

**CURRICULUM COMMITTEE
APPLICATION FOR MEMBERSHIP**

NAME:

YEARS IN IRP:

NAMES OF STUDY GROUPS COORDINATED IN LAST FIVE YEARS:

**IF YOU ARE PRESENTLY SERVING ON ANY COMMITTEE(S), PLEASE LIST
(INCLUDING YOUR TERM OF SERVICE).**

Please carefully read the *Curriculum Committee Mission Statement* and *Criteria for Committee Membership* below. Then tell us why you would like to serve on the Committee. What specific qualities, experience, and skills do you think you would bring to your role?

Place completed application in Curriculum Committee mailbox in the office or return to IRP by email.

CURRICULUM COMMITTEE Excerpt from Mission Statement 2006

Goal: The Curriculum Committee oversees the development and approval of Study Groups consistent with serious peer learning. The Committee is dedicated to supporting prospective coordinators during the creation of diverse courses from varied disciplines and to maintaining academic standards.

Responsibilities: The Committee provides ongoing communication with coordinators to ensure the dynamism of the learning experience at the IRP. This includes exploring ideas for new classes, encouraging prospective coordinators, and assisting with proposal writing.

The Committee ensures that courses meet certain standards spelled out in the Coordinator Handbook, as follows:

“The Curriculum Committee supports study groups that provide:

1. Intellectual rigor on a level with undergraduate courses offered by The New School (usually involving approximately three hours of preparation per class).
2. Texts and/or other written materials that are appropriately challenging.
3. Course content that is explicit and clearly formulated.
4. Students with an understanding of their role as active participants in the learning process.”

The Committee discusses and attempts to resolve all general and specific curriculum issues in consultation with the Executive Director at Committee meetings.

Unwritten “Rules”:

All Curriculum Committee sessions are “closed” – i.e., not open to the general IRP membership.

All information shared and discussed at CC meetings is confidential and not for discussion outside the CC meeting.

CRITERIA FOR COMMITTEE MEMBERSHIP

- Successful experience coordinating an IRP study group, utilizing peer learning techniques.
- Ability and willingness to invest from 4 – 6 hours weekly during the Fall and Spring semesters. Approximately two hours will be spent in weekly committee and sub-committee meetings. The additional time is spent working with prospective coordinators on the development and refinement of their study group proposals.
- Ability to connect with and encourage IRP members to become study group coordinators. This requires a willingness to initiate “cold” contacts with prospects.
- Communication skills to support the prospective coordinator’s ability to articulate the intent and goals of the proposed study group in the course description. This involves engaging in dialogue with the prospective coordinator as well as offering and providing writing and other technical support as needed.
- Coaching skills to support the prospective coordinator’s design of a study group that creates a shared sense of intellectual stimulation among the members of the class.¹
- The willingness to share responsibility with other Committee members to evaluate proposals and make decisions on the acceptance, deferment, or rejection of study group proposals. In making those decisions, the Committee takes into account subject suitability, qualifications of the proposed leaders, the availability of both adequate classroom facilities and time, as well as the need for a balanced and rich curriculum.¹
- Energy and vitality, as demonstrated by the patience and stamina to follow up frequently on the status of work-in-progress, and to provide frequent updates to the committee.
- Ability to work with typical word processing programs; editing skills would be a plus.

¹ Source: IRP Student Handbook (2005-06)