



Curriculum Committee of Education Council Terms of Reference

Last Approved by Education Council: June 2018; September 2015
Revised: November 2009, December 2010; October 2013; May 2018

Committee name:	Curriculum Committee
Type:	Standing Committee of Education Council
Chairperson:	An Education Council member is elected by Education Council at the December meeting for a one (1) year (January-December) term as Chair of the Curriculum Committee.
Responsible To:	Education Council
Purpose:	The Curriculum Committee is a standing committee of Education Council charged with ensuring that the College's curriculum development and review are consistent with approved processes and undertaken in full compliance with educational policies and the legislative requirements of the College & Institute Act.
Duties:	<p>The Committee will:</p> <ol style="list-style-type: none">1. Review, discuss and evaluate curriculum proposals for alignment and quality assurance.2. Provide advice and support on curriculum development, approval and implementation processes.3. Determine whether proposals are major or minor in nature.4. Recommend revisions to curriculum documentation and proposals as required.5. Approve minor changes to curriculum.6. Make recommendations to Education Council to approve major changes to curriculum.7. Make recommendations to Education Council to approve curriculum for new courses and programs.8. Conduct an annual review of curriculum documentation and templates and make recommendations to Education Council.9. Conduct an annual review of the status of curriculum documentation and submit a priority update list to Education Council.10. Strike ad hoc committees as required.
Authority:	The Committee acts in an advisory capacity to Education Council as directed by Articles 14.1 to 14.9 of the Education Council bylaws or as directed by the Council.
Timeframes and Reporting:	Curriculum Committee meets monthly (normally), and reports to Education Council at the meeting following the Committee's meeting.
Membership:	Members do not have to be Education Council members to serve on Education Council Committees.

The Committee is composed of the following members:

1. One (1) Education Council member elected by the members of Education Council as Chair.
2. One (1) faculty member from each School or Centre, one (1) faculty member from the Library and Learning Centre, and one (1) faculty member from Student Development, selected by the respective faculty representative on Education Council. The faculty representative sitting on Education Council shall be responsible for initiating and conducting a selection process for their area.
3. One (1) administrator from the Centre for Continuing Studies appointed by the Dean of Continuing Studies.
4. One (1) representative from Indigenous Education and Community Engagement appointed by the Director of Indigenous Education and Community Engagement.
5. One (1) representative from International Education appointed by the Director of International Education.
6. One (1) support staff representative selected by the Support Staff representatives of Education Council.
7. One (1) student selected by the student representatives of Education Council.
8. One (1) dean appointed by the Vice President - Academic, Students and Research representing administration.
9. One (1) administrator from Student Development.
10. Vice President, Academic, Students and Research.
11. Registrar or designate.
12. Education Council Chair, ex-officio.

Length of Term:	All terms will be two (2) years in renewable alternating terms.
Quorum:	The quorum shall be five (5) members.
Other Resources:	<p>The Education Council Recording Secretary provides support as needed. This person is responsible for collecting curriculum submissions, preparing and distributing documents, agendas and notes, and providing organizational support for meetings.</p> <p>Chair release time equals 25%.</p>
Notes:	Notes are taken at all committee meetings. A summary of these notes is forwarded to the Chair of Education Council by the Chair of the Curriculum Committee.
Communication with Council:	Business arising from the Curriculum Committee meeting may be forwarded as agenda items to the Education Council through the Council Executive. The Committee Chair presents any proposed curriculum changes in the form of a motion to Education Council. The Chair assists the curriculum developer in presenting information to Education Council.