

## COMMITTEE ON OFF-CAMPUS PROGRAMS

### Mandate:

The Committee on Off-Campus Programs shall be the principal agent of the college faculty in the development, coordination, and supervision of off-campus programs. It shall ensure that off-campus programs of the college shall be consistent with the educational policy of the college and the needs of the students. The committee is responsible for establishing and monitoring procedures for developing and evaluating all off-campus programs.

In implementing this mandate, its specific duties shall include, but not be limited to, the following:

1. Review the goals of each existing off-campus program to ensure its consistency with educational policy of the college and its relevance to the needs of the students;
2. Review and evaluate the curriculum of existing programs, deleting or adding courses in light of the needs of the students;
3. Promote the development of new programs in keeping with the total number of students that the faculty has set as a goal for off-campus enrollment each year;
4. Work with the Director of Off-Campus Programs to implement the goals and policies of each program;
5. Advise the administration on issues of policy, procedure, and priorities involved in administering off-campus programs;
6. Oversee and promote the recruitment of students for off-campus programs.

### Reporting Relationship:

The committee shall report to the Educational Policy Committee of the college.

### Composition:

Seven members: the Director of Off-Campus Programs; four faculty members, one of whom shall be a member of a foreign language department; and two students who have participated in semester off-campus programs.

Revised May, 1996

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