

## Graduate Research and Curriculum Committee (GRC) Bylaws

### **Members**

The GRC consists of at least one representative from each of the five divisions, typically the Graduate Liaisons; The College's liaison to the Vice-President for Research's (VPR) office and the Associate Dean for Instructional Services. Where and when appropriate and as new opportunities emerge, additional committee members may be invited to serve for specific purposes. All committee members are voting members and the committee will elect a Chairperson from among its membership for each academic year. The Chairperson will set agendas for committee meetings and is responsible for informing the Dean and College Administration about committee activities and decisions.

In general, GRC members are representatives of individual Divisions and are responsible for informing their Division about GRC programs and policies, deadlines, procedures and paperwork required for travel and research seed money applications, as well as any new or modifications to existing programs and courses.

### **Purpose and Responsibilities**

The committee is responsible for making recommendations to the Dean for the following College of Architecture matters:

#### **1. Review of International Travel Requests**

Responsibility: Committee will review applications and make recommendations to the Dean about awards

#### **2. Review of Research Seed Grant Applications**

Responsibility: Committee will review applications and make recommendations to the Dean about awards

Per COA Policy, every proposal must contain the following minimum information:

- a) Scope of Work/Project Description that address Seed Grant Criteria
- b) Calendar of major phases, including a formal date when the research is scheduled to be complete
- c) Personnel included (PI, Co-PI's) with one-page CV
- d) Facilities and equipment that are anticipated to be used
- e) Deliverables
- f) Budget (as detailed as possible)
- g) Future Potential External Funding
- h) IRB status if known
- i) Director's (Associate Dean/Dean) signature that indicates review and approval

#### **3. Plan, Coordinate and Promote Research and Creative Activity (RCA) Day**

Responsibility: Working as a committee and in consultation with Directors and other college staff and Administrators, the GRC is to develop programmatic themes, programs, speakers and general logistics for the annual College Research and Creative Activity Day.

#### **4. Reviewing Changes to Graduate Courses/Programs**

Responsibility: Review of changes to programs and courses including substantive and non-substantive changes to graduate courses; as well as New, Intersession, and Dream courses that carry or are proposed to carry permanent graduate-level course numbers, generally those of 5000 or greater. The objective of the GRC's review is aimed at identifying curricular issues that affect the College as a whole and providing suggestions and advice to the faculty member(s)/Division(s) about additional resources available through the COA and campus that will assist the faculty/Division in course development.

### **Course/Program Review Procedures and Assumptions**

Review criteria applied to Curriculum Changes, Courses changes consistent with curriculum changes, New courses scheduled to be offered regularly, Dream and Intersession Courses:

- a. Does the {course/program change] affect other divisions? How?
- b. Has paperwork, with appropriate signatures, been completed for relevant College of Architecture, the Graduate College and University committees?

\*For individual courses (vs. program changes)

- c. Is the topical content of the course of interest to students/faculty in other divisions? Is the course open to students in other divisions and students outside of the COA?
- d. Is the topical content in the course available through other courses whether in- or outside the division making the proposal?
- e. Does the program/course help to facilitate other College initiatives? (collaboration, international programs, competitions, etc.)
- f. How can the GRC further assist the faculty/unit in developing the course?

The intent of review is merely to make sure that all University required paperwork and forms are complete and affected parties, e.g. other divisions and the Dean's office, are aware of changes, prior to submission to various University committees, primarily the Graduate Council and Academic Programs Council.

**For curriculum changes**, the GRC requires a brief statement on curricular objectives, a curriculum flow-chart (or similar), as well as list of amended course objectives for the catalog, and draft syllabi for each amended or new course.

**For course changes**, the GRC requires draft syllabus and signature by Directors (or two or more Directors if proposal comes from different disciplines) under the assumption that the proposal is consistent with the educational and research/creative activity objectives of the unit; Faculty distribution of effort is considered; Course numbers, titles, locations, times offered and resources needed have been considered and finalized at the Division(s) level.

It remains the responsibility of the Division(s) to ensure that the proposal benefits students, the unit(s) have thought about special facility/technology/personnel needs, if the [course/ program change] acts as a substitute for other courses, if there is a plan to transition to a permanent course number(s), if it will require any schedule changes, if there is adequate demand for the course, ensuring that University paperwork is completed, and if it meets the objectives of the COA and/or the profession, etc.

#### **Process and Deadlines**

For all curriculum and course change proposals, relevant paperwork with Director(s) signatures are due to the GRC three weeks prior to University deadlines. For all substantive and non-substantive changes to courses/programs, all materials should be submitted to the GRC by October 1<sup>st</sup> to meet the University's deadline of November 1<sup>st</sup> for changes to go into effect the following academic year.

Upon completion of the review, the GRC will submit to the Dean a brief summary of GRC discussions, the draft syllabus and GRC review form(s) completed by the faculty/unit submitting the request.