

Program and Curriculum Committee Terms of Reference

Recommended by Program and Curriculum Committee: May 2, 2016

Approved by School of Continuing Education Council: May 24, 2016

1. Background

- 1.1. The School of Continuing Education Program and Curriculum Committee (SCE PCC) advances the goal of ongoing quality assurance and innovation for programs of MacEwan University School of Continuing Education (SCE) and provides the opportunity for collaborative involvement of all members of the School of Continuing Education in supporting this process.

2. **Mandate** The SCE PCC is a standing committee of the School of Continuing Education Council. The committee reviews School of Continuing Education curriculum and programs and makes recommendations to the School of Continuing Education Council.

3. Accountability

- 3.1. The SCE PCC reports to the School of Continuing Education Council. The committee Chair will submit an annual report for approval by School of Continuing Education Council.
- 3.2. Minutes of the SCE PCC meeting will be forwarded to the SCE Dean's office for inclusion in the upcoming School Council meeting package.

4. Role

- 4.1. The role of the SCE PCC is to facilitate and improve the process for program and course development and review. The SCE PCC reviews program proposals to ensure they are consistent with the University's Mission, Mandate and Strategic Plan as well as with the School of Continuing Education vision statement and strategic priorities. Specifically, the SCE PCC will undertake the following functions for courses and programs offered by the School of Continuing Education:
 - 4.1.1. Review program proposals to ensure all are consistent with approved processes and policies.
 - 4.1.2. Review and recommend proposals for significant changes to existing programs. Significant revisions include changes that would affect the outcomes of the programs, redefine the general education and/or language requirements, readjust the curriculum due to external requirements, or that have interdisciplinary effects. (See Policy C1010, Program Approvals and Changes.)
 - 4.1.3. Review all program proposals including those for credit Certificates.
 - 4.1.4. Review and recommend all Block Transfer Proposals
 - 4.1.5. Review and recommend proposals for program suspension or closure of a program.
 - 4.1.6. Review and recommend course changes that are part of a certificate.
 - 4.1.7. Review and recommend Academic Program Review and program review follow up action plans.

- 4.1.8. Review and recommend changes to program Admissions and Selections Criteria.
- 4.1.9. Review and recommend changes to PLAR and Transfer Credits
- 4.1.10. To facilitate and to co-ordinate program evaluation reports and program self-studies.
- 4.1.11. Discuss and make recommendations on other academic matters as deemed appropriate by this committee. School of Continuing Education Council Program and Curriculum Committee Terms of Reference

5. Quorum

- 5.1. Quorum is a majority of Committee members, though the Committee will seek to ensure robust participation in its meetings.

6. Support

- 6.1. Support and coordination for the work of the SCE PCC is provided through the Dean's Office.
- 6.2. Consultation to facilitate and support the planning and development of proposals by Curriculum Development Teams, Faculty / School Committees or Program Coordinators and Managers, and faculty members is available through the Director of Educational Development at SCE who will connect with Institutional Analysis and Planning (IAP).

7. Membership

- 7.1. The membership of the SCE PCC is structured to ensure a comprehensive representation from the School of Continuing Education. Members are appointed for two-year or three-year staggered terms that may be renewed. Members shall serve until a successor is selected. Renewals may also include one-year terms to ensure an appropriate balance of new and continuing members. Membership of the SCE PCC will be determined by the School of Continuing Education Council. Members may be elected for one additional term. The Committee Chair will be the Director of Educational Development at SCE.
- 7.2. Dean of the School of Continuing Education
- 7.3. Senior Management
 - 7.3.1. Coordinator of University Preparation, Coordinator of English as an Additional Language (EAL), Director of Professional and Continuing Studies
- 7.4. Faculty and Academic Administration
 - 7.4.1. At least two Faculty Academic Members
- 7.5. Continuing Studies
 - 7.5.1. At least two Continuing Studies Members

8. Voting

- 8.1. All members of the committee may participate in all discussions. A Voting member is entitled to vote on all issues including proposals that originate from an area or department that a member may represent.
- 8.2. The Director of Educational Development SCE normally exercises this right only in the event that a Committee vote is tied.

9. Cooperation and Consultation

The committee will seek expert feedback within and outside the School of Continuing Education. The committee will solicit input from others in the School of Continuing Education 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.