**Curriculum Division Representative Duties**

**CurricUNET Review**

1. Review all Fullerton College curriculum proposals through CurricUNET. You will get emails from system@governet.com when proposals are in your queue.
	1. Initial review of each proposal during technical review (Level 2.8) following the “**Tech Review Teams**” instructions. Post comments regarding issues and needed corrections in CurricUNET
	2. Second review at curriculum committee level (Level 6). Check that your previous comments have been addressed, and any other issues have been resolved.
2. Review “**crosswalk**” proposals from Cypress and SCE for your division through CurricUNET
3. If you have questions about review, contact Cindy Zarske (Technical Review Chair) or Marwin Luminarias (Curriculum Specialist)

**Committee Meetings and Follow-up**

1. Attend and actively participate in all curriculum committee meetings: 1st, 3rd, and 5th Wednesdays from 1:30-4:30pm
2. Prepare for curriculum committee meetings:
	1. Read agenda and distributed materials in preparation for discussion and action
	2. Do a final review of all proposals on the agenda to check if ready for approval
	3. Try to raise questions and resolve problems with originators before proposals come to the committee meeting for approval
	4. Consider how proposals from other departments or general policy proposals may affect curriculum or impact offerings in your division. Consult with discipline faculty on this when appropriate.
3. After each meeting, follow up on any items that come up for your division

**Guide Your Division’s Proposals**

1. Organize, guide and supervise Six-Year Review for your departments – see Six-Year Review schedule for departments due for review, and Tracking documents for courses and programs that are past due
	1. Contact departments that have courses and/or programs due for six-year review. Let them know the timelines (see Curriculum Master Calendar)
	2. Provide faculty with the CurricUNET Quick Start Instructions (curriculum.fullcoll.edu website, CurricUNET tab)
	3. If they wish, training/help sessions for faculty can be arranged with Marwin (maybe not this year yet)
2. Ensure all courses and programs in your departments finish the CurricUNET review process on time – e.g. check on proposal progress, send reminders to faculty/dean/etc.
3. Assist faculty in developing other proposals for new or revised courses or degrees. Contact Marwin or Cindy with questions.
4. Review each proposal from your division in CurricUNET as it reaches Level 2.76 and Level 5 (required Division Rep approvals). “**Approve**” if everything is OK, or “**Recommend changes**” if updates are still needed. You will get emails from system@governet.com when proposals are in your queue.
5. Follow up with your faculty on issues with proposals that Jennifer, Marwin or Cindy contact you about (e.g. filling out state forms, writing narratives for programs, etc.)