

College of Engineering Curriculum Committee  
Member Guide

Useful First Steps

- Familiarize yourself with the rules and policies of the committee. a) The official duties and powers of the CoE CC are found in the [CoE Faculty Rules](#) in sections VI and VII.B. Changes in these rules must go through the CoE Rules Committee according to the procedures in these rules. b) Procedures that have been adopted by the Committee can be found at this [site](#). They include policies for course-related requests and for non-course-related requests. You'll want to read these documents and become acquainted with policies, as you are the go-to person in your department.
- Every department has a staff member that prepares materials for the CoE Curriculum Committee (CC). Find out who the relevant staff member is in your department. Introduce yourself to that person, and ask them to run all materials that are going to the committee past you, so you are familiar with them and can address them at committee meetings. If you are not sure who that staff member is, check with Betsy Dodge or the administrative support person for the committee, reachable at [engineering-ro@umich.edu](mailto:engineering-ro@umich.edu), the CoE Registrar's office email.

CC Member Expectations

Members should try to review the business on the meeting agenda prior to the meeting. In particular,

- You should be familiar with any request(s)/change(s) related to your academic unit and be prepared to present or discuss them during the committee meeting. You should be ready to approve or reject minor changes in course approval request forms (CARFs) that may arise during the CC discussion. (CARFs are typically prepared and submitted by the staff member in your academic unit. You and the staff member, working together, must ensure that the CARFs are submitted to the CC by the deadline.) If the committee raises issues that cannot be resolved in a meeting, at the direction of the CC Chair, you should take the concerns back to your unit and attempt to resolve the issues for resubmission to the committee.
- If your academic unit is submitting one or more CARFs, program changes, or other business, and you cannot attend the meeting, then you and/or your unit should arrange for a representative to attend. The substitute representative

should be familiar with the CARFs and proposed changes. It is recommended that for this purpose you establish an alternate to attend in your absence.

- When your academic unit submits CARFs or other business items to the CC, you should be notified in advance. It is advisable for units to consult with you prior to submitting such items and requests.
- You should also be prepared to address issues as to how a proposed change by another academic unit might affect your degree programs and its students.
- You should be well familiar with the degree program requirements (both graduate and undergraduate) in your academic unit. Members should also be well familiar with the academic rules of the CoE and Rackham, although it is inevitable that such knowledge grows with service time on the committee.
- There is an issue as to the level of awareness CC members should have of ABET (accreditation body) implications of proposed changes submitted to the committee. Since the CoE CC is the body charged with approving course and program changes, it seems reasonable that CC members should have some familiarity with their program's ABET processes and requirements.
- For any item reviewed at a CC meeting that is to be addressed subsequently at a CoE Faculty Meeting, that item's key constituent(s) must be informed of all final decisions related to that item immediately following the CC vote, such as who will be presenting it at the Faculty Meeting, what slides or presentation materials will be used, when they are to be submitted, etc.
- There are various deadlines involved in submitting proposals to the CoE CC and making course/curricular changes. Some of these deadlines are internal to the CoE while others are driven by the central campus registrar's office. Also, the deadlines may change based on whether the proposed prerequisites in the CARF are to be "enforced" or not. One of your key responsibilities is to be aware of these deadlines and ensure that they are communicated to your colleagues in your academic unit. Otherwise, changes planned by your academic unit may not be implemented in time even if they are approved by the College CC.

### CC Guiding Principles

- The academic merit of proposed course and curriculum changes is principally the responsibility and domain of the academic units; however, questions may be asked by committee members to ensure that these changes have been carefully considered and appropriately documented by the academic unit. In some cases, the questions or concerns raised by the committee members are related to missing or ambiguous information in the CARFs and related documents.

- Similarly, questions may arise as to how the proposed course and curriculum changes will affect other departments and accreditation (both ABET and the Higher Learning Commission).
- In most cases, the examination of the proposed changes by the CC will be centered on clarity (such as course descriptions, prerequisites, etc.), whether or not there are unintended consequences, and the impact of the proposed changes on students (such as time to graduation, plans for current students when a new program is introduced, etc.).