

College of Arts Curriculum Committee (CACC) Terms of Reference A Standing Committee of College of Arts Council

Responsibilities:

The College of Arts Curriculum Committee (CACC) is responsible for ensuring excellence and innovation in educational offerings, including responsiveness to the students and communities we serve. It is guided by the standards of quality curriculum defined by UFV's Undergraduate Education Committee (UEC) and by the College of Arts' and UFV's mandate, mission, values, and strategic plans. It serves as an advisory body to the College of Arts Council (CAC) and the Dean's office on curriculum-related matters. Any proposed change to Arts programs and curriculum must go through CACC for discussion and/or decision.

Responsibilities include, but are not limited to:

Review and Approval of

- New courses
- Existing courses
- Minor changes, as defined by the [Procedures for Undergraduate Program and Course Approval](#), to existing programs

The above decisions will be sent by CACC to CAC as information items.

Review and Recommendation of

- Proposals for new degrees, majors, extended minors, minors, diplomas, or certificates offered by the College of Arts
- Proposed major changes, as defined by the [Procedures for Undergraduate Program and Course Approval](#), to existing programs offered by the College of Arts

The above will be sent by the proponent to CAC for discussion and decision.

Advise CAC and the Dean of Arts on

- Policies and procedures related to curriculum and program creation and review

The above proposals and/or recommendations will be sent to CAC for discussion and decision after advising the Dean.

Membership: 16 members

Elected, voting:

- 3 Social Sciences faculty
 - 3 Humanities faculty
 - 2 Creative Arts faculty
 - 1 faculty at large
 - 2 Arts students (any Arts faculty)
 - 1 faculty with experience Indigenizing curriculum
- *All representatives should be from different departments, disciplines or schools.

Ex-Officio, voting:

- Associate Deans, Co-Chairs
- Director of Advising or designate

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- Arts Completion Advisor with expertise in Arts programs and curriculum
- Indigenous Curriculum Developer, Teaching and Learning

Conditions of Membership

- Faculty terms are for 3 years
- Student terms are for 1 year
- Members can serve up to three consecutive terms
- Participation in professional development in curriculum planning
- Commitment to Arts curriculum and programming as a whole
- Commitment to staying current on issues related to quality curriculum and the future direction of an Arts education
- Regular attendance and participation in CACC Pre-check

Members who fail to uphold the conditions of membership may be asked by the Co-Chairs to resign from the committee.

Election of Members

The call for expressions of interests for vacant positions will be issued in anticipation of a faculty term ending or when a seat is declared vacant. Expressions of interests, outlining commitment to the conditions of membership noted above, will be made public to CAC members 5 business days before an election to ensure sufficient time for review.

Terms will be staggered to ensure continuity.

Chairs and Vice-Chair:

CACC will be chaired by the Associate Deans. The committee will elect a Vice-Chair from amongst the elected faculty members annually.

Attendance Policy:

If a voting, ex-officio member intends to be absent for two or more consecutive meetings, they are required to appoint a designate from their area to attend and vote on their behalf for the duration of their leave.

Meetings:

The College of Arts Curriculum Committee will meet monthly, normally on Friday mornings in Week 2 of the UFV meeting schedule. Agenda items and attachments must be made available to the administrative assistant by the agenda item deadline (typically the Tuesday of Week 1) for inclusion in the agenda package. Agenda packages will be distributed on Friday of Week 1.

Quorum and Voting

Quorum

Quorum consists of more than 50% of voting members.

Voting

CACC will vote by simple majority.

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Under normal circumstances, discussion and voting takes place during CACC meetings. In the event of extenuating circumstances or urgent business that requires a decision prior to the next scheduled CACC meeting, discussion and voting may be conducted by email or other electronic technologies, at the discretion of the Co-Chairs. In this case, all CACC members must be polled for a minimum of three business days and the number of votes cast must be equivalent to or exceed CACC's quorum in order for the decision to be valid. The results of electronic votes shall be reported via e-mail, as well as at the next CACC meeting and recorded in its minutes.

Agenda and Minutes

- The agenda will be prepared by the Co-Chairs and administrative support
- Agendas, and minutes will be circulated to the Committee members at least forty-eight hours prior to meetings, though normally Committee members receive agenda packages one week before meetings.

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