

## **Curriculum Committee of Academic Council Terms of Reference**

Approved by Academic Council 9 December 2015  
For implementation 1 April 2016

### **Mandate**

As a subcommittee of Academic Council, the role of the Curriculum Committee (CC) is to:

1. Offer advice, feedback, coaching and education to the university community on:
  - The Learning and Teaching Model and its implication for program and course design and quality
  - The quality standards of for-credit programs and courses offered by Royal Roads University
2. Approve new and revised courses
3. Recommend to Academic Council the approval of new programs and major redesign of existing programs
4. Approve minor program changes

### **Organization**

There are two bodies that constitute CC:

- CC Core is responsible for reviewing new and revised course curriculum proposals and minor program revisions
- CC Extended is responsible for reviewing proposals for new programs and major redesign of existing programs

A committee secretary will be appointed as a resource to CC Core and Extended.

### **Membership of Curriculum Committee Core**

- Chair appointed by Academic Council
- Registrar

### **Review Process**

- Proposal is submitted to secretary who logs and forwards the submission to the members
- Members select two Reviewers to review the submission
- Reviewers report their recommendations to members for decision
- Chair relays the final decision to curriculum developer
- In the event a decision cannot be reached by consensus, proposals will be referred to CC Extended for decision

### **Membership of Curriculum Committee Extended**

- CC Core
- Deans
- School directors
- Representative of the Centre for Teaching and Educational Technologies

## **Review Process**

- Proposal is submitted to secretary who logs and forwards the submission to the members
- Secretary convenes a meeting of CC Extended
- Chair relays decision to proposal developer
- Secretary to forward approved program proposals to Academic Council

## **Quorum and Voting**

A minimum of four members must be in attendance, either in person or by conferencing technology, in order to conduct the business of CC Extended

- Approval of proposals requires majority vote of members present; the chair will vote only in the case of a tie

## **Operations**

### **Meetings**

CC Core will meet as required and a minimum once per year will review committee process and make recommendations to CC Extended.

CC Extended will meet as required and a minimum once per year will make recommendations in support of item 1 of its mandate described above and may invite guests to contribute to discussions.

### **Agenda and Documents**

The secretary is responsible for logging all course and program proposal submissions. All decisions and final approved proposals will be posted to the CC website and communicated to the proposal developer and other stakeholders as appropriate. New program and major program redesigns will be forwarded to Academic Council for its review.

### **Creation of Ad-Hoc Committees and Consultation Processes**

Curriculum Committee, as it deems necessary, may establish ad-hoc committees or consultation processes in order to fulfill its mandate.