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.