

**School of Business Council**  
**Business Programs and Curriculum Committee**  
**Terms of Reference**

**1.0 Background:**

- 1.1 The Business Programs and Curriculum Committee (BPCC) is designed to advance the goal of ongoing quality assurance and innovation for courses and programs of MacEwan University School of Business and to provide the opportunity for collaborative involvement of all members of the School of Business in supporting this process.

**2.0 Mandate:**

- 2.1 The BPCC is a standing committee of the School of Business Council.
- 2.2 The committee approves School of Business curriculum and reviews programs and makes recommendations to the School of Business Council.

**3.0 Accountability:**

- 3.1 The BPCC reports to the School of Business Council. The committee will submit an annual focus statement and report for approval by School of Business Council.

**4.0 Role:**

- 4.1 The role of the BPCC is to facilitate and improve the process for program and course development and review. The BPCC reviews academic proposals to ensure they are consistent with the University's Mission, Mandate and Strategic Plan as well as with the School of Business vision statement and strategic priorities.
- 4.2 Specifically, the functions of BPCC include the following:
- 4.2.1 Review and recommend proposed significant changes to existing programs of study for credit 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.)
- Review all draft initiatives including those for credit Certificate, Diploma, Applied Degree, Degree, Post-diploma and Post-Degree Certificates.
- 4.2.2 Review and recommend all Block Transfer Proposals in the School of Business-
- 4.2.3 Review and recommend proposed program suspensions or terminations of programs.

- 4.2.4 Review and approve course changes, as per the following approved motion of School of Business Council:

**MOTION: SOBC-04-01-05-2016** *“That School of Business Council delegate to Business Programs and Curriculum Committee (BPCC), recommendations of all new courses, course changes, and Master Course Syllabi.” The motion was moved by Raina Rudko and seconded by Randy Jenne. All were in favour, and the motion was carried.*

Review and recommend proposed changes to program Admissions and Selections Criteria.

- 4.2.5 Discuss and make recommendations on other academic matters as deemed appropriate by this committee.

## **5.0 Quorum:**

- 5.1 50% of voting membership.

## **6.0 Support:**

- 6.1 Support and coordination for the work of the BPCC is provided through the Dean’s Office.
- 6.2 Consultation to facilitate and support the planning and development of proposed changes by Curriculum Development Teams, Faculty / School Committees or faculty members is available through Institutional Analysis & Planning (IAP).

## **7.0 Membership:**

- 7.1 The membership of the BPCC is structured to ensure a comprehensive representation from the School of Business.
- 7.2 Membership of the BPCC will be determined by the School of Business Council.
- 7.3 The Committee shall consist of:
- 7.3.1 TWO (two) Tenured, Tenure-Track, Professional Resource Faculty, or Full-Time Limited Term Academic Staff Members from each Department, to be selected by the Department Council in consultation with the Department Chair.
- 7.3.2 Potential committee members will be asked to provide a brief one- to two-paragraph biography and a one-paragraph statement on their interest in serving and potential contributions to the Committee.
- 7.3.3 Members shall serve two-year terms up to two continuous terms, or until their successor is selected, except for those serving by virtue of their positions (i.e. Chair and Associate Deans). Terms will begin on July 1<sup>st</sup>.

7.3.4 Selected members shall serve staggered terms to balance continuity with new perspectives.

Two members are selected in each year. Initially, FOUR members will serve terms of one year and FOUR members will serve terms of two years. Thereafter, FOUR members as necessary to fill expired terms will be selected in each year, for two-year terms.

7.3.5 Vacancies will be filled by the same procedure as members are selected in Sections 7.3.1 and 7.3.2 above.

7.3.6 The Committee Chair will be a faculty member.

7.3.7 Ex-Officio Members

7.3.7.1 The Dean or designate

7.3.7.2 Associate Deans

## 8.0 Resources

8.1 Academic Coordinator, Dean's Office.

8.2 Academic Coordinator, Institutional Analysis and Planning.

## 9.0 Voting

9.1 All members of the committee may participate in all discussions.

9.2 All *ex-Officio* and Faculty Members are voting members of the BPCC.

*Approved by School of Business Council: April 30, 2012*

*Revisions approved by School of Business Council, October 17, 2012*

*Revisions approved by School of Business Council, November 27, 2013*

*Revisions approved by School of Business Council, October 1, 2015*

*Revisions approved by School of Business Council, October 3, 2018*