**TERMS OF REFERENCE FOR THE STRUCTURE AND FUNCTION OF
THE FACULTY OF EDUCATION, COMMUNITY, AND HUMAN DEVELOPMENT
CURRICULUM COMMITTEE**

**A STANDING COMMITTEE OF THE FACULTY OF EDUCATION, COMMUNITY, AND
HUMAN DEVELOPMENT**

Approved by Faculty Council on April 1, 2022.

1. MANDATE AND RESPONSIBILITIES

The Faculty of Education, Community, and Human Development Curriculum Committee's (FECHDCC) work is guided by standards of high-quality curriculum, as defined by the Program Development and Quality Assurance Office, Undergraduate Education Committee (UEC), and the Graduate Studies Committee (GSC), and as practiced within the Faculty's departments and schools. It is also guided by the University's mandate, mission, values, and education and strategic plans. It serves as an advisory body to Faculty Council to ensure excellence and innovation in educational offerings, including responsiveness to the students and communities we serve. It supports non-traditional initiatives, including interdisciplinary programs, by encouraging discussion of new courses and by facilitating exploration of opportunities that may be noticed in discussion.

2. FUNCTION

The Committee's primary function is to advise Faculty Council and the Dean's Office on curriculum-related matters. As such, any proposed change to a program or course must be brought to the Committee for discussion and/or decision before it is presented to Faculty Council. FECHDCC's specific responsibilities are:

Review and approval of
   a. Proposed minor changes to existing courses
   b. Proposed minor changes to existing programs

   Decisions related to the above will be sent to Faculty Council as information items.

Review and recommendation of
   a. Proposals for new courses in existing disciplines
   b. Proposals for new courses in new disciplines
   c. Proposed major changes to existing courses
   d. Proposed major changes to existing programs
   e. Proposals for new degrees, majors, extended minors, minors, diplomas, or certificates offered within the Faculty of Education, Community, and Human Development (FECHD) or offered in co-operation with departments or divisions outside of FECHD

   Decisions related to the above will be sent to Faculty Council for discussion and decision.

Upon the recommendation of the Dean and Chair, special consideration may be given to programs, as per Policy 21 Undergraduate Course and Program Approval, to bypass the FECHDCC and be referred directly to Faculty Council.

3. MEMBERSHIP

3.1. FECHDCC Membership

Elected Members (Voting):

a. one faculty member from the Department of Applied Business Technology
b. one faculty member from the Department of Adult Education
c. one faculty member from the Department of Child, Youth & Family Studies
d. one faculty member or designate from the Department of Continuing Education
e. one faculty member from the Department of Information Studies
f. one faculty member from the Department of English Language Studies
g. one faculty member from the School of Social Work & Human Services
h. one faculty member from the Teacher Education Department
i. one faculty member from the Department of Upgrading and University Preparation
j. one academic advisor from the Advising Centre

Ex-Officio:

a. Dean of Education, Community, and Human Development (voting)
b. Associate Dean of Education, Community, and Human Development (voting)
c. Committees Assistant of Education, Community, and Human Development (non-voting)

If a member must be absent from a meeting, they must arrange for an alternate representative from their department or school to attend in their place.

3.2. Length of Term

Elected members will serve two-year terms. When possible, terms will be staggered to help ensure continuity. As such, some members will initially serve two-year terms, while others will serve one-year terms. Decisions about the lengths of initial terms will be made voluntarily or randomly.

3.3. Election of Members

Departments and schools have flexibility on how to choose their representatives. A member may volunteer, be appointed, or elected by their area. Elections will normally be organized and conducted by the Faculty of Education, Community, and Human Development Committees Assistant.

All nominees and representatives must submit completed nomination forms that include an expression of interest, outlines their commitment to curriculum-related business, and agrees to the conditions of membership.

3.4. Chair and Vice-Chair

The Chair will be an elected member of the Curriculum Committee and serve a two-year term. The chair has the dual role of representing the perspective of their program while also acting as chair of the meeting. The Curriculum Committee will elect a Vice-Chair annually, at its September meeting.

The Chair will work with the Dean and Committees Assistant on the following.

   a. Setting the meeting agenda
   b. Meeting regularly to review and separate submissions for the agenda into major and minor items. The Chair and Committees Assistant will highlight any editorial issues that exist at this stage and may return these documents to departments and schools for corrections before inclusion in agenda packages.
   c. Consulting, as needed, outside meetings to collect information, answer questions about the course approval process, and facilitate discussion between course and program developers
   d. Representing FECHDCC at Faculty Council and reporting a summary of discussions
   e. Staying informed about, and communicating to members, all relevant changes to curriculum-related policies and quality-related curriculum decisions in the Program Development and Quality Assurance Office, UEC, and GSC

4. MEETINGS

Quorum consists of more than 50% of voting members. FECHDCC embraces the principles of academic freedom and consensus, with the goal of ensuring space for everyone to share their thoughts and opinions. Decisions will be determined through voting by a simple majority.

Typically, the FECHDCC will meet once per month between September and June. Under normal circumstances, discussion and voting takes place during FECHDCC meetings. In the event of extenuating circumstances or unforeseen events that cause disruptions to regular meeting schedules, discussion and voting may be conducted exclusively by e-mail or electronic meeting, at the discretion of the Dean and Chair. In cases of electronic voting by e-mail, all members must be polled for a minimum of three business days and the number of votes cast must be equivalent to, or exceeded by, the quorum for the decision to be carried. The results of such votes will be reported via e-mail and recorded in the meeting's minutes.

Course and program designers will be responsible for ensuring all members of the Committee have the necessary documentation as well as for making final revisions from the recommendations the Committee has given.

The Committee's work will be supported by the designated Committees Assistant, who will be responsible for continuity of workflow and records management.

5. TERMS OF REFERENCE

These Terms of Reference shall be reviewed at least every three years.