A Proposal for How to Do Tech Review

First, we have a list of courses that we title 'Courses Waiting for Tech Review Approval'. Each committee member starts with the first course on that list. They review the element of that course for which they are responsible. After doing their review, they either indicate that they approve of what they have reviewed, or they leave a comment explaining why not. Then they do the same with the second course on the list, and then the third, and so on.

Once all elements of a given course have been reviewed—that is, once all committee members have done their work for that course—the next action is taken.

If the course received universal approval, then it is removed from the list of Courses Waiting for Tech Review Approval and moved on to another list—the list of Courses Waiting for Curriculum Committee Approval. These courses are ready to be approved at the next curriculum committee meeting. So a course that receives universal approval will never come to an in-person tech review meeting. It will simply be put on the agenda to be approved at the next curriculum committee meeting.

If there are some aspects of the course that need to be addressed, then the course is removed from the list of Courses Waiting for Tech Review Approval and moved on to another list—the list of Courses Waiting for Edits.

So as the committee works its way through the courses on the first list—the Courses Waiting for Tech Review Approval—those courses will be cleared from that list, either moving over to the list of Courses Waiting for Curriculum Committee Approval, if all elements of the course check out, or else moving over to the list of Courses Waiting for Edits. I envision committee members checking the list of Courses Waiting for Tech Review Approval periodically to see if any new courses have appeared for their review.

When the faculty member responsible for updating/creating a course sees it appear on the list of Courses Waiting for Edits—this list (and the others) will be shared with them—they have two options.

First, they can try to address all the comments on their own. If they do, then when they are finished addressing all the comments, they indicate that they are done with their edits, and the course is moved back to the list of Courses Waiting for Tech

Review Approval. Once it shows up there, the curriculum committee members will recognize it as requiring another round of review. Those members who originally made comments that had to be addressed will check whether their comments were adequately addressed. If all areas check out, the course gets moved straight to the list of Courses Waiting for Curriculum Committee Approval. However, if some of the original comments have not been adequately addressed, then comments are left explaining why, and the course is moved back to the list of Courses Waiting for Edits so that the cycle of revision and review can start again.

Second, rather than trying to address the comments on their own, the faculty member can request that their course be discussed in person at a tech review meeting. In that case, the course is removed from the list of Courses Waiting for Edits, and is scheduled for discussion at a tech review meeting that the requesting faculty member agrees to attend. So we also maintain, for each tech review meeting date, a list of courses scheduled to be discussed on that date.

If all the issues with a course are resolved at the in person tech review meeting, then the course is moved to the list of Courses Waiting for Curriculum Committee Approval—it's ready to be approved at the next curriculum committee meeting. If the faculty member still has to do some work on the course before it is ready, then the course is put back on the list of Courses Waiting for Edits. It stays there until the faculty member either indicates that they have made all the remaining edits on their own, in which case it would go back on to the list of Courses Waiting for Tech Review Approval, or indicates that they want to discuss the course again at an in-person tech review meeting, in which case it is scheduled to appear at another in-person meeting.