Responsibilities of the Governance Committees and Governance Support Staff

Each University curriculum committee (College Curriculum Committee, Undergraduate Curriculum Committee, and Graduate Curriculum Committee) member serves as a representative of their constituents in support of the University Academic Curriculum Governance process.

Table of Contents

College Curriculum Committee (CCC)

The CCC is responsible for the review of new and/or revised course and program proposals. In support of this process, the following should be considered during the review/approval process:

- Compliance with established guidelines and procedures for course and program proposals

- As representatives of their department/school, committee members are responsible for becoming familiar with course and/or program proposal content submitted by colleagues in their department/school to

  o Assist proposal author with feedback that will aid in successful review/approval of proposal by CCC

  o Anticipate questions/information that may be helpful to share with CCC during the proposal review/approval

- In support of representing their department/school, committee members should inform and/or advise constituency of relevant course and/or program proposal content/information that may duplicate, effect, and/or support academic curriculum in their department/school providing the opportunity for further review/comment

- Potential overlap and conflicts with courses and/or programs in other university colleges

- Academic quality, rigor, and relevance of proposed courses and programs in support of college and/or department/school goals

- In further support of the CCC review of course and program proposals, course proposal checklist and program proposal checklist are provided

Undergraduate and Graduate Curriculum Committees (UCC and GCC)

The UCC/GCC is responsible for the review of new and/or revised course and program proposals. In support of this process, the following should be considered during the review/approval process:

- Compliance with established guidelines and procedures for course and program proposals.

- As representatives of their college, committee members are responsible for becoming familiar with course and/or program proposal content submitted by colleagues in their college to

  o Assist proposal author with feedback that will aid in successful review/approval of proposal by committee

  o Anticipate questions/information that may be helpful to share with UCC/GCC during the proposal review/approval

- In support of representing their college, committee members should inform and/or advise constituency of relevant course and/or program proposal content/information that may duplicate, effect, and/or support academic curriculum in their college, providing the opportunity for further review/comment

- Recognizing that proposal authors are the subject matter experts for their courses and programs, the focus of the UCC/GCC is to review the course and program proposals to the established guidelines and procedures (i.e., course approval guidelines program approval guidelines, not to help create an "excellent" or "better worded" proposal

  o Noting that the proposal has been reviewed and approved by a CCC and that the proposal has undergone a University 15-Day Review, the UCC/GCC review should be directed toward broader topics related to undergraduate/graduate curriculum and instruction, rather than grammar errors, typos, and/or word choice

  o In support of completing the meeting agenda within scheduled time allotments, and out of respect for other committee member's time:

      a) If a committee member's review has noted additional typos, errors, and/or wording recommendations, they may provide a marked up copy of the proposal to committee support staff so that the findings may be communicated to the proposer author for their consideration

      b) Please keep reviewer comments limited to those relevant to the proposal under review; while the UCC/GCC is committed to the governance process, it is also a priority to move through the meeting agenda within the allotted time

- Additional guidelines for assigned UCC/GCC Primary and Secondary Reviewers:

  o If an issue/concern is noted, please be prepared to present the finding as well as a general suggestion for how to correct the issue/concern. Given the suggestion is to get the discussion ball rolling, other committee members will be able to agree with the suggestion or provide additional suggestions for the committee's consideration

  o In support of this review process, please coordinate any feedback to the proposal author through the Primary Reviewer by the Tuesday before the Thursday GCC meeting or Wednesday before the Friday UCC meeting

  o Please provide feedback to the proposal author with the following statement (or words to this effect), *"Please feel free to comment on feedback provided, but do NOT make changes to your proposal at this time, and be aware that these identified issues will come up for discussion at the meeting and that issues and suggested modifications may change based on*

committee discussion"

- o Please do not feel obligated to find something for feedback to the authors – it is completely acceptable to state that the preliminary review indicates course proposal looks good, but committee discussion may still identify issues

- o If a Primary or Secondary Reviewer of a proposal is not able to attend meeting, please send your comments and/or any correspondence you may have received from a proposal author to the UCC/GCC governance support staff prior to the meeting:

    – For UCC – Office of the University Registrar governance support staff (Nicole Akers snakers@vt.edu and Megan Coulter mcoulter@vt.edu)

    – For GCC – Graduate School GCC governance support staff (Shania Clinedinst sbooker1@vt.edu)

Responsibilities of the Governance Support Staff

College Curriculum Coordinator

Provide administrative support for CCC

- In support of the governance review process, establish Curriculum Management ("CM") issue and upload course or program proposal in JIRA

- Once proposal has been approved by CCC, post proposal for University 15-Day Review

- Serve as point of contact between Office of the University Registrar Governance Staff and Graduate School governance support staff to communicate 15-Day Review and UCC/GCC committee review comments/recommendations to proposal author

- Facilitate uploading of subsequent proposal revisions into JIRA in support of proposal review/approval (note: each subsequent revision must be a stand-alone document)

Office of the University Registrar Governance Staff

To be a resource to University colleges, departments/schools, and governance committees in the facilitation of the review and approval of new and revised course and program proposals through the University Academic Curriculum Governance process:

- Reviewing course and program proposals during 15-Day Review for compliance with established guidelines and procedures and coordinate feedback to proposal author with the assistance of the College Curriculum Coordinator

- Anticipating the needs of the UCC/CUSP and GCC/CGSP in support of agenda items and coordinate any resources, information, and/or communications, as applicable

Office of the University Registrar and Graduate School Governance Support Staff

Provide administrate support for UCC/CUSP and GCC/CGSP

- Prepare UCC/GCC agenda, minutes, and report

- Facilitate inclusion of UCC/GCC report on next available CUSP/CGSP agenda

- Communicate UCC/GCC action (i.e., approved, approved with modification, deferred, or tabled) and/or recommendations to proposal author

- If proposal is approved with recommendations, confirm requested actions have been addressed prior to moving proposal forward in JIRA

- If proposal tabled, communicate committee findings to proposal author; once findings have been addressed, place proposal on next available UCC/GCC agenda