# C:\Users\camie.foos\Downloads\FACSENATE-maroon.pngCurriculum Subcommittees Responsibilities

Procedure Number: 201.3.2  
Date Adopted: 10/2010   
Last Revision: 10/2010  
Approved by: ASCRC and Graduate Council

Subcommittee Membership  
ASCRC Curriculum Subcommittee membership should include a sample (4-6) of faculty from the appropriate discipline areas (see subcommittee departments below). It is the responsibility of the subcommittee chair to find members to serve on the subcommittee. The administrative associate will contact current members to confirm whether they are willing to serve for the upcoming year.

Graduate Council Curriculum Subcommittee members are members of the Council in the corresponding discipline areas (Humanities, Sciences, Social Sciences, and Professional Schools).

Review Assignments / InstructionsThe subcommittee chair will determine how to distribute the work load. In order to minimize the time required for each member, it is often effective to distribute the workload so that each proposal is reviewed by three members. The subcommittee chair will determine whether it is necessary for the subcommittee to meet face-to-face or whether online communication is sufficient.

The subcommittee members should be provided with the criteria for evaluating curriculum changes, links to curriculum policies and the proposals, as well as the summary spreadsheet to document notes, concerns, or questions.   
  
Subcommittee Responsibilities for Review of Course Proposals or New Programs:Subcommittees are responsible for an internal and external review of proposals within their specialties. Proposals should be evaluated according to the criteria for evaluating curriculum changes. The subcommittee should check that the forms submitted are complete (required: course syllabus or syllabi for course sections), determine whether the proposals are justified in terms of curriculum needs, staffing, etc., reach agreement on the strong and weak points of the course or program proposal, or other programmatic changes. The subcommittee chair will create a summary list of points for discussion at ASCRC or Graduate Council. The subcommittee chair will follow-up with department chairs as necessary.     

## It is the responsibility of the Subcommittee Chair to:

1. Verify that the summary is complete and that all curriculum items are viewable.
2. Make sure the forms are complete (required: course syllabus or syllabi for course sections).
3. Note any editing change on summary.
4. Red flag serious problems or implications regarding the proposal.
5. Check the proposals for justification in terms of curriculum needs, staffing, etc.
6. Check for any troublesome implications or effects on other departments.
7. UG courses: Will major be able to complete 39 upper-division credits for graduation?
8. Create a summary consent agenda.
9. Follow-up with departments regarding concerns, including informing departments of a proposal that is denied.
10. Require revised forms for major revisions.

## ASCRC Subcommittee Departments

|  |  |
| --- | --- |
| ASCRC Subcommittees are organized according to curricular areas. Missoula College proposals are reviewed by the subcommittee that best represents the proposal. | |
| Business & JournalismAccounting and Finance Information Technology Management and Marketing Library Journalism Radio-Television MC: Business Technology MC: Industrial Technology  Education & Fine Arts Curriculum & Instruction Health & Human Performance Art Drama/Dance Media Arts Music  Biomedical ScienceCommunicative Sciences & Disorders  Biochemistry Division of Biological Sciences Pharmaceutical Sciences Pharmacy Practice MC: Health Professions | Science & Math Chemistry Computer Science Forestry  Geosciences Mathematical Sciences Physics and Astronomy MC: Applied Computing & Electronics  Social & Behavioral Science Anthropology Communication Studies Economics Geography Linguistics Political Science Psychology Social Work Sociology Service Learning Service learning courses across disciplines Environmental Studies |
| General EducationGeneral education courses across disciplines   Humanities & Cultural StudiesEnglish World Language and Culture History Native American Studies Philosophy | WritingWriting courses across disciplines |

## Graduate Council Subcommittee Departments

|  |  |
| --- | --- |
| Humanities English Modern and Classical Languages & Literatures  History Liberal Studies  Native American Studies  Philosophy  Science  Chemistry  Computer Science  Division of Biological Sciences    Geosciences  Mathematical Sciences  Physics and Astronomy  Social Science Anthropology  Communication Studies  Economics  Geography Political Science  Psychology  Sociology  Environmental Studies  Social Work | Professional Schools   Arts & Media Art  Drama/Dance  Journalism Music Media Arts   Business  Accounting and Finance  Information Systems & Technology Management & Marketing  Education Counseling  Communicative Science and Disorders Teaching & Learning  Educational Leadership Health & Human   Performance |
| Forestry and ConservationEcosystems & Conservation Forest Management Society & Conservation Wildlife Biology  Health  Pharmaceutical Sciences  Pharmacy Practice  Physical Therapy Public Health Health Science |