

Definition of Roles for the Curriculum Committee

Librarian : Curriculum Committee Responsibilities

Course outlines should be reviewed within one week of notification that outline is awaiting review.

Review Steps

Review course outline.

Based on the contents of the course outlines, determine appropriate subject area(s).

Search library online catalog to evaluate coverage of subject area in library's collection, including print, non-print and electronic titles. Review for depth of coverage, variety of reading levels and currency.

Review library database subscriptions to evaluate coverage of subject area. Review for depth of coverage, variety of reading levels and currency.

Determine adequacy of collection to support curriculum and check boxes on Library section of Course Checklist, as appropriate. Add note if needed.

Review textbook and supplemental reading materials on course outline to determine appropriate acquisitions for general collection (non-textbook titles). Submit to acquisitions librarian for purchase recommendation.

Request additional supplemental reading list from originator, if necessary.

Select and submit action (approve or recommend changes) as librarian in curriculum approval process.

Submit supplemental reading lists to acquisitions librarian for purchase recommendation.

Submit any additional recommended titles to acquisitions librarian for purchase recommendation.

E. Lord (Sept. 2010)

Job description for Lead Tech

Regularly monitor lead tech review queues to ensure the outlines conform to official guidelines and formatting.

Communicate with author /s, chairs, and administrators regarding any issues/ concerns.

Consistently attend and participate in meetings to facilitate efficient review and approval for all committee submissions.