



Terms of Reference

Program and Curriculum Committee

1. Mandate

- 1.1. The Program and Curriculum Committee reviews and coordinates all program and curriculum matters for the Faculty. It recommends proposals to Arts and Science Faculty Council, except where Council has delegated authority to the Committee to act on its behalf.

2. Accountability

- 2.1. The Committee is a Standing Committee of Arts and Science Faculty Council. The Committee faculty Co-Chair will provide an annual report to Council and submit further recommendations as required for Council consideration.

3. Composition

- 3.1. The Committee will consist of the following members:
 - 3.1.1. Dean or Dean's delegate(s), *ex-officio*. One delegate shall serve as administrative Co-Chair of the Committee.
 - 3.1.2. Two representatives from the Humanities [Alternating Two-Year Terms]
 - 3.1.3. Two representatives from the Social Sciences [Alternating Two-Year Terms]
 - 3.1.4. Two representatives from the Natural Sciences [Alternating Two-Year Terms]
 - 3.1.5. One Decanal Appointee [One-Year Term]
- 3.2. Up to two members in section 3.1.1 will be appointed by the Dean.
- 3.3. Members in sections 3.1.2 to 3.1.5 will be tenured or tenure-track.
- 3.4. Decanal Appointee (3.1.5) is chosen for the purpose of professional development and is usually drawn from the list of candidates who stood, unsuccessfully, for the most recent election to this committee.
- 3.5. The faculty Co-Chair is elected by the Committee from amongst its members for a one-year term. Decanal appointee identified in 3.1.5 is not eligible to be Co-Chair.
- 3.6. All members in 3.1 are voting members, though the Co-Chair presiding over the meeting customarily does not vote. The presiding Co-Chair normally exercises the right to vote only if a committee vote is tied.
- 3.7. Quorum is the presiding Co-Chair and at least five other members, though every effort will be made to encourage the robust participation of all.
- 3.8. If a member is absent (without sending regrets) for two consecutive meetings within the academic year, the Faculty of Arts and Science Executive Committee may fill the member's position for the remainder of the term, except for ex-officio members.

4. Roles

- 4.1. To examine proposals for new programs and changes to existing programs and to recommend their approval, as appropriate, to Arts and Science Faculty Council.
- 4.2. To review and to coordinate additions, deletions, and revisions to the Faculty's curriculum.
- 4.3. To review and to recommend program admission criteria.
- 4.4. The Committee looks for evidence that recommendations have emerged from Faculty planning processes; are aligned with mission, mandate, strategic directions, and academic policies; and meet the standards established by relevant external bodies.
- 4.5. Roles of the Co-Chairs:
 - 4.5.1. Role of the faculty Co-Chair:
 - 4.5.1.1. Accepts recommendations for agenda items
 - 4.5.1.2. Sets the agenda for each meeting in collaboration with the administrative Co-Chair
 - 4.5.1.3. Reviews meeting materials prior to circulation
 - 4.5.1.4. Presents items to Executive Committee and/or Faculty Council as needed
 - 4.5.2. Role of the administrative Co-Chair
 - 4.5.2.1. Collaborates with the faculty Co-Chair regarding meeting organization
 - 4.5.2.2. Schedules meetings in collaboration with the governance administrator
 - 4.5.2.3. Reviews meeting materials prior to circulation
 - 4.5.2.4. Acts as liaison with the Office of the Dean

5. Cooperation and Consultation

- 5.1. The committee will seek expert feedback within and outside the Faculty. The committee will solicit input from others in the Faculty who may be affected by a recommendation, and a representative from any area submitting a recommendation to the committee may attend the initial meeting when it is discussed. When appropriate, consultation will be sought with other units across the University.

6. Program and Curriculum Guidelines

- 6.1. New courses and proposed changes to programs of study including degree requirements and program learning outcomes will normally be recommended to the Arts and Science Program and Curriculum Committee from individual Departments. These proposals will, in turn, normally be recommended to Arts and Science Faculty Council by the Committee. See Program and Curriculum Approval Matrix for detailed information.
- 6.2. For changes to individual courses please see the Program and Curriculum Approval Matrix for detailed information.



- 6.3. In the case of a contentious decision, the presiding Co-Chair of the Committee may choose to escalate that decision to Faculty Council.
- 6.4. The Program and Curriculum Committee will ensure that proposed changes affecting other units, within and beyond the Faculty of Arts and Science, have been shared for consultation. Where appropriate, motions of endorsement or recommendation will be secured. Departments proposing changes will be responsible for starting these conversations, as well as for engaging Institutional Analysis and Planning, when required.
- 6.5. At the request of the Dean, review and discuss various curricular matters that may impact the Faculty.