

Policy No.	Officer Responsible		
S1998-01	Senate		
Policy Name			
Senate Curriculum Committee Mandate and Structure			
Approved by	Replaces	Category	Next Review
Senate			2021
Date Issued	Date Revised	Related Policies, Reference	
December 1998	November 2016		

1. REPORTING

The Senate Curriculum Committee (SCC) is a standing Committee of Senate that makes recommendations to Senate.

2. MANDATE

- To review all course and program proposals and revisions to ensure that programs are consistent with the mission and goals of the University.
- To ensure that all programs and courses meet acceptable standards.
- To ensure that courses and programs follow Senate policy.

3. MEMBERSHIP

Members

Twenty-Five members including the Chair or Vice-Chair of Senate

The voting members consist of:

Fourteen faculty members (voting), one from each of the following areas will be solicited through Deans' Advisory Committees and recommended to Senate for appointment:

Humanities
 Social Sciences
 Science, Technology, Engineering and Mathematics
 Motion Picture Arts
 Design
 Performing Arts
 Business, International Programs, Projects and Partnerships
 Applied Business, Legal Studies, Communications
 Tourism and Outdoor Recreation Management
 Health and Education
 Global Stewardship, Public Administration & Human Kinetics
 Access and Academic Preparation

Library
Student Services

Three Students (voting), each from a different Faculty, will be solicited from the CSU, the wider student body, and/or Senate, and recommended to Senate for appointment.

Four Administrators (voting), Deans or Vice-Presidents, appointed by the President

Four Resource Members *ex officio* (voting):

Registrar
One Academic Advisor
Director of Continuing Studies & Executive Education
Chair or Vice-Chair of Senate

Terms of Office

Faculty members

Each Faculty member appointed by Senate serves a two-year term, beginning and ending on August 15th. In order to assure that faculty members have teaching schedules allowing them to attend SCC meetings, appointments to SCC will be made at the March Senate meeting in the year that the current member's term expires. Faculty members may serve consecutive terms.

Substitutes for Faculty Members

A substitute may attend in place of a faculty member who is unable to attend a Curriculum Committee meeting. The substitute must be from the same School as the absent faculty member. The substitute will have full voice, but no vote at the meetings.

Student members

Student members serve a one-year term beginning and ending on August 15th. Student members may be reappointed for subsequent terms.

Administrators

Administrators serve until the President replaces them with a new appointment.

The Chair

The Chair will be a member of Senate who is elected by the SCC from among its members for a two-year term. The Chair is normally non-voting, but may vote to create or break a tie. The duties of the Chair are as follows:

1. To chair the monthly meetings of SCC, to prepare agendas, and to ensure that the recommendations of the SCC are taken to Senate.
2. To ensure that information about the approval processes is kept up-to-date and distributed.

The Vice-Chair

The Vice-Chair shall fulfill the duties of the Chair in his/her absence, and shall assist the Chair in his/her duties.

4. CONDUCT OF MEETINGS

Schedule

Monthly and preferably two weeks before the Senate meeting.

Quorum

Ten voting members (including the Chair).

Visitors to Meetings

Meetings are usually open to visitors whom the Chair may recognize to speak to specific issues.