Policies for the SNRS Curriculum and Assessment Committee (SNRS CAC)

Mission Statement — The committee will discuss and make recommendations on curriculum and assessment issues important to the School and Programs/Departments within the SNRS while keeping in mind the objectives of the program review.

Appointment Policies:

- Members are appointed to the committee by the SNRS Director for a 2 year term (no term limit).
- At least 2 members from each SNRS Program/Department will serve on the committee.
- If possible, 2 student representatives will serve on the committee (one graduate student and one undergraduate student) and will be known as the SNRS CAC Student Representatives. Student Representatives will be appointed by the SNRS Director and will serve a 1 year term (no term limit).
- A chair of the committee will be elected by the committee for a 2 year term (no term limit) and will also serve as the CAFSNR Curriculum Committee Representative.
- One committee member will act as secretary.

Committee procedures:

- The committee will discuss and make recommendations based on curriculum needs. Recommendations will go either to the full SNRS faculty or back to individual programs for further discussion/implementation.
- The committee will have regular meetings (at least once a semester) and emails will be sent to discuss issues that may come up between meetings. If there are issues that arise between meetings all information should be directed to the chairman.
- Meetings are open to all SNRS faculty.
- The committee has the ability to create subcommittees for assessment of teaching and learning.
- The minutes from each meeting will be made freely available (e.g. posted to the Blackboard, emailed) for the SNRS.

Committee duties:

- Enhance coordination of curriculum among the programs/departments so efficiencies are improved.
- Identify opportunities and possible integration of resources across the SNRS.
- Discuss assessment of teaching and learning.
- Discuss and make recommendations on areas that could increase learning experiences.
• Collect and disseminate information about proposed changes in program/department curriculums to assist with the duties above.

Approved by the SNRS faculty March 14, 2014