

School of Recreation, Health, and Tourism Curriculum Committee

Purpose

To assist in the development and management of a relevant and coordinated undergraduate and graduate curriculum with programs of study in:

Athletic Training
Exercise Science
Health and Physical Education
Health Promotion
Park and Outdoor Recreation
Sport Management
Therapeutic Recreation
Tourism and Events Management

Exercise, Fitness and Health Promotion (MS)
Recreation Resources Management (MAIS)

The RHT Curriculum Committee supports the work of the individual academic program committees responsible for curriculum development.

Committee Functions

1. Review all new and revised course and curricular proposals. Such proposals will be reviewed with particular consideration given to the following:
 - a. Consistency of format. All proposed course changes will be presented in the format established by the RHT faculty for all syllabi (see attached format)
 - b. Completeness of information. The proposal must include information regarding the rationale for course addition or revision, appropriateness to the mission of the School, nature of the potential audience (including the ramifications of such additions or revisions for other RHT and GSE programs), the impact of the proposal, and approximate timing for implementation. Copies of the existing course syllabi and/or pertinent curricula must be attached to the proposed revisions. All information should be presented in such a manner as to be clear to colleagues with different backgrounds that the proposed revisions have merit, rigor, relevance, and are deliverable within the resource limitations of the School and students.
 - c. Uniqueness. Courses offered in one program should not substantially duplicate existing courses offered in the School or college.
 - d. Sequence. Course numbers should reflect the level of scholarship required and the relationship of the course to prerequisite courses and subsequent requirements.
 - e. Relevance. The course purpose and objectives should be properly stated and should reflect current curricular needs
2. Suggest appropriate revisions to course and curricular proposals

3. Endorse course proposals or curricula revisions that are presented to the full RHT faculty for approval. Endorsement reflects the Curriculum Committee's opinion that the proposed course or curricular proposal has been thoroughly scrutinized, constitutes a valuable addition/modification to the RHT curriculum, and warrants faculty approval.
4. Where practical, develop and maintain resources to assist faculty in their curriculum management efforts.

Authority, Accountability and Tenure

The RHT Curriculum Committee is established under the authority of the RHT School Director and the five faculty members of the Committee are appointed by and serve at the pleasure of this individual. The School Director similarly designates one of the five members as Chair of the Curriculum Committee. The committee is accountable to the School of RHT and the Director in accordance with George Mason University faculty governance principles.

Material Submission Process

1. All curricular proposals (having originated from faculty in the School and approved by the faculty's program curriculum committee) must be submitted in writing (hard copy and/or email) to the RHT Curriculum Committee Chair. All proposals must include a cover letter and complete materials (see *Committee Functions, 1b*).
2. The Curriculum Committee Chair will perform an initial review of all proposals for completeness of materials (and request revisions as needed). Completed proposals will subsequently be distributed by the Committee Chair to the full Curriculum Committee for review.
3. Curriculum committee member questions and comments will be synthesized and returned, in writing, to the submitting program committee for clarification and revision. Revisions to the original curricular proposal should be resubmitted to the Curriculum Committee Chair
4. Upon satisfactory completion of the RHT Curriculum Committee review process, the submitting program committee will be notified to distribute materials to the RHT faculty for review (Note: To have completed, reviewed proposals voted upon by the RHT faculty at a full meeting, all materials must be submitted to the RHT faculty no later than one week prior to the scheduled meeting date and time)
5. At the faculty meeting, a motion for the proposed curriculum revision or addition will be made by the individual academic program committee chair (or designated faculty member)
6. Chair of the Curriculum Committee will indicate endorsement (or not) of the proposed curriculum addition or change, with brief and specific comments, prior to a vote by the full faculty
- 7a. Contingent on majority approval of an *undergraduate course* proposal by the RHT faculty, the curricular proposal is submitted by the RHT Director to the College of Education and Human Development Associate Dean for Academic and Student Affairs for second tier approval.

- 7b. Contingent on majority approval of a *graduate course* proposal by the RHT faculty, the curricular proposal is submitted by the RHT School Director to the Associate Dean for Outreach and Development who will submit the proposal to the Graduate Council for review and approval.
8. Contingent on final approval of a new undergraduate or graduate course or revision of an existing course, the RHT Director Chair will submit a course approval form to the Scheduling Office for entry into the Course Inventory.

As of Wednesday, November 26, 2014