

**Program and Curriculum Committee
Faculty of Health and Community Studies Council
Grant MacEwan University**

Terms of Reference

Approved by Faculty Council: November 26, 2012

Approved by Faculty Council as amended: April 22, 2013

Approved by Faculty Council as amended: February 8, 2017

1. Mandate

To advance the goal of ongoing quality assurance and innovation for Faculty of Health and Community Studies programs by reviewing curriculum and programs and advising on curricular issues.

2. Responsibilities

- 2.1. Examine recommended changes to programs
- 2.2. Examine proposals for new courses and programs (degree, diploma and certificate) and make recommendations
- 2.3. Examine and make recommendations on course changes
- 2.4. Recommend consideration of suspension and/or termination of programs
- 2.5. Review and recommend faculty response to program reviews and action plans
- 2.6. Review and recommend changes to program admissions and admission criteria.
- 2.7. Examine transfer issues as required
- 2.8. Liaise about curricula issues
- 2.9. Other program and curriculum issues as required
- 2.10. Provide recommendations to Faculty Council as required

3. Accountability

- 3.1. The Faculty of Health and Community Studies Program and Curriculum Committee is a Standing Committee of the Faculty of Health and Community Studies Council.
- 3.2. The Committee Chair will provide a report and submit recommendations as required for the Faculty Council's consideration.

4. Composition

- 4.1. The Program and Curriculum Committee shall consist of the following:
 - 4.1.1 Dean or designate
 - 4.1.2 At least 5 appointed continuing, probationary or full-time limited term faculty members. In order to reflect the diversity of the Faculty of Health and Community Studies, at least 1 member will be selected from each of the departments/schools: Department of Allied Health and Human Performance, Department of Child and Youth Care, Department of Human Services and Early Learning, Department of Public Safety and Justice Studies, and the School of Social Work.
 - 4.1.3 The chair will be selected from the committee by the Dean.

5. Term of Office

- 5.1. Members shall serve three-year terms, except for those serving by virtue of their positions. Terms may be renewed. Initially, some members may be selected for two-year terms to provide for ongoing renewal of membership over time and to maintain appropriate representation.

6. Operations of Committee

- 6.1. Shall meet monthly as required.