

**Department of Health and Human Development
Undergraduate Curriculum Committee
December 2004**

Purpose and membership of the committee

The undergraduate curriculum committee is comprised of the undergraduate curriculum coordinators and one selected faculty member. Janis Bullock and Lynn Owens will take responsibility for recruiting one faculty member to serve on the undergraduate curriculum committee. The curriculum committee will seek out faculty members who have expertise in the curricular areas when necessary. In addition, due to her appointment in the HHD Advising Center, Kathy Weaver will serve as an ex-official member. This committee will be responsible for reviewing all undergraduate curriculum and programmatic changes in the Department.

Process by which all curriculum issues will be reviewed

1. Undergraduate curriculum issues will be discussed by the individual with the appropriate option members and the curriculum coordinators. If the request is supported at this level the faculty will complete appropriate proposals/forms. Completed proposals are submitted to the curriculum coordinators.
2. The curriculum coordinators and members of the curriculum committee will meet to review the request and make a recommendation to the department chair.
3. The department chair will review the request and make a decision.
4. When appropriate, the proposal request will be discussed with the College of EHHD representative to the University Undergraduate Studies Committee in advance of the meeting. Joyce Herbeck is the current college representative.

Action

Appoint one tenured faculty of the department to serve on the Undergraduate Curriculum Committee.