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

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Date Adopted: 10/2010
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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

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| ASCRC Subcommittees are organized according to curricular areas. Missoula College proposals are reviewed by the subcommittee that best represents the proposal. |
| Business & JournalismAccounting and FinanceInformation TechnologyManagement and MarketingLibraryJournalismRadio-TelevisionMC: Business TechnologyMC: Industrial TechnologyEducation & Fine ArtsCurriculum & InstructionHealth & Human PerformanceArtDrama/DanceMedia ArtsMusicBiomedical ScienceCommunicative Sciences & Disorders BiochemistryDivision of Biological SciencesPharmaceutical SciencesPharmacy PracticeMC: Health Professions | Science & MathChemistryComputer ScienceForestry GeosciencesMathematical SciencesPhysics and AstronomyMC: Applied Computing & ElectronicsSocial & Behavioral ScienceAnthropologyCommunication StudiesEconomicsGeographyLinguisticsPolitical SciencePsychologySocial WorkSociologyService LearningService learning courses across disciplines Environmental Studies |
| General EducationGeneral education courses across disciplines Humanities & Cultural StudiesEnglishWorld Language and CultureHistoryNative American StudiesPhilosophy | WritingWriting courses across disciplines |

## Graduate Council Subcommittee Departments

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| HumanitiesEnglishModern and Classical Languages & Literatures HistoryLiberal Studies Native American Studies PhilosophyScience Chemistry Computer Science Division of Biological Sciences   Geosciences Mathematical Sciences Physics and AstronomySocial ScienceAnthropology Communication Studies Economics GeographyPolitical Science Psychology Sociology Environmental Studies Social Work | Professional Schools  Arts & MediaArt Drama/Dance JournalismMusicMedia Arts Business Accounting and Finance Information Systems & TechnologyManagement & MarketingEducationCounseling Communicative Science and DisordersTeaching & Learning Educational LeadershipHealth & Human  Performance |
| Forestry and ConservationEcosystems & ConservationForest ManagementSociety & ConservationWildlife BiologyHealth Pharmaceutical Sciences Pharmacy Practice Physical TherapyPublic HealthHealth Science |