

# **Charter of the Undergraduate Curriculum Committee for the School of Biomedical Engineering, Science and Health Systems**

**February 20, 2012**

**Whereas**, the undergraduate population of the School of Biomedical Engineering, Science and Health Systems (henceforth referred to as 'the School') has been continually increased over the past 10 years and;

**Whereas**, the faculty of the School hold primary responsibility for the design, development and implementation of the undergraduate curriculum in biomedical engineering and;

**Whereas**, the Undergraduate Curriculum Committee represents the Faculty of the School in all matters pertaining to the undergraduate curriculum and;

**Whereas**, policies and procedures are necessary for any entity the size of the School to function properly and;

**Whereas**, the Undergraduate Curriculum Committee (henceforth referred to as 'the Committee') has not yet developed a standardized set of policies and procedures,

**It is therefore proposed** that the following changes and revisions be applied to the Committee as soon as approved but no later than the Spring term of Academic Year 2011-12

## **Mission of the Committee**

The mission of the Undergraduate Curriculum Committee is to supervise undergraduate academic operations and define priorities pertaining to undergraduate education at the School of Biomedical Engineering, Science and Health Systems. Duties include review, oversight and suggestion of improvements to the undergraduate curriculum in biomedical engineering through a process of performance improvement and quality management ensuring that students are exposed to a developmentally appropriate set of learning experiences resulting in significant achievement of student learning outcomes and program objectives/goals.

The Undergraduate Curriculum Committee will function for the School of Biomedical Engineering, Science and Health Systems in a precisely analogous fashion as the Senate Committee on Academic Affairs (SCAA) does for Drexel University. Any and all significant changes in undergraduate course content and delivery or in undergraduate curriculum design or delivery must be proposed to, and reviewed and approved by, the Committee and then forwarded to the School's Faculty and Director for final approval.

## **Membership of the Committee**

The Committee shall be composed of both permanent and rotating members as described below:

### ***Permanent Members:***

The following positions will hold permanent membership in the Committee so long as the positions are held by Faculty appointed within the School:

- 1) Associate Director for Undergraduate Education
- 2) Associate Director for Academic Operations
- 3) Coordinator for Academic Assessment and Quality Improvement
- 4) SCAA Representative

### ***Membership Categories:***

- 1) Academic Advisor
- 2) Undergraduate Student
- 3) Four members of the School's Faculty

### ***Selection Process and Terms***

**Academic Advisor:** The person attending as representing the advising staff will have both voice and vote and will be chosen by the academic staff. There are no specific term limits to this position although it is assumed that various staff members will rotate through the position on a regular basis.

**Undergraduate Student:** This individual facilitates communication with the student body and will be chosen by the School's undergraduate students through a process of nomination and election conducted each Fall term through the Drexel Undergraduate Student Association (DBUA). Nomination is to take place by week 2 and election will be completed by week 3 of the Fall term. The position will be filled by the second meeting of the Committee each Fall . If the individual selected is a senior, he or she may serve the entire year. If the individual selected is a sophomore, pre-junior or junior, he or she will serve two quarters and a new nomination and election will take place in Spring term, the new individual to be seated on the Committee by the second week of the Spring term. Freshmen may not serve on the Committee. The Student member has voice but not vote.

**School Representative to the Senate Committee on Academic Affairs (SCAA):** The School's representative to the Senate Committee on Academic Affairs will serve as a faculty representative on the Undergraduate Curriculum Committee. This individual will represent both the School and the UG Curriculum Committee to the SCAA, will provide reports to the Committee on any relevant activities of the SCAA, and will help prepare and submit any and all proposals developed by the Committee and approved by the School's Faculty to the SCAA. As a Faculty member in the School, the SCAA representative will have both voice and vote.

