

TERMS OF REFERENCE

Curriculum Review Committee of Education Council

Committee Name

Curriculum Review Committee (CRC)

Type

Standing Committee of Education Council

Purpose

The Curriculum Review Committee is a standing committee of Education Council charged with ensuring curriculum development and renewal are consistent with the College's academic quality standards, Strategic and Academic Plans, approved processes, and undertaken in full compliance with educational policies and legislative requirements of the College & Institute Act.

Scope

The Curriculum Review Committee will categorize Education Council proposals into Substantive and Operational changes using the guiding document approved by Education Council. Operational changes will be reviewed and approved, to be received for approval by Education Council. Substantive changes will be reviewed and approved, to be forwarded for presentation at Education Council.

Duties

The Curriculum Review Committee will:

1. Review and evaluate all curriculum proposals to determine if proposals can be presented to Education Council. Review of curriculum proposals will ensure alignment with
 - a. academic quality assurance,
 - b. the Education Council approved curriculum reference guide,
 - c. the College's Strategic and Academic plans, and
 - d. all academic policy requirements.
2. Receive Continuing Studies Extended Learning, LEAP, and Professional Studies proposals for discussion and approval.
3. Determine which approved proposals can be forwarded to Education Council for
 - a. inclusion in the consent agenda for approval, or
 - b. discussion at Education Council for approval.

4. Forward approved proposals to Education Council. If a proposal is not approved, provide guidance/recommendations for next steps, referencing the criteria listed above.
5. Conduct an annual review of curriculum review documentation and make recommendations to Education Council.
6. CRC meetings will be recorded and the recordings kept for a period of 6 months.
7. CRC meetings will be held monthly on Thursday afternoons. CRC members will work with their departments to ensure they are available at this time.

Reporting and Timelines

The Curriculum Review Committee will normally meet monthly. Meetings will be held at least 12 business days prior to the next Education Council meeting, in accordance with the submission schedule that is approved annually by Education Council.

No proposals will be added to the agenda after the CRC submission deadline.

An extraordinary meeting of the CRC may be called by the Chair. The notice for such a meeting shall clearly specify the purpose of the meeting and shall be given at least six (6) working days before the meeting.

The Committee acts in an advisory capacity to Education Council as stipulated in Article Nine (Committees of Council) of the College's Education Council Bylaws.

Recommendations to Education Council will be provided at least 10 business days prior to the next Education Council meeting.

Membership

The Curriculum Review Committee will consist of:

- The Chair of the Curriculum Review Committee, elected by and from the members of the Curriculum Review Committee.
- One faculty member elected from each Academic Faculty who is not currently an Education Council member.
- A Curriculum Consultant from the Teaching and Curriculum Development Centre, appointed by the Department Chair.
- One representative from Continuing Studies, appointed by the Dean of Continuing Studies.¹
- One Academic Dean, appointed by the Provost and Vice President Academic and Students.

- Registrar or designate.
- One representative for Indigenous Education and Services, appointed by the Director, Indigenous Education and Services.¹
- One representative for the Centre for Intercultural Engagement, appointed by the Director, Centre for Intercultural Engagement.¹
- One at-large support staff, elected by support staff, who has a minimum of one year's experience working with admissions, registration, graduation, or curriculum at Langara College.
- Education Council Chair, ex-officio.

¹ Preference is given for appointees with curriculum development experience.

All members are elected or appointed for a two year term, renewable.

The Committee will promote values that reflect the employee and student diversity at Langara College. Some committee members should have the knowledge, training and/or lived experience required to inform conversations on ways in which curriculum can be equitable and inclusive and reflective of the diverse experiences, identities and perspectives of the College community and communities it serves.

Quorum

Will be 50% of the members plus one.

Operating Procedures

New members will receive copies of the Academic and Strategic Plans, academic policies, Curriculum Reference Guide, and Education Council Proposal Classification document. A new Curriculum Review Committee member will be appointed a mentor with at least one year experience.

Meetings will be governed by Robert's Rules of Order, except as otherwise provided.

The standard CRC meeting length is 1.5 hours.

The department or program representative will present their curriculum proposals to the Curriculum Committee. Members will recuse themselves from voting on documents they have developed or actively supported.

The Chair of the committee is encouraged to invite guests to provide additional expertise as needed.

Curriculum proposals not advanced to Education Council by the Curriculum Review Committee will be returned to the originator, but can be resubmitted to a future CRC meeting. Proposals

not approved by Education Council will need to be resubmitted to the CRC with a summary of changes.

Academic Policy proposals are not the purview of the CRC and will be reviewed by APPC prior to presentation at Education Council.

Elections will be conducted by the Registrar using the posted “Procedures for Election to the Langara College Curriculum Review Committee.” Postings will indicate the requirement to attend meetings at specific, regularly scheduled times. If an election does not result in a candidate for an Academic Faculty position, the Dean may appoint a faculty member. The Dean may sit on the committee in the interim for no more than one meeting.

Administrative support will be provided by the Education Council Secretary with the minutes stored in the Education Council office.

Items forwarded for the consent agenda must have unanimous approval by CRC members. Education Council retains the ability to remove any items from the consent agenda for full consideration.

Observers and Guests

Education Council standing committee meetings are open to the College community and members of the public.

Guests are invited by the CRC to report on proposals for educational program changes and for new educational programs. Presentations can be made to the CRC or provide information and a rationale that is helpful to CRC decision-making.

Observers are welcome to attend CRC meetings and may be called upon by the Chair to comment.

Amendments and Revisions of Terms of Reference

By giving a notice of motion at a regular meeting, the Terms of Reference may be considered for amendment at the next regular meeting of the CRC. The Terms of Reference require approval by Education Council.

May 23, 2023