

College of Art and Design

Curriculum Committee Representatives | Roles and Responsibilities

Below is a description of duties and responsibilities for the College of Art and Design Curriculum Committee Representative (graduate or undergraduate). Each school may have amendments, additions, or omissions from this description based on the school's unique needs. These would be addressed in the Curriculum Committee Representative's plans of work.

DUTIES AND RESPONSIBILITIES CURRICULUM

- Attend all of their scheduled School Curriculum Committee meetings and the College Curriculum Committee meetings (graduate or undergraduate)
- Know the procedures that the Curriculum Committee is required to follow with respect to information and document flow
- Work with the undergraduate program director or graduate director to facilitate movement of initiatives through the committee
- Work with the scheduling officer/curriculum coordinator to ensure that school items are brought to the committee **in proper form**
- Review relevant documentation before each meeting (e.g., course outlines, minor proposals, proposed program changes, tables)
- Become an expert on evaluating the content areas and format of course outlines
- Consider proposals and new initiatives coming before the committee in terms of **their effects on the college**, not only on the initiating program
- Attempt to **identify and eliminate redundancies** in programs by looking for synergies among and between programs and options
- Participate in committee discussions about the items before the committee
- At the undergraduate level:
 - Become knowledgeable about Writing Intensive, General Education, and Honors requirements and their effects on the course outline
 - Initiate submissions to Writing Committee, General Education Committee, and Honors Committee, remain in touch with these committees, and communicate their outcomes to the Curriculum Committee and School
- **Communicate the outcomes** of committee determinations to school personnel: school director, undergraduate program chair, graduate director, faculty, staff