**Faculty Representatives:** Four faculty will serve each year on the Committee and will be selected to represent the broadest possible constituency, such as all the relevant concentration areas. Individuals will be nominated to one-year terms by the Committee in the Fall of each academic year. Members will then serve in that academic year from Fall through Summer terms and participate in the selection of new members of the Committee in the subsequent Fall. Selection of new Committee members will take place in week 1 of the Fall term. Faculty are permitted to serve a maximum of three consecutive terms. All faculty representatives have both voice and vote.

### **Committee Structure**

**Chair:** The Committee will be directed by a Chair. The Chair will be elected by the voting members for a two-year term. Selection of a new Chair will take place at the first Fall term meeting in the academic year in which a new Chair is required. The current Chair will serve as Past Chair during that meeting.

**Duties:** The Chair arranges for meetings, sets the agenda and represents the Committee to the School's Faculty. With the possible exception of the SCAA, the Chair should also represent the Committee on other academic organizations, such as the College of Engineering Undergraduate Curriculum Committee and other University committees concerned with academics. If this is not possible, the Committee will select Committee members to represent the School on those bodies and the Chair will set meeting agendas so that each member representing the Committee on these external bodies will report on the activities of those bodies to the Committee. The Chair also oversees the preparation of all reports generated by the Committee.

**Voting.** The Chair is prohibited from advocating any specific policy position and instead serves as a facilitator and manager of the Committee's activities. The Chair will not vote on any matter before the Committee unless there is a tie vote. In the case of a tie, the Chair will cast the deciding vote.

**Recording Secretary:** Detailed minutes will be taken of all Committee meetings by a designated recording secretary. Minutes must be provided to the Committee by the time of meeting following the meeting in which the minutes were recorded. The Committee will review the minutes, revise them if needed and then vote to approve or not. Once approved, Committee meeting minutes will be posted to the Academic Programs SharePoint site within 48 hours.

**Vice-Chair:** The Committee will designate an individual to serve as Vice-Chair for a term on one year to represent the Chair at meetings of the Committee when the Chair is unable to attend. The duties of the Vice-Chair during those meetings when he or she is acting as Chair are the same as described above for the Chair.

## Committee Activities and Responsibilities

The Committee acts on behalf of the School's faculty in all aspects of undergraduate curriculum design. This involves working closely with School Faculty, the Biomedical Engineering Community Advisory Board, the Student Advisory Board, and any and all relevant University Committees and organizations, such as the University Committee on Learning Assessment. Specific duties are as follows

### Curriculum Design:

- A. The Committee will review and approve for presentation to the School's Faculty all program objectives/goals, student learning outcomes and performance/learning indicators
- B. The Committee coordinates Faculty input to assign performance/learning indicators to all educational experiences
- C. The Committee reviews and approves for presentation to the Faculty all mapping of performance/learning indicators to educational experiences comprising the undergraduate curricula

**Curriculum Assessment:** The Committee reviews and approves the selection and assignment of assessment tools to educational experiences comprising the undergraduate curricula

### Curriculum Evaluation:

1. The Committee reviews all assessment results at both the course (including co-operative education, service learning and any discrete other educational experiences) and curricular level
2. The Committee is responsible for preparing the following reports:
  - a. **Course Evaluation Reports** at the end of each term (4 reports per year)
  - b. **Co-Operative Education Summary Reports** at the end of each Co-Op cycle (2 Reports per year)
  - c. **Annual Academic Year Report** at the beginning of each Fall term
  - d. **Program Evaluation Summary and Recommendations** once every three years

### Curriculum Delivery:

1. The Committee reviews and approves course scheduling on a per galley basis.
2. The Committee will make recommendations to the School's Director for Faculty to be assigned as Instructors to all BMES courses in the undergraduate curriculum
3. The Committee will review and approve all substantive changes to any regular BMES course in the undergraduate curriculum

**Curriculum Changes:**

1. The Committee provides reports on all proposed curriculum changes to the School's Director and Faculty for approval
2. The Committee prepares any and all documentation necessary to propose changes to the SCAA, Faculty Senate and Provost's Office.

**Meeting Times:** The Committee will meet not less than once per calendar month during all four terms and more often if deemed necessary by the Chair