

FACULTY OF SCIENCE CURRICULUM COMMITTEE (FSCC)

A Standing Committee of the Faculty of Science

Terms of Reference

1. MANDATE

The Faculty of Science Curriculum Committee (FSCC) serves as an advisory body to the Faculty of Science. The FSCC reviews new and revised credentials, programs and courses under the purview of the Faculty of Science for accuracy, feasibility, academic relevance, and academic quality. It does so while recognizing the diversity of program needs.

2. DEFINITIONS

In an effort to maximize committee effectiveness and minimize redundancies in faculty council, the FSCC groups its deliberations into two categories for purposes of reporting to Science Faculty Council (SFC), both of which are defined below:

Significant Changes include all major course and program changes, as defined by UEC, and are brought to SFC for approval.

Reportable Changes include all minor course and program changes, as defined by UEC. Reportable changes are brought to SFC as information items in the meeting agenda, and are discussed and voted upon only at the request of one or more faculty.

3. RESPONSIBILITIES

The FSCC is responsible for the review of changes to existing programs and courses, and all new programs and courses, according to the following criteria:

- Accuracy
- Feasibility
- Academic Relevance
- Academic Quality
- Alignment with Program and/ or Institutional Learning Outcomes

Accordingly, the FSCC shall:

- I. Approve reportable changes and inform SFC.
- II. Review and provide a recommendation to the SFC for approval for:
 - a. Significant changes;
 - b. New disciplines;
 - c. New interdisciplinary programs housed outside of the Faculty of Science that require faculty review and approval;
 - d. Changes to the requirements of credentials under the purview of the Faculty of Science;
 - e. Changes to entrance requirements of credentials under the purview of the Faculty of Science;

- f. Policy changes from within the Faculty of Science that impact the delivery of Science-related programming;
- III. Provide a forum for discussion of and recommendations for changes to other program areas that involve courses and disciplines within the Faculty of Science, to be followed by:
 - a. Departmental submission of recommended proposal to the appropriate Area or Committee for approval;
 - b. A note of approval to be forwarded by the FSCC chair to the chair of the relevant committee for verification;
- IV. Provide a forum for discussion of:
 - a. New curricular initiatives related to the Faculty of Science;
 - b. Annual and multi-year curricular planning within the Faculty of Science, as reflected within the Education Plan and other documents;
 - c. New and innovative models for program and course delivery, and potential problems arising from these;
 - d. Suggested changes to procedures that will improve Science offerings.
- V. Provide a forum to review and (potentially) recommend approval of all requested exceptions to graduation requirements for credentials under the purview of the Faculty of Science. (This does not include requests for exceptions to disciplinary requirements, such as the requirements of a major or minor.)

4. MEMBERSHIP

- I. Voting Membership:
 - a. The department head or designated faculty member representing each of the following disciplines: Agriculture Technology, Biology, Chemistry, Computer Science, Geoscience, Mathematics / Statistics, Physics, and Planning, Geography, and Environmental Studies;
 - b. A representative from the Advising Centre with expertise in Science.
- II. Ex-officio and Non-voting Membership:
 - a. Dean of the Faculty or designate;
 - b. A representative from Upgrading and University Preparation.

Other guests may be present for committee proceedings as required and will be considered non-voting members. Such individuals may include:

- a. Department heads and/or course and program developers who will speak to specific proposals and changes;
- b. Program Development Coordinator;
- c. Representatives of program areas outside of the Faculty of Science, as invited by committee;
- d. Other individuals who will provide needed input to review of curriculum of relevance to the Faculty of Science.

5. FSCC PROCEDURES

Any new curriculum developments or changes that affect credentials under the purview of the Faculty of Science must first be presented to the FSCC for review and approval, prior to continuing to the SFC. Department heads and program representatives are responsible for

forwarding appropriate materials for review, including official course outlines and supporting memoranda, to the committee assistant for the FSCC by agenda deadline.

Reportable items that have been granted final approval by the FSCC will be brought to SFC as information items. Any member of the Faculty of Science Council may request that an item be brought forward for discussion and vote at the faculty council meeting at which it is on the agenda. After these items have been reported to SFC, they will be forwarded to UEC for final institutional review and approval. Items that have been designated as significant by the FSCC will be brought to SFC as decision items. Final approval of these items may then be provided by the SFC.

The committee assistant will record any changes to proposals that are required for committee approval, and will work with the department heads, program representatives, and assistants to ensure that these changes are reflected in the materials forwarded to council. The committee assistant will also ensure that items that are proceeding as information items are subsequently forwarded to UEC for institutional review.

FSCC business will normally be carried out at regularly scheduled meetings where there is quorum. In extraordinary and unforeseen circumstances, such as weather-related closures, discussion of urgent matters may be completed through alternate media. This can include conference calling or on-line technologies. Voting, in these cases, may be completed on-line. A record of these discussions and votes must be kept as part of the official meeting minutes.

6. QUORUM

Quorum shall be five voting members.

7. CHAIR

The Dean of the Faculty shall assume the role of chair, until such time as a chair may be elected. Nominations for chair are made at the first meeting of the academic year. Committee membership will then select a chair from among nominees. The Chair will be elected for a two-year term.

The chair is responsible for the following tasks:

- a. Organizing the agenda, in consultation with the committee assistant;
- b. Consulting with program areas and others outside of the Faculty of Science, as needed to support committee business;
- c. Representing the FSCC at SFC;
- d. Introducing those items which need faculty-wide decision at SFC.

In the event that the Chair is unable to attend a meeting, an ad hoc chair will be nominated by the Chair and approved by the Committee membership prior to the meeting, either at the previous meeting or by email communication.

8. AGENDA AND MINUTES

- a. The committee's agenda will be set by the Chair in consultation with the committee;
- b. Minutes will be kept by a committee assistant appointed by the Dean;

- c. Agenda, minutes and written reports will be circulated to committee members at least three days prior to meetings, though normally committee members will be given at least seven days advanced notice on voting matters.

9. MEETING TIMES

Meetings will be held once a month, as required, two weeks in advance of the Faculty Council.

10. REVIEW OF TERMS OF REFERENCE

A review of the terms of reference will commence two years following ratification of the terms of reference at the Faculty Council.

Approved by the Science Faculty Council:

November 3, 2023

December 2011, September 2014, May 2016, September 2017, January 2019,
October 2019, September 2020, October 2022

Next review date: September 2025