

Policy Number	2.1.3
Approval Body	Senate
Policy Officer	President
Approval Date	January 2009
Revision	September 2010

2.1.3 CURRICULUM PLANNING + REVIEW COMMITTEE

TERMS OF REFERENCE

Membership

Voting Members of the Committee

- Vice President Academic
- Four (4) Deans
- One (1) Faculty member from each Faculty, not necessarily the faculty member serving on Senate
- Three (3) students who are not necessarily the student members serving on Senate, one of whom will be a student in good standing from the Masters Program; two of whom will be students in good standing from the Bachelor Program
- One (1) staff member who is not necessarily the staff member serving on Senate
- Registrar or designate
- One (1) faculty member who is an academic advisor
- Three (3) members as appointed by the Senate
- President + Vice Chancellor / Chair of Senate (Ex-officio - voting)

Resource Personnel

- At the invitation of the Chair of the Senate, any other member of the University Community whose expertise and knowledge would be of benefit to the Committee.

General

- Membership on the Committee will be for a two (2) year renewable term approved at the September meeting of the Senate, or as soon as possible after the beginning of the academic term.
- In the event there are not enough candidates to fill the above positions, the Committee will operate as formed, reserving the right for the Chair of Senate to appoint individuals to fill any vacant spaces.
- In the event there are more candidates than the Terms of Reference indicate to fill the above positions, a ballot vote shall take place at a Senate meeting to determine the individuals who shall serve.

Chair

The Chair shall be elected by ballot vote annually at the first meeting of the Committee after the Senate has reviewed and approved Committee membership. The Chair shall report to Senate.

Authority and Mandate

The Committee reports to Senate, and has the authority to make recommendations to the Senate.

The Committee shall arrange for the following to be completed by the appropriate areas/Faculties/departments and brought back to the Committee for review and recommendation to Senate:

- 35.2(5)(c) set curriculum content for courses leading to certificates, diplomas and degrees
- 35.2(5)(k) set policies on curriculum evaluation for determining whether
 - i) courses or programs or course credit, from another university or body are equivalent to courses or programs, or course credit, at Emily Carr University; or,
 - ii) courses or program, or course credit, from one part of Emily Carr University are equivalent to course or programs, or course credit, in another part of Emily Carr University

The Committee shall develop, review and advise the Board, and develop, review and advise the Senate on the following. The Committee shall receive advice from the Board on the preparation, review and recommendations from the Board on the following:

- 35.2 (6)(d) Educational policies setting the priorities for implementation of new programs and courses leading to certificates, diplomas or degrees
- 35.2 (6)(e) Educational policies regarding the establishment or discontinuance of faculties

Conflict of Interest

Committee members must consider the Senate Conflict of Interest and Code of Conduct Bylaws prior to any discussion or resolution being considered that would affect the closure of a specific instructional program, area or Faculty, reductions in their operations, or other situations that might constitute any real, potential or apparent conflict of interest.

Meetings

Normally in October, November, December, February, March, April of each year, or at the call of the Chair of the Committee as required.