



<b>Policy:</b>	<b>G-3.4</b>
<b>Approved By:</b>	<b>Education Council</b>
<b>Approval Date:</b>	<b>September 22, 2003</b>
<b>Amendment Date:</b>	
<b>Policy Holder:</b>	<b>VP Education &amp; Student Services</b>

## COLLEGE CURRICULUM COMMITTEE TERMS OF REFERENCE

### Purpose

To serve as the official body in the College for the review of programs and courses in accordance with the Camosun College *Educational Approvals Policy* (see link) and make recommendations to Education Council.

### Responsibilities

#### **Chair:**

1. To chair the meetings as the representative of Education Council.
2. To take recommendations forward to Education Council.
3. To consult with Schools as necessary.

#### **Committee:**

1. To ensure that curriculum changes are consistent with the College Strategic Plan and Education Plan.
2. To ensure that the School Curriculum Committee responsibilities have been met.
3. To ensure that curriculum changes meet College curriculum standards.
4. To identify potential duplication of courses within the College.
5. To ensure that College operations and resource issues have been addressed.
6. To conduct curriculum approval process orientations.
7. To review and revise the Curriculum Approval Handbook annually.

## Membership

The Chair of the College Curriculum Committee will be a voting member of the Education Council appointed by the Chair of Education Council. All other members will be appointed as follows:

1. One student member of the Education Council appointed by the Chair of Education Council.
2. One faculty member from each School appointed by the Dean.
3. One Dean representing EMT appointed by the VP of Education and Student Services.
4. A representative of the Registrar's Office appointed by the Director of Student Services/Registrar.

## Length of Term

All appointments to the College Curriculum Committee will be for one year, renewable.

## Committee Operation

1. The Committee will normally meet monthly except July and August.
2. Additional meetings will be scheduled as required.
3. Recommendations will be presented to Education Council for their endorsement.
4. Administrative support will be provided by the Office of the VP of Education & Student Services.

## Link to Related Policy

[E-1.6 Educational Approvals](#)