

## Curriculum Representative Worksheet (Step 4)

Curriculum representatives review proposals in their school and members review proposals for all schools prior to technical review. General responsibilities of curriculum representatives include:

- Attend Curriculum Committee meetings.
- Be familiar with the Curriculum Committee By-laws and the Curriculum Handbook.
- Respond promptly to Curricunet notifications of proposals requiring your attention.
- Serve as the point of contact for Curriculum questions within your school or area.
- Share information regarding curriculum at School meetings and with colleagues.

***What should Curriculum Representatives focus on in this step of the review process?***

Courses:	Programs:

Curriculum committee members review proposals review course and program proposals to provide institutional level oversight of curriculum. General responsibilities include:

- Attend Curriculum Committee meetings.
- Be familiar with the Curriculum Committee By-laws and the Curriculum Handbook.
- Respond promptly to Curricunet notifications of proposals requiring your attention.
- Share information regarding curriculum with colleagues.

***What should members of the committee focus on when reviewing curriculum outside your school/discipline?***

Courses: EDIT and ADD	Programs:
<p><b>Title 5 elements?</b></p> <ul style="list-style-type: none"> <li>● Title</li> <li>● Units to Hours</li> <li>● Requisites</li> <li>● Description</li> <li>● Content</li> <li>● Objectives</li> <li>● Methods of Instruction</li> <li>● Out of Class Assignments</li> <li>● Methods of Evaluation</li> <li>● Textbooks</li> </ul> <p>AND/OR....</p>	