

Committee on Instruction Operating Guidelines

Revised: August 9, 2022

Responsible University Officer: Erik Nelson, Senior Associate Dean of Academic Affairs

Responsible Department: Academic Affairs Unit, School of Professional Studies

Overview:

As per the [bylaws](#) of the School of Professional Studies, the Dean shall appoint a standing Committee on Instruction (COI) consisting of three to five full-time faculty. The COI consists of the Dean, the Secretary of the Faculty of Professional Studies who serves ex officio and without voting rights and staff appointed by the Dean for support. The COI shall advise the Dean on matters of curriculum such as new program and course approvals.

Purpose & Function:

The Committee on Instruction (COI) provides leadership on a range of academic matters, consulting with a broad range of faculty, students, and administrators where relevant. Key functions include:

1. Reviews and approves syllabi for newly developed and redeveloped courses to ensure quality is consistent with Columbia University standards, meeting with Program Directors and relevant faculty to provide feedback on syllabi on an as-needed basis.
2. Reviews and advises the Dean on new academic programs.
3. Proposes, creates, approves academic policy.
4. Oversee matters of academic quality.

Composition of COI:

1. Consists of three to five full-time faculty, appointed by the Dean.
2. The Dean appoints a Chair of the COI. The Chair
 - a. Plans and conducts COI meetings.
 - b. Sets meeting agendas, and with the support of the COI administrative staff, distributes materials and pre-work in advance of COI meetings.
 - c. Facilitates committee conversations as outlined in the COI Purpose & Function.
 - d. With the support of COI administrative staff, distributes meeting minutes and any other required communication to keep members well-informed.
3. The Secretary of the Faculty of Professional Studies serves ex officio and without voting rights.
4. The Dean appoints staff to support the operational work of the COI.
5. Term of Service - TBD.
 - a. Members will rotate off the committee at varying intervals to ensure continuity of the work.

Member Responsibilities:

1. Actively engage in the work of the COI, including thorough preparation for and consistent attendance at all meetings.
2. Collegial participation in consensus-driven decision-making and collaborative work of the committee.
3. Understand and apply Columbia University standards for academic quality and rigor during *Academic program, course, and syllabus reviews.
4. Provide productive and meaningful feedback to all colleagues who are involved with proposals before the committee.

Function & Administration of COI:

1. In general, the COI will meet regularly during September through May.
2. During the summer months, the COI will meet asynchronously to conduct committee business and may meet synchronously when needed.

** Review of disciplinary content is the purview of each academic program and its Program Curriculum Committee (PCC).*