

Curriculum Committee: Terms of Reference

1. Mandate and Role of the Committee

The Curriculum Committee reports to GFC. It is responsible for reviewing and approving proposed course changes and new courses within existing University curriculum from an institution-wide perspective, facilitating communication and providing quality assurance in academic programming. The Committee receives proposals from the School Councils and MFA Program Committee, approves new courses, and makes recommendations to GFC.

2. Areas of Responsibility

Evaluate and approve, on behalf of GFC, all substantive (more than 10%) proposed changes to existing and new credit courses.

- a. Review and approve all minor programs
- b. Discuss, advise, and develop curriculum and pedagogy that has implications across Schools, programs, and/or degrees

3. Composition

Voting Members (8)

- Chair: Dean, Academic Programs
- Four (4) School Directors, one from each of SCEM, SCCS, SCD and SVA
- Two (2) additional full-time academic staff members, one appointed from the BFA degree Schools and one from the BDes degree School, and one of these members must also be a member of the MFA in Craft Media Committee
- Registrar

A Vice-Chair elected from the above committee membership.

Non-Voting Member (1)

- Secretary, General Faculties Council

4. Quorum

Five (5) voting members, one of whom must be the Committee Chair or Vice-Chair

5. Terms of Office

- a. Directors of Schools will hold membership for the duration of their appointment.
- b. Faculty terms will be for two (2) years and can be renewed.

6. Delegated Authority from General Faculties Council

- a. Approve new courses
- b. Approve minors
- c. Approve changes to courses

7. Limitations to Authority

- Approval from this committee does not constitute an approval for a budgetary increase.
- This committee approves courses that may be part of micro-credentials, but micro-credentials must be approved by GFC.
- Substantive changes to curriculum such as the creation of new majors or programs must be approved by GFC.

8. Reporting to GFC

The Committee shall submit its minutes to GFC.

9. Links

Academic
Calendar
Procedure
Minors
Procedure Minors Proposal
Template Procedure Curricular
Change
Procedure Course Credit Matrix
Procedure
Grading and Progression Procedure
Degree Requirements
Graduate Studies Admission Procedure

Approved by General Faculties Council:
November 18, 2020
September 15, 2021
May 18, 2022