



Undergraduate Education Committee Terms of Reference

RESPONSIBILITIES

1. Advise Senate on curricular matters related to the undergraduate educational programs of the university.
2. Advise Senate on policies, procedures, and criteria for the admission, evaluation, withdrawal, and promotion of undergraduate students.
3. Advise Senate on the criteria for awarding certificates, diplomas, and degrees to undergraduate students.
4. Advise Senate on policies and procedures for review and approval of new and existing courses, programs, or curricular changes.
5. Review the recommendations of faculty councils, approve the recommendations where mandated by Senate to do so, and inform Senate.
6. Advise the Academic Planning & Priorities Committee on proposals for new programs and program revisions that may occasion a change to the alignment of programs with institutional priorities.
7. Make recommendations to Senate on the resolution of disputes between departments and other academic divisions related to undergraduate course and program development and delivery.
8. Establish such subcommittees as needed to fulfill the committee's responsibilities.
9. Other duties as assigned by Senate.

COMPOSITION

Voting Members

- Chair, a faculty member of the committee, nominated by the committee, and approved by Senate
- Vice-Chair, Registrar and Associate Vice-President, Enrolment Management (or designate)
- Nine faculty members, including at least one from each Faculty and at least two who are members of Senate, approved by Senate
- Two deans, or one dean and one associate dean, approved by Senate
- University Librarian or designated Librarian* (ex officio)
- One Academic Advisor approved by Senate
- One staff member approved by Senate
- Two undergraduate students approved by Senate
- Associate Vice-President, Teaching and Learning (or designate) (ex officio)

Ex Officio Non-Voting Members

- Provost & Vice-President, Academic (or designate)
- Associate Vice-President, Research, Engagement, and Graduate Studies (or designate)
- Executive Director, UFV International (or designate)
- AVP, Xwexwílmexwawt
- Manager, Enrolment Planning
- Associate Vice-President, Institutional Research and Integrated Planning (or designate)
- Associate Director, Program Development and Quality Assurance

- Director, Advising Centre (or designate)

Optional Non-Voting UEC Liaisons

- Representatives of Faculty Council Curriculum Committees not otherwise represented, nominated by the FCCC

Administrative Support

- UEC Assistant/Calendar Editor, Office of the Registrar

* Normally, the designate shall be appointed for a minimum of a one-year term to ensure continuity