

DOCUMENT TITLE	School Curriculum Committee Terms of Reference
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HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	Dean/Associate Dean

## SCHOOL CURRICULUM COMMITTEE TERMS OF REFERENCE

### PURPOSE

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 curricular recommendations to the Dean who will determine the readiness of programs to move forward to the Integrated Curriculum Committee (ICC).

### RESPONSIBILITIES

1. Assess the benefits of the proposed curriculum changes.
2. Review proposed curriculum changes to ensure that:
  - a) They represent the highest standard of quality curriculum;
  - b) They support the School’s strategic directions and goals;
  - 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;
  - h) Changes do not result in duplication of courses offered elsewhere in the School and College; and that
  - i) College priorities for Indigenization and Applied Learning have been reflected.

### MEMBERSHIP

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

1. Approximately 5-10 people including
  - a) Chairs representing a cross-section of the School;
  - b) A representative from the Registrar's Office;
  - c) The School Associate Dean, normally as Chair of the SCC;
  - d) The faculty curriculum lead, who is also a member of the Integrated Curriculum Committee (ICC);
  - e) Representatives from Applied Learning, Co-operative Education & Career Services, Academic Advising (where appropriate);
  - f) A representative from the Centre for Excellence in Teaching and Learning (CETL);
  - g) A representative from IECC (usually the Indigenization Coordinator).
  
2. The School Curriculum Committee normally will be chaired by the 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. Administrative support will be provided by the School administration office.

### **LINKS TO RELATED CAMOSUN POLICIES**

- [E-1.6 Education Approvals](#)