**College of Health Science (CHS) College Curriculum Committee (CCC)**

**Purpose and Responsibilities**

**PURPOSE:**

1). To provide oversight, guidance and advocacy for CHS-CCC by ensuring curricula is academically sound, comprehensive, and responsible so that the college’s mission, goals, and educational delivery to students are well served.

2). To review and recommend course and program additions, revisions, deletions related to academic offerings in the CHS-CCC.

**CHAIR RESPONSIBILITIES:**

* Prepare CCC agendas & minutes
* Moderate the CCC meetings
* Serve as a resource to assist faculty/program directors in the development of curriculum proposals
* Review all curriculum proposals for technical accuracy and work with the submitter to make necessary corrections.
* Send email alerts to the College regarding CCC submission deadlines and approval process
* Keep proposal submitters apprised of the status of their proposal
* Work in conjunction with the Chair of UCC, as needed
* In consultation with the dean and CCC members, shall be responsible for final approval of curriculum proposals that will be presented to UCC.
* Orient new Chair to CCC duties and committee responsibilities
* Update the CCC-CHS Resources page on the website as needed

**COMMITTEE MEMBER’S RESPONSIBILITIES:**

* Attend all CCC meetings as scheduled
* Discuss and evaluate proposals for completeness of information
* Identify if changes in major requirements affect the 120-credit limit
* Identify if new courses being proposed are duplicates of courses presently being offered
* Assure new syllabi have appropriate learning outcomes and follows the ULM Syllabus Template
* Communicate concerns and follow-up action as needed
* Provide specific feedback on each proposal for revisions, corrections and/or additions affecting the academic programs of the college
* Thoroughly review all curriculum materials provided prior to meeting and be prepared to vote on proposals per deadline
* Keep respective programs updated of the CCC work
* Use a checklist guide when reviewing proposals

**TERM OF SERVICE:** One year  
**REPORTS TO**: Dean - College of Health Sciences  
**MEETINGS:** As needed  
**TASK GROUPS:** As needed  
**PROGRAM EVALUATION:** The committee evaluates the effectiveness of the CCC and reports to the Dean of the CHS at the end of the year.