

Curriculum Committee
Program/Department Review

GUIDELINES FOR INTERNAL CONSULTANT

Must be a member of the Curriculum Committee who is not a member of the program/department being reviewed and whose term will continue through the academic year of the assigned review.

1. Serves as Curriculum Committee liaison to the chairperson/coordinator whose program/department is to be reviewed. If needed, reviews with the chairperson/coordinator, the guidelines for preparation of the self-study and for the presentation to Curriculum Committee.
2. Attends meeting when program coordinator/department chairperson makes the required presentation to Curriculum Committee.
3. Prepares, with the assistance of a subcommittee, a report to be submitted by the Curriculum Committee to College Council which includes:
 - ♦ a summary of the presentation made to the Curriculum Committee
 - ♦ an abstract of the self-study report
 - ♦ an overview of the external consultant's report
 - ♦ recommendations of the Curriculum Committee
4. Submits a draft of this report to the Curriculum Committee within two weeks of the program/department presentation.

GUIDELINES FOR SUBCOMMITTEE

Must be a member of the Curriculum Committee who is not a member of the program/department being reviewed and whose term will continue through the academic year of the assigned review.

1. Attends meeting when department chairperson/program coordinator makes the required presentation to Curriculum Committee.
2. Assists Internal Consultant with preparation of Curriculum Committee Report.