence with the statement of mission of the college itself. It should be a concern of the committee that the requests do not in any way foster an overlapping of offerings among the departments within the college.

Note: The committee structure, both at the department and college level, is not designed to circumvent or erode the dean's influence upon the curriculum of that particular unit. It is expected that the final curriculum forms submitted from each college will indeed be the curriculum actions bearing the unqualified recommendation of the dean, to include acknowledgement of the College's commitment to meeting the financial obligations associated with the curriculum requests.

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