**Checklist for RAC Chairs 2023-2024**

Thank you so much for agreeing to serve as the chair of a USG RAC for the coming year. Rather than giving RACs “charges” for the coming year, I am providing a checklist for you to work through to determine what tasks you should prioritize.

\_\_\_\_\_ Locate the web page for your committee at <https://www.usg.edu/committees/>. Click on the web page to see what is there.

* Committee Directory – this is the **official** list of institutional representatives to your committee. I keep this up to date and make changes as they are sent to me by Provosts/VPAAs.
* Committee Information – click on the + sign to expand this listing. For most committees, all that will appear here is a link to the Bylaws. If your committee does not have bylaws, this is something you should work on.
* Related Documents/ Presentations/ Other - click on the + sign to expand this listing. This is a place where you can post documents (by sending to barbara.brown@usg.edu) that you want to make publicly available. Look to see what your committee has already posted.
* Meeting Minutes – click on the + sign to expand this listing and see what minutes are posted for your committee. If there are minutes that are missing, please try to get these and send to me (barbara.brown@usg.edu).

\_\_\_\_\_ Decide how you will communicate with your RAC. There are two basic methods:

* You can create a mailing list on the fly. If you do this every time, your mailing list will always be current and will always consist of only official institutional representatives.
	1. Open a blank Excel spreadsheet.
	2. Copy your committee directory from the web page.
	3. Paste it into the spreadsheet.
	4. Eliminate any vacant or NA lines.
	5. Copy the column with the email addresses and paste in too the “To” line in an email.
* You can use a listserv. These are easy to use, but hard to keep current. I try to update listservs when I receive membership updates, but I may make errors. All official members (listed in the Committee Directory on your RAC webpage) must be included in the listserv. However, at your discretion, you can also include people who are **not** official institutional representatives.

Some RACS already have listservs. These are listed below. If your RAC already has a listserv, please do not request a new listserv.

These are the existing RAC listservs:

* Academic Advising (**RACAD-MEMBERS-L**)
* [Adult Learners](https://www.usg.edu/strategic_academic_initiatives/committees/view/adult_learning) (**RACAL-L**)
* [Biological Sciences](https://www.usg.edu/strategic_academic_initiatives/committees/view/biological_sciences) (**BSAC-L**)
* [Data Science](https://www.usg.edu/strategic_academic_initiatives/committees/view/data_science) (**RAC-DS**)
* [Distance Education](https://www.usg.edu/strategic_academic_initiatives/committees/view/distance_education) (**RACDE-L**)
* [eCore](https://www.usg.edu/strategic_academic_initiatives/committees/view/educator) (**ECORE-L**)
* [Educator Preparation](https://www.usg.edu/strategic_academic_initiatives/committees/view/educator_preparation) (**EDURAC-L**)
* [English (**BORAACE**)](https://www.usg.edu/strategic_academic_initiatives/committees/view/english)
* [Fine and Applied Arts](https://www.usg.edu/strategic_academic_initiatives/committees/view/fine_and_applied_arts) (**FAARACMEMBERS-L**)
* [Foreign Languages](https://www.usg.edu/strategic_academic_initiatives/committees/view/foreign_languages) (**FLAAC-L**)
* [Geological Sciences and Geography](https://www.usg.edu/strategic_academic_initiatives/committees/view/geological_sciences_and_geography) (**USGGEOL**)
* [Health Informatics Programs](https://www.usg.edu/strategic_academic_initiatives/committees/view/health_informatics_programs) (**HIIM-L**)
* [Humanities](https://www.usg.edu/strategic_academic_initiatives/committees/view/humanities) (**HUMRAC**)
* [Learning Support](https://www.usg.edu/strategic_academic_initiatives/committees/view/learning_support_and_developmental_studies) (**LEARNSUP-L**)
* [Mathematical Subjects](https://www.usg.edu/strategic_academic_initiatives/committees/view/mathematical_subjects) (**ACMS-L**)
* [Psychology](https://www.usg.edu/strategic_academic_initiatives/committees/view/psychology) (**RAC-PSYCHOLOGY**)
* [Sociology](https://www.usg.edu/strategic_academic_initiatives/committees/view/sociology) (**SOCIRAC-L**)
* [Transfer Officers](https://www.usg.edu/strategic_academic_initiatives/committees/view/core_transfer) (**TRANSFER-RAC-L**)

If you have a listserv, you can email your membership by sending email to listservname@listserv.usg.edu.

RAC Chairs should already be listed as the owners of their respective listservs.

If you want to request a new listserv, follow the detailed instructions at <https://www.usg.edu/strategic_academic_initiatives/assets/strategic_academic_initiatives/committee_docs/documents/ListservRequest.pdf>.

\_\_\_\_\_ Decide whether you will meet in person or virtually this year. (You may want to poll your membership.) Decide on a date and location for your meeting and share with your membership so that they can get it on their calendars and encumber funds.

\_\_\_\_\_ Work with your membership to decide how best to support the Core IMPACTS curriculum as it pertains to your discipline.

\_\_\_\_\_ Go to the website for Field of Study (formerly Area F) guidelines at <https://www.usg.edu/curriculum/area_f_guidelines>. Click on the discipline(s) managed by your RAC.

\_\_\_\_\_ Do you have Field of Study guidelines for the program/majors related to your RAC? If not , this is something you should work on in the next year.

\_\_\_\_\_ Do you have Learning Outcomes for your Field of Study? If not, this is something you should work on in the coming year.

\_\_\_\_\_ Do you have Course Guidelines for your Field of Study? If not, this is something you should work on in the coming year.

\_\_\_\_\_ Do your Field of Study guidelines seem out of date? If so, this is something you should work on in the next year.

\_\_\_\_\_ Have you reviewed the Field of Study guidelines from each institution for the programs/majors related to your RAC to make sure that they are in compliance with the guidelines provided by the RAC. You should do this every year or so. If you have not done this, this is something you should work on in the next year. You should also look at whether students in your program are able to transfer Field of Study credits successfully from one institution to another.

\_\_\_\_\_ Go to the listing of Common Course Prefixes, Numbers, Titles, and Descriptions in the Academic and Student Affairs Handbook at <https://www.usg.edu/academic_affairs_handbook/section2/C738/#p2.4.10_common_course_prefixes_numbers_and_descriptions>. Review the Common Course information provided by your discipline. Is it correct and complete? Are all listing current? Are there listings that should be deleted because the courses are no longer offered? Are there courses that should be added to this list?

\_\_\_\_\_ Work with RAC members to identify other priorities for the discipline for the coming year.