Curriculum Subcommittee Policy

Purpose
This policy establishes the membership, purpose, and duties of one of the major review subcommittees of the Graduate Affairs Committee within PMB.

Background
Review and approval of proposed changes to the graduate curriculum should be accomplished by a group of individuals that represent different components of PMB that participate in the graduate programs. These individuals should have the experience and academic background to understand the implications of proposed actions.

Committee charter:
Review and recommend for approval new graduate courses. Review curriculum requirements on a periodic basis, and make recommendations to the GAC about curriculum changes.

Membership
a. Faculty members shall be appointed by the Chair, PMB. Membership includes 5-7 faculty members and 1-2 students.
b. Committee members will serve three-year appointments with overlapping periods of service to maintain continuity.
c. The Chair of the Subcommittee will be chosen from those members in their third year of service.
d. A deputy chair will be appointed from the members serving their second year; the deputy chair will serve as the chair-elect and serve in the absence of the chair.
e. Students will be selected by the student body.

Responsibilities
a. Request for curricular change is the responsibility of the appropriate division or program director(s).
b. Review of requested changes will be conducted by the Subcommittee.
c. Minutes of the Subcommittee meetings and actions will be reported promptly to the GAC for approval of recommendations.
d. Course Curriculum Evaluation will be performed on an annual basis determined by the Subcommittee.

Procedures
a. The Subcommittee will meet at least quarterly or at the call of the Chair of the Subcommittee.
b. The Subcommittee will review requests for change in curriculum. A written request will be forwarded to the Chair of the Subcommittee from the appropriate Division or Program Director(s) outlining specifics of any proposed change (e.g., new course, significant change in a current course, dropping a course from the catalog, etc.) and the reasons for the proposed change (e.g., student request for new material, external review indicating a need for new material, changing course enrollment, etc.). Proposals for new courses will be made in accordance with procedures specified by the USUHS Graduate Education Program.
c. Based on its review of any request, the Subcommittee may request additional information, or forward proposed changes to the GAC with recommendation for
approval. It is expected that each proposal will be acted upon at the next meeting subsequent to its submission.

d. The Subcommittee will review any changes to C.E.P.H. standards on an annual basis, assess the need for changes in the Graduate Programs curriculum, and report the results of its assessment to the Graduate Affairs Committee.

e. The Subcommittee will review curriculum requirements for individual degree programs a rotational basis, with each program being fully reviewed on no less than an every 3 year cycle. The Subcommittee will review reports of the Doctoral and Masters Programs Subcommittees.

f. The Subcommittee will evaluate current course offerings performed on a three-year rotational basis determined by the Subcommittee. For this purpose the Subcommittee will review documentation of review by each course director of the course syllabus for scientific currency, relevancy to the Department’s mission, goals and objectives, enrollment, student feedback, and duplication of other course material.

g. Reporting on the activities of the Subcommittee will include:
   i. A written report regarding any requested change in curriculum indicating approval or detailing specific reasons for any denial.
   ii. Preparation of minutes to be promptly submitted to the GAC. Recommendations for changes in policy will be presented to the GAC for discussion.
   iii. An annual summary of actions taken each academic year will be submitted to the GAC at the end of each academic year.

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Gerald V. Quinnan, MD
Chair, Preventive Medicine & Biometrics