All BCC members are a part of the Curriculum Proposal System and will automatically receive system notification when there are courses awaiting review by the BCC. Here is the agreed-upon process we will use to address these course reviews.

1. The BCC co-chairs will assign each course proposal to an individual BCC member for review, who will, in turn, offer commentary and recommendations when the course is discussed at a BCC meeting. BCC members are welcome and encouraged to look at all pending proposals if they wish.

2. When assigning a review, the BCC co-chairs will send a review cover sheet to the BCC member in charge of the review. The BCC member will then go into the Curriculum Proposal System to consider the materials submitted on behalf of the course. For the time being, reviewers will be responsible for all information on the cover sheet. Hopefully, we will soon have a qualified student worker who can assess the more perfunctory sections of the course proposal.

3. BCC members do not need to enter commentary in the Curriculum Proposal System. The BCC chairs will designate a portion of selected meetings for discussion of course reviews. Agendas for these particular meetings will be established in advance, and proposals up for discussion will have their proposal numbers listed on the agenda.

4. Reviewers will present comments/recommendations/issues with the course proposal. Reviewers should also highlight exceptionally strong proposals. The BCC will discuss, and the co-chairs will enter the decision of the committee into the system and serve as correspondent on behalf of the committee in follow-up discussions with proposers.