

**DEPARTMENT OF ANTHROPOLOGY | STANFORD UNIVERSITY**  
**Department of Anthropology Committee Guidelines**  
**Undergraduate Committee 2020-2021**



**Undergraduate Committee Participants:**

Undergraduate Committee Chair: Miyako Inoue

Undergraduate Committee Member: Sharika Thiranagama

Undergraduate Committee Staff: Tina Jeon

**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, Tina Jeon, 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 2020***

First Meeting - to be scheduled on or by 2 October 2020 (Final Study List Deadline)

Second Meeting - to be scheduled on or by 6 November 2020 (Course WD Deadline)

- Plan Autumn quarter UG events (UG Orientation, Grant Info Session, Study Breaks, Speakers, 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)

***Winter 2021***

First Meeting - to be scheduled on or by 29 January 2020 (Final Study List Deadline)

Second Meeting - to be scheduled on or by 5 March 2020 (Course WD Deadline)

- 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 (2<sup>nd</sup> Meeting)
- Plan info session for new Honors students to be conducted by UG committee chair and Tina

### Spring 2019

First Meeting - to be scheduled on or by 16 April 2020 (Final Study List Deadline)

Second Meeting - to be scheduled on or by 21 May 2020 (Course WD Deadline)

Special Meeting - for review of Department Diploma and Awards Ceremony nominations and for University awards nominations to be scheduled on or by 20 May 2020

- 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