

HASS CURRICULUM COMMITTEE WORKFLOW

1	Department Curriculum Committee (DCC) develops new proposals and creates slides
	DCC works in consultation with the Department HCC Representative to ensure that proposals meet CC standards, are clear, complete, accurate, and absent of any typos or errors.
	Templates must be used for all slides.
	Dept HCC Representative compiles all proposals into a single file and uploads the file to the HCC Box folder <u>no later than COB on the Friday before the upcoming HCC meeting.</u>
2	HASS Curriculum Committee (HCC) reviews new proposals
	Proposals are presented by the HCC Representative from the corresponding department. Occasionally, another faculty member from the department may be invited to present a proposal.
	HCC discusses, evaluates, and votes on proposals.
	Approved proposals are compiled into a single file by the Associate Dean and/or Manager of Student Services, and submitted to the FSCC <u>by COB on the Friday before the upcoming FSCC meeting.</u>
	Proposals that are not approved are brought back to the Department CC by the HCC Representative from that department with feedback on how to resolve issues.
3	Faculty Senate Curriculum Committee (FSCC) reviews new proposals
	Proposals are presented by the Associate Dean.
	FSCC discusses, evaluates, and votes on proposals.
	Associate Dean reports the outcome of voting back to the HCC. HCC members report the outcome back to their department.