

Title: Curriculum Committee

Effective Date: 2022 May 13

Revision: 4

**Approved with BOD Motion
B2250**

**Supersedes: Rev. 3,
B1902**

Purpose

To oversee the Society of Women Engineer's ("SWE" or "Society") professional development, the Committee categorizes the work into manage, identify, and train. This includes to:

- Ensure high quality content is provided to support lifelong learning for SWE members, including collegiate, early- career, mid-career, and advanced professionals.
- Advise on the development of new professional development content and programming for SWE that will support SWE's mission
- Advise on professional development offerings for SWE Conferences, member events, and training workshops
- Review managed content to ensure it meets current society needs
- Manage the SWE Leadership Competency Model to ensure the competencies reflect the needed knowledge, skills and abilities (KSA) of current and future SWE leaders.

Background

- Historically, some level of curriculum development and review happened in the Professional Development, Leadership Coaching, Collegiate Leadership Coaching, and related committees.
- Update to Revision 3 driven by Governance changes and gap assessments performed by the FY18 Curriculum Committee

Scope

Manage:

- Guide the development of the curriculum according to identified career milestones and the SWE Leadership Competency Model via gap analyses, surveys, benchmarking, and other methods as appropriate
- Responsible for the identification, management, and sustainment of leadership programming for the Society
- Review existing materials available to members to ensure it is current and relevant
- Ensure SWE has curriculum for members to advance their KSA in line with the SWE Leadership Competency Model and provide recommendations to SWE Leadership Competency Model, as appropriate

Identify:

- Work with the relevant content creators to ensure compliance with all Professional Development and training material offered by SWE
- Recommend speakers and subject matter experts along with ensuring all members have means to do the same

Resources and References

Authority & Limitations

Deliverables

Membership

Criteria for Success

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- Provide feedback on proposals for new programming
 - Support SWE Professional Development needs such as identifying opportunities for Continuing Education Units (CEU) certification

Train:

- Be a beta user group for new training objects and delivery methods to evaluate end user learning experience and accessibility of content
 - Contribute ways to bring awareness of content in SWE's Advanced Learning Center (ALC) and leadership programs
 - Share knowledge of how to access content
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- Structured rubrics
 - Gap analysis developed from feedback collected by previous committee gap analysis and SWE Headquarters
 - SWE Leadership Competency Model
 - Engineering Competency Model
 - Benchmarking from other professional societies and corporate programming
 - Current SWE Strategic Plan and Operational Plan
 - Current list of all SWE Advanced Learning content
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- The Committee ensures personal and professional development content is relevant to the Society and its members
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- Identify leadership and career development milestones in alignment with SWE's mission for collegiate, early-career, mid-career, and advanced professionals.
 - Perform review and evaluation of new and existing content in the Advanced Learning Center (ALC)
 - High level review of evaluation data and survey results with recommended actions to improve programs
 - Ongoing review and feedback into curriculum development, curriculum, and/or speakers
 - Review career level descriptions to use for alignment and organization of materials in the ALC, the SWE Leadership Competency Model, and other programming as requested
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- The committee will be comprised of a committee chair, chair-elect, and relevant number of members for the current working groups. They will work closely with the SWE HQ Staff and the Board of Directors liaison.
 - Chairs will be selected through the standard Society committee chair process for a two-year term: one year as chair-elect and one year as chair.
 - Members will be selected through the standard Society committee selection process.
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- Positive feedback/evaluative data from the membership for professional development programming
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Report To

Duration

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- Ensure programming accessibility through audio and visual aids such as closed captioning
 - High value placed on our professional development programming by our members and partners
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Assigned Liaison on the Board of Directors

Review in FY24
