



<b>Policy Supporting Document:</b>	<b>E-1.6.1</b>
<b>Approved by:</b>	<b>Education Management Team</b>
<b>Policy Holder:</b>	<b>VP Education</b>

## SCHOOL CURRICULUM COMMITTEE TERMS OF REFERENCE

### Purpose / Rationale

To serve as the official body in the School for the review of programs and courses in accordance with the Camosun College Framework for Programs and Credentials and to make recommendations to the Dean.

### Responsibilities

1. Assess the benefits of the proposed curriculum changes.
2. Review proposed curriculum changes to ensure that
  - a) they support the School's strategic directions and goals;
  - b) they reflect appropriate standards for the School;
  - c) they reflect the needs of external bodies;
  - d) appropriate student needs have been addressed;
  - e) resource issues have been addressed;
  - f) the Registrar's Office checklist of needs has been addressed;
  - g) impacts on other Schools, departments and services have been addressed; and that
  - h) changes do not result in duplication of courses offered elsewhere in the School.

### Membership

All members of the School Curriculum Committee will be appointed by the Dean:

1. Approximately 5-8 people including
  - a) faculty representing a cross-section of the School;
  - b) a representative from the Registrar's Office;
  - c) the School Associate Dean;
  - d) a student representative registered in the School;

- e) a representative from Technology & Learning Support; and
  - f) a representative from Co-op (where appropriate).
2. Chair to be the School Associate Dean.

### Length of Term

Two year term, renewable.

### Committee Operations

1. Meetings are held on a regular basis in order to meet the deadlines of the Education Approvals process.
2. Meeting notes will be circulated to departments in the School and available to the College Community.
3. Established formats and processes will be used in putting forward new, and revisions to, programs and courses.
4. Administrative support will be provided by the School administration office.