Faculty of Arts and Science  
Program and Curriculum Committee  
Terms of Reference

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

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

Composition  
The Committee will consist of the following members:  
(a) The Dean of Arts and Science (or designate) ex-officio  
(b) The Director of Program Services ex-officio  
(c) Three faculty members from the Arts and Social Sciences and three faculty members from the Natural Sciences  
(d) One faculty member appointed by the Dean

Members in (c) will serve two-year renewable terms, with half of the members retiring in any given year. The member in (d) will serve a one-year term and is ineligible to serve consecutive terms.

The Committee Chair is to be elected, for a one-year term, by the Committee from amongst its members.

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

All Committee members may vote on any motion, though the Dean (or designate) normally exercises this right only in the event that a Committee vote is tied.

Roles  
(a) To examine proposals for new programs and changes to existing programs and to recommend their approval, as appropriate, to Arts and Science Faculty Council;  
(b) To review and to co-ordinate additions, deletions, and revisions to the Faculty’s curriculum;  
(c) To ensure that Master Course Syllabi are updated, at the departmental level, to reflect most recent iterations of a course;  
(d) To facilitate and to co-ordinate program evaluation reports and program self-studies;  
(e) To review and to recommend program admission standards.

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.
Cooperation and Consultation
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.

Program and Curriculum Guidelines
1. Proposed changes to program of study, majors, minors, and individual courses will normally be recommended to the Arts and Science Program and Curriculum Committee from individual Departments. These proposals will, in turn, be recommended to Arts and Science Faculty Council by the Committee.
2. The Program and Curriculum Committee, working with Council Executive and with Academic Governance Council, will develop forms and templates to facilitate more easily these proposed changes.
3. Arts and Science Council may delegate to the Program and Curriculum Committee its authority on some changes, as it sees fit. These changes would, in turn, come to Council for information only.
4. Changes to “Course Content,” “Learning Outcomes,” “Methods of Student Evaluation,” and “Textbooks/Learning Materials” will be made at the discretion of individual instructors or determined by departmental consensus.
5. Proposed changes to any of the other 26 fields on the Master Course Syllabus may be recommended to the Program and Curriculum Committee through a vote of Department Council.
6. Departments will make every effort to build consensus amongst its colleagues before making recommendations. Where significant differences of opinion remain, these will be noted as part of its submission materials.
7. New course proposals will be recommended to the Program and Curriculum Committee with a completed Master Course Syllabus.
8. 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. 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.
9. The Master Course Syllabus provides guidance to instructors, especially new instructors, and allows colleagues to seek consistency in course delivery and to encourage best pedagogy. But rather than serving as the ideal against which an individual offering of a course is measured for approval, the Master Course Syllabus is the institutional record of a course’s recent iterations.
10. The Program and Curriculum Committee will ensure that Master Course Syllabi are reviewed and updated in departments to reflect recent changes. Departments may review this material by any appropriate means, consistent with the discretion granted them through Department Council Terms of Reference.

Approved April 29, 2014