

Curriculum Committee Terms of Reference

1. PURPOSE

The Curriculum Committee is a standing subcommittee of the Education Council. The purpose of the Committee is to advise and make recommendations to the Education Council on college curriculum, primarily through the review of course outlines.

2. DUTIES AND RESPONSIBILITIES

This Committee is responsible to make recommendations to Education Council as per the College and Institute Act and Policy 8101 Academic Programs. The advisory function of Curriculum Committee may include, but is not limited to providing:

- a. Recommendations on new course development or course review.
- b. Support curriculum design, development, delivery, and evaluation; and the development and alignment of activities, outcomes, and assessments.
- c. Support the Quality Assurance process in the alignment of program outcomes to course outcomes and assessments.
- d. Provide feedback on curriculum planning, educational policy related to curriculum, and any other curriculum matter.
- e. Provide clarity on communication (e.g. course descriptions, learning outcomes, etc.)

3. MEMBERSHIP

- a. The membership shall consist of 10 voting persons and effort will be made to have representation from various campuses, groups, and individuals based on expertise and interest in curriculum development, design, and assessment:

- Faculty/instructors
- Registrar or designate
- Students
- Teaching and Learning Centre

The following are standing members and are appointed:

- Educational Administrator
- Education Council Chair, or designate

- b. Student members shall serve renewable one-year terms all other members shall serve renewable two-year terms.

4. QUORUM

- a. A quorum shall consist of a simple majority of the current membership.
- b. If a meeting does not produce a quorum it can proceed. The recommendations of a meeting with no quorum shall be presented for approval to the next duly constituted meeting of Curriculum Committee for approval.
- c. In the rare instance that an urgent matter requires a timely decision, and there is no quorum, a motion can be presented and resolved by a majority email vote.

5. CHAIRPERSON

- a. The Committee shall elect a chairperson from its membership.
- b. The term of office for Chairperson is one year.
- c. The Chairperson will be responsible for developing an agenda for each meeting, distribution of discussion materials prior to the meeting, and managing all correspondence on behalf of the Committee, including the development and presentation of the Committee's annual report to Education Council at the Council's Annual General Meeting.
- d. The Chairperson shall be the contact person for the committee.

6. COMMITTEE MEETINGS - PROCEDURES

- a. All items need to be entered into CS and moved through the workflow process and be at the CC level 7 days before the meeting.
- b. Supporting documents (briefing note) are to be brought to the Chair or the Governance and Records Coordinator, or designate, at least ten (10) days prior to the meetings to ensure timely circulation to Committee members.
- c. All changes will be reviewed in Curriculum Strategy.
- d. Meetings will be held on a regular basis (normally monthly).
- e. Minutes of the meeting shall be taken by the Governance and Records Coordinator or designate. In the absence of the Governance and Records Coordinator, or designate, minutes will be taken by members of the Committee on a rotating basis then forwarded to the Chair for distribution.

7. REPORTING PROCEDURES AND TIMELINES

- a. Committee meeting minutes will be provided to Education Council.
- b. These Terms of Reference will be reviewed by the Curriculum Committee to align with the Education Council Bylaw review.
- c. The Chair of the Committee, with the assistance of the Governance and Records Coordinator, or designate will provide a report at Education Council's AGM.