

Policy and Procedure Arizona State University		Number SWK 104-03
Manual Social Work	Section	Page 1 of 2
Subject Curriculum Committee		Revised 12/1/06

PURPOSE To define the responsibilities and membership of the Curriculum Committee

POLICY Curriculum Committee

Rationale:

To create one standing committee to coordinate ongoing review of the curriculum, and periodic program reviews as mandated by the University and the Council on Social Work Education.

Duties and Responsibilities:

1. Establishment of standards for course content and delivery in terms of fit with the Mission of the School of Social Work, standards of accreditation, and program requirements of the university.
2. Establishment of a system of accountability that insures regular review of courses based on the above standards.
3. Development of a system for classification of courses according to content, level of expected achievement of students, evaluative expectations of faculty, and other pedagogical and workload considerations (see policy manual SWK 320).
4. Recommendation of class sizes based on criteria established in #3 above as reflected in syllabi, outlines, and information gathered from discussions with faculty teaching the courses.
5. Establishment of a system for course review and recommend changes in class size.
6. Preparation of policy and procedures which lay out the respective domains of the program committees (BSW, Foundation, DP, PAC) and the ways in which they relate to each other and to the Curriculum Committee.
7. Organization and guidance in the preparation of Academic and Council on Social Work Education Program reviews.

Policy and Procedure Arizona State University		Number SWK 104-03
Manual Social Work	Section	Page 2 of 2
Subject Curriculum Committee		Revised 12/01/06

8. Reviews all academic proposals, including program and course recommendations contained in proposals which affect curriculum, prior to presentation to the Faculty Council.

The Committee can make recommendations to the Faculty Council. However, final curriculum decisions are made by the Faculty Council. Curriculum decisions are defined as addition or removal of required courses; changes in degree requirements; and changes in course content that impact other programs.

Membership:

1. The Curriculum Committee shall consist of:
 - a). BSW Program Representative
 - b). MSW Program Representative
 - c). Ph.D. Program Representative
 - d). Tucson Faculty Representative
 - e). Field Education Representatives
 - f). Direct Practice Representative
 - g). PAC Representative
 - h). Foundation Representative
 - i). Student Representative
 - j). Associate Director
2. Committee members will elect the Chair.
3. The Curriculum Committee shall meet once a month unless there is no business.