



## **CURRICULUM COMMITTEE**

### **Terms of Reference**

#### **MANDATE**

To review curriculum endorsed by the Faculty of Fine Arts and Communications' (FFAC) departments and explore other curriculum related issues of interest.

#### **ROLES**

- Review and recommend new program proposals to the FFAC Council
- Review and recommend significant changes to programs of study and program regulations to the FFAC Council
- Review and recommend changes to admission criteria to the FFAC Council
- Consult, or recommend consultation, with external bodies or reviewers as required
- Review and approve Master Course Syllabi (MCS)
- Review and recommend transfer agreements to the Dean for which FFAC programs are receivers
- Identify and facilitate opportunities for cross-curricular learning for students
- Discuss institutional or faculty curricular themes
- Provide feedback and advice to members and the Dean(s) on curricular issues
- Other curricular issues that may emerge

#### **ACCOUNTABILITY**

The FFAC Curriculum Committee is a standing committee of the FFAC Council.

#### **COMPOSITION**

- **Dean and/or Associate Dean:** ex-officio voting members
- **Department representatives:** one (1) tenured or tenure-track member from each department. If a department does not have a candidate, the position may be filled with a member-at-large on a one- (1) year interim basis
- **Members-at-large:** one to three (1-3) additional tenured or tenure-track faculty members elected by Council
- **Chair:** a tenured or tenure-track faculty member of the committee selected by the voting membership of the committee
- **Vice-Chair:** a tenured or tenure-track faculty member elected by the committee (from among eligible members who are interested in the position). The Vice-Chair will chair meetings in the absence of the Chair
- **Resource staff:** as required, non-voting members

#### **TERMS OF OFFICE**

- Terms for faculty members are two (2) years in length with a maximum of two (2) consecutive terms. Following two (2) consecutive terms, a member may return to the committee after an absence of one (1) year
- Terms will be staggered with approximately half of the members retiring each year

#### **COMMITTEE OPERATIONS**

- Typically, eight to ten (8-10) meetings throughout the year as required
- Support provided by the Office of the Dean
- Meetings are normally open and confidential matters may be considered in camera

- Ad hoc sub-committees or working groups may be established as needed. Any such committees or groups will report back to the Curriculum Committee
- A member who is unable to attend a meeting may send a substitute, however, substitutes will not have voting privileges
- If a member has unexcused absences for three (3) regular meetings within the academic year, the FFAC Executive Committee may declare the member's position vacant, except for ex-officio members. A faculty member will be elected to fill the remainder of the member's term in accordance with the committee Terms of Reference

**Approved by FFAC Council on October 23, 2018 (motion FFACFC-05-10-23-2018).**