


MEMORANDUM

Provost/Dean of the College

TO: THE FACULTY

FROM: Elissa Tenny 

SUBJECT: Curriculum Planning

DATE: December 16, 2002

In an effort to bring a greater sense of coherence and integration to the curriculum, I am forming a college-wide Curriculum Planning Committee. The committee, which I will chair, will be responsible for short and long term curricular planning, as well as reviewing and approving the curriculum. The committee will present the curriculum for final approval to the Academic Policy Committee and the Dean's Office. The committee will be composed of representatives from each of the disciplines: Visual Arts, Dance, Drama, Music, Science and Mathematics, Social Sciences, and Literature. The Director of the RCLC will also serve on the committee.

The representatives on the committee will serve as Curriculum Coordinators for their respective disciplines. Coordinators will be responsible for organizing the planning and review of their discipline's curriculum, as well as the timely submission of the curriculum to the Dean's Office and the Curriculum Planning Committee. Curriculum Coordinators will be compensated by either release time of one course per academic year or a stipend. The Coordinators will serve for a two-year term beginning in the Fall 2003 term.

I ask that each of the disciplines nominate three faculty members from their area, from which I will make final selections. Please contact me directly if you have questions.