

## **Lower Division Policy Committee (LDPC)**

**Composition:** Director, Associate Director, additional faculty members; two Assistant Directors (AIs) who meet with the LDPC as consultants (serving ex officio, without vote).

**Courses Supervised:** 306, 306Q, 309K, 309L, 309M, 314L, 316F, 316K, 318M

### **Major Functions of the Committee:**

1. Supervise all changes in the curriculum.
2. Participate in the running of Orientation.
3. Oversee all textbook changes. (To be assisted by an independent committee of graduate students, the Lower Division Advisory Board.) The Committee will be divided into subcommittees to make separate recommendations for composition and literature textbooks.
4. Approve proposed sections and instructors of 309K, 309L, 309M, and 314L, and of any personal variants of 306 or 316K.
5. Read Advanced Placement Tests in English.

### **Duties of the Director:**

1. Chair meetings of the LDPC.
2. Coordinate staffing of lower division courses with the Associate Chair and the TA and AI Committee.
3. Oversee registration in lower division courses.
4. Handle complaints from students concerning grades and instructors.
5. Maintain office hours each week exclusively for lower division business.
6. Appoint supervisors for all AIs.
7. Hire graders for the CLEP examination and workers at registration.
8. Meet with textbook representatives (this duty is divided with the Associate Director according to the type of textbooks being proposed for adoption).
9. Review applications from students for transfer credit.
10. Review AI performance and arrange assistance for instructors who are experiencing difficulties.

### **Duties of the Associate Director:**

1. Assist the Director in handling complaints and overseeing registration, reviewing applications for transfer credit and overseeing AI performance.
2. Meet with textbook representatives (this duty is divided with the Director according to the type of textbooks being proposed for adoption).

### **Duties of the Assistant Directors:**

1. Serve as consultants to the LDPC.
2. Maintain office hours each week to answer student questions and to take initial steps in dealing with complaints.
3. One Assistant Director will chair the Lower Division Advisory Board; the other will serve as Secretary to the LDPC.

Note: Assistant Directors are normally appointed at the start of the second semester of summer school preceding their year of service and serve until the end of the first semester of summer school the following summer.