TECHNICAL REVIEW COMMITTEE, subcommittee of the Curriculum Committee

To review course proposals, program proposals, curricular changes, and program changes, including course fees, degrees, and course and program eliminations upon submission of the proposals by the Department Chair and evaluated by the Technical Review Specialist. If questions arise related to the review or recommendations in Curriculum Committee discussions, the TRC member affiliated with the discipline area will represent the TRC position to the Committee at large. If a question arises for which there is not discipline representation on the Committee, the Committee will meet with the appropriate Dean to discuss the issues or questions.

MEMBERS OF THE COMMITTEE
Members of the Committee shall consist of Deans and Associate Deans providing representation across the curriculum. The Committee shall review proposals and, when necessary, issues and proposed solutions. Members for 2011 are: Carole Grady, Victor Hasfurther, Addison Everett, Brent Hanson and Philip Lee.

TECHNICAL REVIEW SPECIALIST
The Technical Review Specialist shall review submissions by the department in order to assure (1) standardization of language; (2) consistency of requirements, workload assignments; credit hours scheduled, etc.; (3) program or course integrity compared with common field expectations, and (4) any other questions that arise.

The Technical review specialist shall work with the Department Chair to make adjustments that may just be corrections. If there is a problem that requires further discussion, the form will list the issue: proposed solution, justification, and departmental response. Such issues will be handled by the Committee.

CURRICULUM PROPOSAL PROCESS

1. Proposal is submitted by the Department Chair on the standard form online to the Technical Review Specialist.

2. The Technical Review Specialist reviews the proposal as assigned above. She works out minor questions and challenges with the Department Chair. (clerical errors, problems with numerical inconsistency, etc.)

3. If the proposal has no identifiable challenges, it is sent to the Dean for approval, and it is sent to the secretary for posting.

4. If the proposal has a problem that needs addressing, the Technical Review Specialist will note the correction needed, or raise questions about the proposal.
5. The Technical Review Specialist will work with the Department Chair regarding the proposal. If it is a simple correction that needed to be made, the proposal will be corrected and passed forward to the secretary for posting with the agenda for the upcoming Curriculum meeting.

6. If in the discussion with the Department Chair, there are issues that need further review or discussion, these will be noted: Issue, Proposed resolution; Justification for resolution proposed. The proposal will go forward to Technical Review Committee for review, before being submitted to the Dean for approval and then to the Secretary for posting on the agenda.

7. Certain proposals should always go through the Technical Review Committee before being submitted to the Curriculum Committee as a whole: Program Proposals; Proposals involving major Curricular Changes such as General Education Proposals, Course deletions involving courses that are General Education courses or pre-requisites in more than one program area, Curricular issues involving Institutional requirements, Program changes that will strongly impact students currently in a program.