

## Guidelines for formation of Curriculum Committees

1. Every undergraduate major shall have a curriculum committee.
2. The members of the curriculum committee shall be appointed by the department or program chair, in consultation with the members of the department or program. The curriculum committee can be a committee of the whole, can be constituted as people holding specific duties (e.g., the chair, the UAH and the DGS), or can be appointed separately. The department or program chair may choose whether or not to sit on the committee, and may chair the committee or not. Departments and programs that offer more than one major may have one committee for multiple majors or distinct committees for different majors.
3. The department or program chair shall inform the Dean as to the members of the curriculum committee by October 1.
4. The responsibilities of the curriculum committee include:
  - a. Initial formulation of a three-year curriculum plan (courses to be offered, with indication of which are offered every year, which every second year, and which every third year), to be finalized by the department or program chair and submitted to the Dean by December 1.
  - b. Initial formulation of the teaching plan for the following year (courses to be offered and instructors for each course), to be finalized by the department or program chair and submitted to the Dean by December 1.
  - c. Identification of gaps or needs that cannot be fulfilled by department/program faculty, and exploration of potential affiliated faculty who might fit these needs.
  - d. Discussion with the curriculum committees in related majors regarding potential synergies or sharing of resources.
  - e. Consideration of potential modifications to requirements for the major that would facilitate mounting the needed curriculum. (Any recommendations regarding changes in requirement require approval by the department or program and by the UCC.)