

Douglas College Education Council Bylaws

Appendix 3 – Curriculum Committee

Terms of Reference

1. Mandate of Committee

The Curriculum Committee is a standing committee of the council established by the council under Bylaw 4.2.1.2 of the council bylaws.

The mandate of the Curriculum Committee is to advise and support the council regarding the council's authority under sections 23, 24 and 25 of the *College and Institute Act* relating to college, and in particular:

- (a) a proposal for a new course;¹
- (b) a change to an existing course;² or
- (c) a cancellation of an existing course.³

2. Responsibilities of the Committee

2.1 Definition of Curriculum Proposal

A curriculum proposal may consist of any of the following:

- (a) a proposal for a new course;
- (b) a change to an existing course; or
- (c) a cancellation of an existing course.

2.2 Committee Review of Curriculum Proposals

The committee shall review all curriculum proposals before they are submitted to the council for consideration. The committee shall not review incomplete curriculum proposals.

In its review of a curriculum proposal, the committee shall ensure:

¹ *College and Institute Act*, s 24(2)(f) decision-making authority of Education Council.

² *College and Institute Act*, s 24(2)(f) decision-making authority of Education Council.

³ *College and Institute Act*, s 23(1)(e) advisory (to board) authority of Education Council.

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- (a) that the curriculum proposal has been properly submitted using the prescribed software used by the college for curriculum development; and
- (b) that the curriculum proposal is consistent with all applicable educational policies and appropriately aligned with the curriculum guidelines of other related courses (e.g., pre-requisites).

2.3 Committee Submission of Curriculum Proposal to Council

When the committee has completed its review of a curriculum proposal it shall submit a report to the council in which it summarizes its review of the curriculum proposals that it is recommending to the council for approval.

2.4 Monthly Meetings

The committee shall meet monthly between September and June, and may meet more frequently and at other times at its discretion.

2.5 Annual Report to Education Council

The chair of the committee shall provide an annual report on the committee's activities to the council.

3. Membership

There shall be seven members of the committee but the council may appoint additional members.

The voting membership of the committee shall, to the extent reasonably possible, reflect the proportion of faculty, administrators, staff and students on the council.

The membership of the committee shall include at least one member of the council and may include non-council members.

The membership of the committee shall include the following six voting members:

- (a) three faculty members;
- (b) one administrator;
- (c) one staff member; and
- (d) one student.

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The membership of the committee shall also include the college registrar, or the college registrar's designate, as a non-voting member of the committee.

4. Recruitment of Committee Members

Potential committee members may be recruited and recommended for appointment in accordance with the past practice for a constituency group (faculty, administrators, staff, students) or a part of a constituency group (e.g. a specific Faculty) in relation to this committee.

Any recruitment of potential committee members shall include the chair of the education council to assist in identifying the expertise and experience that is needed for potential committee members.

Only the council shall appoint members of the committee.

5. Terms of Committee Members

Members of the committee shall have a two-year term and may be reappointed by the council to subsequent terms.

6. Selection of Chair of the Committee

The chair of the committee shall be elected annually by the members of the committee.

7. Duties of Committee Members

Committee members are expected to be prepared for all committee meetings.

Committee members shall attend all committee meetings and if any member fails to attend more than three committee meetings during their term that member may be removed from the committee by the council.