

## COLLEGE OF HUMAN SCIENCES CURRICULUM COMMITTEE

### CHARGE

The Human Sciences Curriculum Committee is advisory to the Dean to achieve and maintain the highest academic standards for the College undergraduate and graduate programs.

### RESPONSIBILITIES

1. The Office of the Dean will receive all requests for graduate and undergraduate courses and curriculum changes. Such changes will be initiated by the academic units and should be approved by the chairpersons or school director. Changes involving all undergraduate programs, the Human Sciences core, and interdepartmental programs may be presented by appropriate committees or the Human Sciences Administrative Team.
2. The Curriculum Committee will meet electronically on an as-needed basis.
3. All requests for changes in degree plans or course additions/modifications/deletions should be presented to the Dean's Office using [Curriculog](#) and should be self-explanatory. Additional information regarding deadlines for submission and effective dates of changes may be found on the [Provost's Academic Affairs website](#) under Academic Resources.
4. All proposed changes or additions will be evaluated considering the impact on the College, enrolled students, cost of implementation, and availability of equipment, resources, and qualified faculty members. Minor changes may be submitted to the University for approval without consulting the committee as approved by the Associate Dean for Academics and Faculty.

### MEMBERSHIP

The committee shall be composed of several members, including a representative from all of the academic programs within the College. These members include:

1. The Associate Dean for Academics and Faculty will represent the Dean, serve as committee chairperson, review all proposals for consistency with University and College policies, and provide information concerning the impact of proposed changes as needed.

2. Each program director representing their academic unit will be a member of the committee. If there is no program director position in an academic unit, the chairperson or school director will appoint an equivalent representative for the academic areas.
3. The Director of the College of Human Sciences Advising and Retention Office will serve as an ex officio member of the committee.

### **OPERATING PROCEDURE**

The Associate Dean for Academics and Faculty will maintain an updated list of committee members in Curriculog. When proposals and agendas are active, the Associate Dean will monitor responses and votes by committee members. Once sufficient positive votes are entered, the Associate Dean will make the college decision, thus moving the proposal to the subsequent approval step.

### **DOCUMENTS INCLUDED**

[Curriculog](#)

[Academic Affairs Website](#)

*Revised June 2021*