

**Health Care Council (HCCC)
Orientation Agenda
September**

- Purpose of HCCC – review Senate Rule 1.3.4
- Composition of HCCC- role specific to each college
- Election of HCCC members/terms of office
- Colleges initiates activities (i.e., course, program, certificate, degree)
- College comply with University Senate log, policies
- Your responsibility as a Primary Reviewer
 - Activities assigned curricular items in the following areas:
 - Review courses
 - Review programs
 - Review degree, Certificates
 - Before the Meeting (after you receive an assignment from Jim):
 - Review the proposal to determine if information is missing, any questions, etc.
 - Contact the Proposal Author to resolve these items or ask questions
 - Provide a summary of the proposal at the HCCC meeting and/or for the consent agenda
 - Items to help you in your review:
 - Course Change Form (key areas to focus on when assigned)
 - Syllabus – minimum requirements (see website for details)
 - Be aware of your college’s items on the agenda and talk with your Curriculum Chair and/or Associate Dean before the meeting
- Approval Process for Curricular Matters – (e.g., Courses and Programs) –handout
- Meeting Dates/Alternate Members
- Consent Agenda Process

Health Care Colleges Council website: