

UNIVERSITY OF THE FRASER VALLEY

TERMS OF REFERENCE FOR THE STRUCTURE AND FUNCTION OF FACULTY OF PROFESSIONAL STUDIES CURRICULUM COMMITTEE (FPSCC)

A STANDING COMMITTEE OF THE FACULTY OF PROFESSIONAL STUDIES

Approved by Faculty Council on December 7, 2018

1. RESPONSIBILITIES

The Faculty of Professional Studies Curriculum Committee's (FPSCC) work is guided by standards of high quality curriculum, as defined by the Program Development Office, Undergraduate Education Committee (UEC), and the Graduate Studies Committee (GSC), and as practiced within the Faculty's departments and schools. It is also guided by the University's mandate, mission, values, and Education and strategic plans.

The Committee's primary responsibility is to advise Faculty Council and the Dean's Office on curriculum-related matters. As such, any proposed change to a program or course must be brought to the Curriculum Committee for discussion and/or decision before it is presented to Faculty Council.

These are the FPSCC's specific responsibilities:

1.1. Review and approval of

- a. Proposed minor changes to existing courses
- b. Proposed minor changes to existing programs

Decisions related to the above will be sent to Faculty Council as information items.

1.2. Review and recommendation of

- a. Proposals for new courses in existing disciplines
- b. Proposals for new courses in new disciplines
- c. Proposed major changes to existing courses
- d. Proposed major changes to existing programs
- e. Proposals for new degrees, majors, extended minors, minors, diplomas, or certificates offered within the Faculty of Professional Studies (FPS) or offered in co-operation with departments or divisions outside of FPS

Feedback related to the above will be sent to Faculty Council for discussion and decision.

1.3 Special considerations

Upon the recommendation of the Dean and Chair, special consideration may be given to programs, as per Policy 21 Undergraduate Course and Program Approval, to bypass the FPSCC and be referred directly to PSFC.

2. MEMBERSHIP

The Curriculum Committee will consist of nine members, including the Dean (ex-officio).

2.1 Elected, voting:

- a. one faculty member from the Department of Adult Education
- b. one faculty member from the Department of Computer Information Systems
- c. one faculty member from the Department of Child, Youth & Family Studies
- d. one faculty member from the Department of Library & Information Technology
- e. one faculty member from the School of Business
- f. one faculty member from the School of Social Work & Human Services
- g. one faculty member from the Department of Teacher Education
- h. one academic advisor from the Advising Centre or one advisor from within the Faculty of Professional Studies

2.2 Ex-Officio, voting:

- a. Dean of Professional Studies
- b. Associate Dean of Professional Studies

3. LENGTH OF TERM

Members other than the Dean (ex-officio) and Vice-Chair (see (6), below) will serve two-year terms. Initial terms will be staggered to help ensure continuity. As such, some members will initially serve two-year terms, while others will serve three-year terms. Decisions about the lengths of initial terms will be made voluntarily or randomly.

4. ELECTION OF MEMBERS

Elections will normally be organized and conducted by the Faculty of Professional Studies Standing Committee on Nominations & Elections each April. The call for nominations will be made at the March Faculty Council meeting and subsequently communicated electronically to all council members.

Completed nomination forms must include an expression of interest that outlines the nominee's commitment to the following conditions of membership.

5. CONDITIONS OF MEMBERSHIP

To be eligible for membership, nominees must be committed to curriculum related to programs within Professional Studies and to professional development in curriculum planning, oversight, and maintenance.

6. CHAIR AND VICE-CHAIR

The FPSCC will be chaired by an elected member of the Curriculum Committee. The Chair will serve a two-year term. The Curriculum Committee will elect a Vice-Chair annually, at its September meeting.

The Chair, with the support of the Vice-Chair, is responsible for the following.

- a. Setting the meeting agenda
- b. Working with the Committees Assistant for the Curriculum Committee to maintain continuity in process
- c. Meeting regularly with the Committees Assistant to separate submissions for the agenda into major and minor items, whilst also serving as the frontline editor for reviewing official course outlines. The Chair and Committees Assistant will highlight any editorial issues that exist at this stage and return these documents to departments for corrections before these documents are circulated to FPSCC committee members in agenda packages.
- d. Consulting, as needed, outside meetings to collect information, answer questions about the course approval process in Professional Studies, and facilitate discussion between course and program developers
- e. Supporting the Committees Assistant to create a summary of discussions at FPSCC, to be presented to Faculty Council to facilitate discussion
- f. Representing FPSCC at Faculty Council
- g. Staying informed about, and communicating to members, all relevant changes to curriculum-related policies and quality-related curriculum decisions in the Program Development Office, UEC, and GSC
- h. Working with the Dean to recommend special considerations, per 1.3.

7. ELECTION OF ALTERNATES

In addition to an elected, voting member of the Curriculum Committee, each department/school and advising area noted in (2.1) above will also have an elected, voting alternate member from within the department/school/advising area. Normally, the election of alternates will follow the procedure in (4) above.

8. ATTENDANCE POLICY

If an elected member is absent or intends to be absent for three or more meetings annually, their seat will be declared vacant and an election will be held at the next possible Faculty Council meeting to fill the vacancy. In the interim, the alternate should attend meetings in the absence of the regular member.

9. MEETINGS

Before the start of every academic year, the Chair will work with the Committees Assistant to set the annual meeting dates. Typically, the FPSCC will meet once per month between September and June. As appropriate, the Curriculum Committee's business may also be conducted by e-mail.

10. QUORUM

Quorum consists of more than 50% of voting members.

11. VOTING

FPSCC embraces the principles of academic freedom and consensus decision making, with the goal of ensuring space for everyone to share their thoughts and opinions. When efforts at consensus fail, the Curriculum Committee will move to voting by a simple majority to ensure timely decision making.

Under normal circumstances, discussion and voting takes place during FPSCC meetings. In the event of extenuating circumstances or unforeseen events that cause disruptions to regular meeting schedules (e.g., closures due to weather or urgent business that requires a decision prior to the next scheduled meeting), discussion and voting may be conducted exclusively by email or via other electronic technologies (e.g., video chat), at the discretion of the Chair. In such cases, all members must be polled for a minimum of three business days and the number of votes cast must be equivalent to, or exceeded by, the quorum for the decision to be carried. The results of electronic votes will be reported via e-mail as well as at the next meeting. They will also be recorded in the minutes.

12. ADMINISTRATIVE SUPPORT

The Curriculum Committee's work will be supported by a designated Committees Assistant who will be responsible for continuity of workflow and records management. Specifically, the Committees Assistant will complete the following tasks.

- a. Send out the call for agenda items and draft an agenda for review by the Chair and Vice-Chair
- b. Record minutes of meetings
- c. Maintain electronic records for all Curriculum Committee business
- d. Track the flow of changes, proposals, and information through the University's approval processes
- e. Forward all information and approval items to Faculty Council
- f. Maintain a list of official review dates for all Professional Studies courses and communicate this information to departments on an annual basis, in order to help ensure timely review of courses

13. REVIEW OF THE TERMS OF REFERENCE

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