

University Curriculum Committee Terms of Reference

Responsibilities

The University Curriculum Committee is responsible for:

- Reviewing and considering proposals for new, revised, or discontinued courses, programs of study, degrees, and other credentials for consistency with:
 - the mission, goals, and strategic priorities of the University
 - University policies;
- With input from relevant faculty and staff members, resolve outstanding issues in proposals and approve curriculum submissions for recommendation to the Senate;
- Reporting and making recommendations to Senate on:
 - the status of concept papers and program proposals, implementations, revisions, and discontinuation;
 - the progress of curricula review;
 - proposed revisions to relevant University policies,¹ including Policy No. 5012, “Course Syllabus,” and Policy No. 5009, “Program and Curriculum Development,” as appropriate;
 - the form and frequency in which the University Academic Calendar is published; and
 - other items of note arising out of the Committee’s work;
- Developing and approving the processes, standards, and guidelines for curricular changes, to ensure that curricula reviews are conducted in accordance with:
 - best practices in post-secondary education; and
 - relevant University policies,² including Policy No. 5009, “Program and Curriculum Development;”
- Establishing a schedule for revisions to existing courses to ensure that the curricula are consistent with the mission and goals of the University;
- Developing and approving the processes, standards, and guidelines for program approval;
- Periodically reviewing the policies and practices for the review and approval of curricular changes to ensure consistency and compliance with:
 - the mission, goals, and strategic priorities of the University; and
 - the responsibilities of the Senate;

¹ <https://www.ucanwest.ca/about/policies>

² <https://www.ucanwest.ca/about/policies>

- In consultation with other relevant Senate committees, review and advise Senate on the policies related to and the terms of affiliation and articulation agreements with other post-secondary institutions and educational bodies
- Establishing such subcommittees as needed to fulfill the Committee's responsibilities, as well as reporting mechanisms for these subcommittees; and
- Other duties as assigned by the Senate.

Membership and Terms of Office

The University Curriculum Committee will be composed of:

- Twelve (12) voting members, including:
 - Four (4) faculty members, including at least one (1) from Arts, Communication, and Social Sciences (ACSS) and one (1) from Graduate (2-year term)
 - Two (2) Program Chairs (2-year term)
 - One (1) Staff, Member of the Senate (1-year term)
 - One (1) Student, Member of Senate (1-year term)
 - Executive Dean (*ex officio*)
 - Registrar (*ex officio*)
 - Academic Director, Curriculum and Scheduling (*ex officio*)
 - Manager, Academic Advising (*ex officio*)
- Non-voting members, including:
 - University Librarian (or designate); and
 - Senate Secretary (also the Secretary for the Committee)

Total Membership: 14 (12 voting members)

Chair and Vice-Chair

The Committee will elect a Chair and a Vice-Chair from its ranks at the first meeting. Both will serve for a term of one (1) year.

The Chair must be a voting member of the Senate, and is responsible for:

- chairing the meetings of the Committee;
- preparing the agenda for meetings of the Committee;
- reporting the recommendations of the Committee to the Senate; and
- ensuring that the Senate policies and procedures are up-to-date and distributed to the University Community.

The Vice-Chair must be a voting member of the Senate and is responsible for:

- Chairing the meetings of the Committee in the Chair's absence; and
- Assisting the Chair in the fulfillment of their duties to the Committee.

Meetings

Meetings of the University Curriculum Committee are normally closed. A Committee may determine that the whole or part of any Committee discussion or document presented to the Committee must be held in confidence.

Meetings are usually open to visitors whom the Chair recognizes to speak to specific issues.

Meeting Schedule

The Committee meets on an as-needed basis, with a minimum of two meetings per year.

Quorum

Six (6) voting members

Tie votes

In the event of a tie, the Chair may vote to break the tie.

Reports to the Senate

The Committee will provide an annual report on its activities to the Senate in time for the November regular meeting and when requested by the Senate.

Approved and Revised by the Senate:

2022.10.13