

# Curriculum Subcommittee: Terms of Reference

## 1. Establishment, Mandate and Role of the Committee

The Academic Planning and Oversight Committee (APOC) is responsible for quality assurance of academic programs and academic concerns relating to the University as a whole. The APOC hereby establishes a subcommittee called the Curriculum Subcommittee (the Subcommittee), and delegates to it the authorities set out herein. The Subcommittee serves as a vetting and advisory group to APOC in respect of the creation, modification, or termination of programs and changes to courses and curriculum.

## 2. Areas of Responsibility

1. Review and Recommend to APOC:
  - a. the creation, modification, suspension, and termination of all degree programs.
  - b. the creation, modification, suspension, and termination of all concentrations/minors.
  - c. the creation, modification, and deletion of undergraduate and graduate courses.

## 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

### Non-Voting Member (1)

- Secretary, General Faculties Council

## 4. Quorum

At least 50% of the voting members of the committee, plus one.

## 5. Terms of Office

- a. Directors of Schools will hold membership for the duration of their appointment.
- b. Faculty terms will be for three (3) years and can be renewed.

## 6. Reporting to GFC

The Committee shall report regularly to APOC.

Effective May 1, 2024