Department of Anthropology | Stanford University
Department of Anthropology Committee Guidelines, Undergraduate Committee

2018-2019 COMMITTEE INFORMATION

Undergraduate Committee Participants:
Undergraduate Committee Chair: Angela Garcia
Undergraduate Committee Member: Jim Ferguson
Undergraduate Committee Staff: Amelie Byun

Undergraduate Committee Charge and Procedures:
The Undergraduate Committee (UC) plays a major role in maintaining the structure and integrity of Undergraduate programs in Anthropology. It does this in consultation with the rest of the faculty in the department. The UC consists of two faculty in the department (including the chair of the committee).

The chair of the committee is responsible for planning, organizing and directing the undergraduate programs for Undergraduate students. The chair should:
- work closely with the Student Services Officer, Amelie Byun, to ensure that the Undergraduate program and the Department process follows university and H&S policies and guidelines;
- review the above policies and guidelines and the department’s undergraduate major, minor, and honors/senior paper procedures with UC members;
- consult with the faculty about any necessary or useful revisions to these policies and procedures;
- plan and organize Undergraduate events;
- lead department efforts to recruit Undergraduate students to the department’s programs;
- report to the faculty on changes to Undergraduate programs outcome.

Undergraduate Committee Meeting Schedule:

Autumn 2018

First Meeting to be scheduled on or by 15 October 2018 (Final Study List Deadline - 13 October 2018)
Second Meeting to be scheduled on or by 16 November 2018 (Course WD Deadline - 16 November 2018)

☐ Plan Autumn quarter UG events (UG Welcome Dinner with Faculty, Grant Info Session, Study Break, etc.)
☐ Confirm the Autumn quarter calendar for Undergraduate events
☐ UG Advising and Majors Night
☐ Review UG Major/Minor requests and assign Faculty Advisors who are appointed through the Department of Anthropology
☐ Review UG Major/Minor Petitions
☐ Review and approve the Undergraduate Program Enhancement grant application
☐ Review editors and schedule for CONTEXTS publication. Appoint graduate student and faculty mentor to oversee Contexts publication
☐ Plan Winter quarter UG events (second meeting)
Committee Meeting Schedule:

Winter 2019

First Meeting to be scheduled on or by 19 January 2019 (Final Study List Deadline- 25 January 2019)
Second Meeting to be scheduled on or by 19 February 2019 (Course WD Deadline- 1 March 2019)

☐ Review UG Major/Minor requests and assign Faculty Advisors who are appointed through the Department of Anthropology
☐ Review UG Major/Minor Petitions
☐ Review Bing Honors Proposal
☐ Confirm the Winter Quarter calendar for Undergraduate events
☐ Review and Select Undergraduate research proposals and grant awardees
☐ Confirm decisions for Undergraduate research grant requests
☐ Prepare VPUE application
☐ Plan Spring quarter UG events (2nd Meeting)
☐ Plan info session for new Honors students to be conducted by UG committee chair and Amelie

Spring 2019

First Meeting to be scheduled on or by 9 April 2019 (Final Study List Deadline- 19 April 2019)
Second Meeting to be scheduled on or by 18 May 2019 (Course WD Deadline- 24 May 2019)

Special Meeting for review of Department Diploma and Awards Ceremony nominations and for University awards nominations to be scheduled on or by 20 May 2018

☐ Review UG Major/Minor requests and assign Faculty Advisors who are appointed through the Department of Anthropology
☐ Review UG Major/Minor Petitions
☐ Confirm the Spring quarter calendar for Undergraduate events
☐ Review Undergraduate Honors applications
☐ Confirm decisions for Undergraduate Honors applications
☐ Discuss Honors/Masters Presentations and designate faculty facilitator for presentations
☐ Review Undergraduate awards to be given during Department Diploma and Awards Ceremony
☐ Confirm Undergraduate awardees, Department Diploma and Awards Ceremony
☐ Review and select Peer Advisors
☐ Review select Context Journal Editors
☐ Review miscellaneous student issues around progress to graduation