

From: Bruce Hutchinson
Chair, Curriculum Committee

To: Gavin Townsend
President, Faculty Senate

Date: March 28, 2007

Subject: Summary of Committee Activities Academic 2006-07

The Curriculum Committee met nine times between August 2006 and the present and is scheduled to meet one more time (March 29, 2007). During the nine meetings the Committee reviewed and approved 78 curriculum proposals. All proposals were approved by Faculty Senate. The Committee will review six proposals at its last meeting of this academic year and report them to Faculty Senate at its April 5, 2007 meeting.

In addition to its review of curriculum proposals, the Committee made several administrative changes intended to smooth the proposal review process:

- a. The department or program designator is to be included in the title of the proposal.
- b. A proposal numbering system has been introduced to assist tracking proposals.
- c. Organizations are requested to combine, when possible, several short proposals into a single proposal.
- d. The Committee chair will meet with the Council of Department Heads at the beginning of the academic year to emphasize: (1) early submission of curriculum proposals prior to the deadline for inclusion in the new Catalog, (2) the desired use of the current cover sheet, and (3) the availability of the UTC Catalog to be downloaded for convenient inclusion of relevant parts of that Catalog in proposals.