

Program Curriculum Working Committees

Terms of Reference

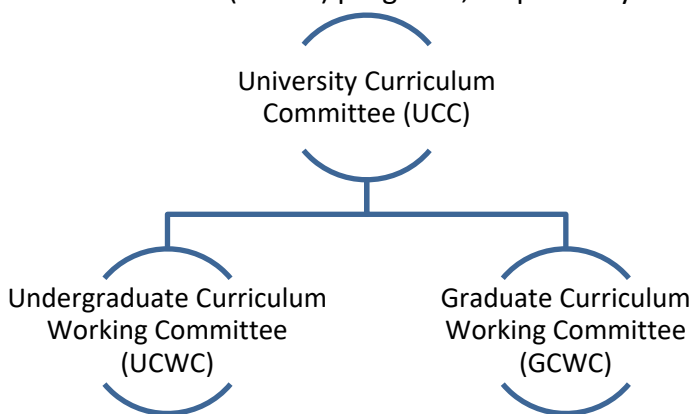
Responsibilities

The Program Curriculum Working Committees support the work of the Senate's University Curriculum Committee (UCC), by providing direct guidance and oversight for all curricular changes. These working committees are tasked with ensuring that changes to the curriculum are only considered based on a complete proposal, as per guidelines provided by UCC and which support UCW's Mission and strategic directions.

The Committees' responsibility is to:

- Oversee new courses and course updates for graduate and undergraduate programs, including calls for applications, new, revised, or discontinued courses.
- Review and provide recommendations on proposals for new programs.
- Work with UCC to develop the criteria and guidelines for Course Outlines/Syllabi.
- Receive and review all new, revised, and discontinued course outlines/syllabi that require UCC approval.
- Refine submissions, where needed to forward and recommend to UCC for approval.
- Advise and make recommendations to UCC on policies that impact curriculum (such as *Policy 5012 – Course Syllabus*).
- Provide resolutions, explanations for outstanding issues in proposals and curriculum submissions for recommendation to the University Curriculum Committee.

There are two Program Curriculum Working Committees: one for Undergraduate (UCWC) and the other for Graduate (GCWC) programs, respectively.



Membership and Terms of Office

The **Undergraduate Curriculum Working Committee (UCWC)** will be composed of:

Seven (7) voting members, including:

- Three (3) faculty members representing each of the undergraduate programs (2-year term)
- One (1) Department Chair or Vice Chair (2-year term)
- One (1) designated by the Registrar (ex-officio)
- One (1) designated by the University Librarian (ex-officio)
- Director, Curriculum and Quality Assurance

The **Graduate Curriculum Working Committee (GCWC)** will be composed of:

Nine (9) voting members, including:

- Three (3) faculty members, one from each graduate program department (2-year term):
 1. Leadership and People Management
 2. Marketing, Strategy & Entrepreneurship
 3. Quantitative Studies
- Three (3) Department Chairs or Vice Chairs, one from each graduate program department (2-year term)
- One (1) designated by the Registrar (ex-officio)
- One (1) designated by the University Librarian (ex-officio)
- Director, Curriculum and Quality Assurance

Selection of Faculty members

Call for nomination to be circulated to all the faculty members.

Eligibility

- Continuing faculty member
- Has experience and knowledge regarding the programs at UCW.

Nominee to provide short statements describing how they meet the above criteria. To specify for which graduate program applying for. Nominee form to be sent to the UCC Chair and Senate Secretary.

Nominee form

First name:	Last name:
Designation:	

Name of the Graduate program applying for (applicable for GCWC only):
Email address:
Number of years of work experience at UCW:
Statement: 1. Why are you interested in this committee?
2. What relevant curriculum, quality assurance and program development experience do you have to contribute to this committee?

Elections

- Senate Secretary will run the elections.
- Timelines would be shared to all the faculty members.
- Each faculty member will have an option of casting their vote.

Chair

Each Committee will elect a Chair from its ranks at the first meeting for a one (1) year term.

The Chair is responsible for:

- Preparing the Committee's meeting agenda;
- Chairing the Committee meetings;
- Ensuring to invite an Advising department representative, whenever pre-requisites/co-requisites are affected;
- Reporting on the Committee's recommendations to UCC;

Meetings

Meetings are usually closed, although the Chair can invite and recognize speakers to address specific issues.



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Meeting Schedule

Each committee meets monthly (or as needed).

Quorum

More than 50% of the voting members.

Tie votes

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

Reports to the University Curriculum Committee

The Committee will provide an annual report on its activities to the UCC at least 3-weeks prior to the UCC's October regular meeting and when requested by the UCC.

Approved and Revised by the Senate:

