

AACC Member Responsibilities

The Academic Affairs Curriculum Council (AACC) performs an important service to the university. It is therefore imperative that all faculty nominated to serve on this committee fully understand their responsibilities before taking on this service.

All members of the AACC are responsible for reviewing college-wide curriculum proposals and correcting any errors, omissions and inconsistencies before making final recommendations to the governing body. To complete the review process in the most professional manner, all AACC members must be capable of spending relatively significant amounts of time managing obligations within tight deadlines. This may entail in-person or online collaborations with other committee members in activities such as reading, in detail, soft copies of proposals, responding to messages, and submitting input with turnaround times of two weeks or less on sizeable quantities of materials. Engaged participation of every member is vital.

The AACC members are divided into five curriculum committees to review proposals. Membership of each curriculum committee is composed of one representative from each college and announced at the first meeting of the AACC. It is imperative that each college is represented in order to determine that proposals are cohesive and will not overlap with other colleges' course offerings. Members are also tasked with reviewing dozens of the potentially hundreds of total proposal submissions in compliance with internal deadlines (dictated by other externally-imposed deadlines for further approvals and implementation of changes.)

In fall, the AACC meets at least once a month on Wednesdays at 3:30 pm. Selection of curriculum committee chairpersons is made at the first meeting of the AACC in the fall. If elected as chair to a curriculum committee, that member will be part of the AACC Executive Committee, which meets at 3:00 pm on the Mondays of the same week of the AACC scheduled meetings. Regular attendance at both levels is imperative as discussions and votes must have a representative from each college. If a committee member is not able to fulfill his or her responsibilities on the AACC, the Dean of the College shall appoint a replacement for that member, and the replacement representative will complete the rest of the original term.

In the spring, AACC members will either participate on projects such as refining AACC procedures, processes and forms for the following academic year. The AACC member's responsibilities in the spring are comparatively less intensive than the fall responsibilities. For further information, see the AACC Operating Code at sites.uco.edu/academic-affairs/files/aacc/aacc-operating-code.pdf

Serving on the AACC provides faculty with the rewarding opportunity for collegial interdisciplinary interaction as well as valuable insight into programs and curriculum development campus-wide. If you would like to represent your college for the three year term on the Academic Affairs Curriculum Council and will be able to fulfill these responsibilities, please fill out the application below. Submit this form to (LOCATION) by (TIME) on (DATE).

- STANDARD APPLICATION FORM FOR EACH COLLEGE SHOULD BE APPENDED HERE