

Education Council Standing Committee Curriculum Proposal Review Committees

Terms of Reference

The Curriculum Proposal Review Committees (CPRCs) are responsible for the quality of proposals from the program area. The Committees will report directly to Education Council. Education Council will retain final authority over the substantive issues posed in each proposal but, where changes are required, will refer other issues back to the appropriate CPRC.

The CPRCs will work within the criteria, processes and forms established by the Curriculum Criteria and Calendar (CCC) Committee. CPRCs may seek clarification and recommend changes, to the CCC Committee, on those criteria, processes and forms. Each CPRC will review and make recommendations to Education Council on:

1. Proposals for new certificates, diplomas and degrees.
 2. Proposals for revisions to existing certificates, diplomas and degrees.
 3. Proposals for new and revised courses in programs leading to certificates, diplomas and degrees.
 4. Proposals for course and program deletions.
 5. Proposals demonstrating breadth of perspective through substantive and broad-based consultation appropriate to the proposal.
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Membership

- **Business and Commercial Aviation** - five instructors/faculty members from representative subject areas within the Portfolio [continuing or regular employees]
- **Trades and Apprenticeship** - seven instructors/faculty members from representative subject areas within the Portfolio [continuing or regular employees]. In order to ensure broad discipline coverage, no more than two of the members may be from the same department.
- **Arts and Foundational Programs** – seven instructors/faculty members from representative subject areas within the Portfolio [continuing or regular employees]. In order to ensure broad discipline coverage, four of the members must be from Arts.
- **Health and Social Development** – five instructors/faculty members from representative subject areas within the Portfolio [continuing or regular employees]
- **Science and Technology** – five instructors/faculty members from representative subject areas within the Portfolio [continuing or regular employees]

- All CPRCs - two faculty members/instructors to represent knowledge outside the Portfolio [continuing or regular employees].
On each of the Business/Commercial Aviation, Trades/Apprenticeship, Health/Social Development and Science/Technology CPRCs one of these positions will be filled by a representative from Adult Academic and Career Preparation with a different AACP member selected for each Committee.
In the Arts and Foundational Programs CPRC one of the seven within-Portfolio members will be from the department of Adult Academic and Career Preparation. Accordingly an AACP member will not be selected to fill one of the positions representing knowledge outside the Portfolio on the Arts and Foundational Programs CPRC.
- 1 Program Dean or designate (*ex officio*)
- 1 Director of Continuing Studies and Corporate Development or designate (*ex officio*)

Members on each CPRC

Membership will normally include members from more than one college region.

Definitions:

Faculty member/instructor: “includes an instructor, librarian, tutor, counsellor, research associate, program co-coordinator or other employee of the institution [lab instructor, educational technology coordinator] that a collective agreement between the bargaining agents, as defined in section 1 of the *Labour Relations Code*, for the institution and faculty members specifies to be a faculty member.” [B.C. *College and Institute Act* 1.1]

Designate indicates an alternative member may be selected by the position named. For continuity, it would be best if the individual filling the position not change over the course of the year but a designate may be selected for a shorter time, including for one meeting.

With the exception of the Program Dean and Continuing Studies Director (or designate) *ex officio* positions Education Council members are not be eligible to serve on a CPRC.

Chair

The Chair will be elected annually, by the Committee, from among all members of the Committee.

A Program Dean or designate or Continuing Studies Director will not normally serve as Chair.

Meetings

There will be regularly scheduled meetings of the committee throughout the calendar year and additional meetings as required.

Quorum and Voting

All members, including designates, have voting privileges. A majority of the total membership is required for quorum. No member may fill more than one CPRC position.

Terms of Office

Instructors/faculty members may serve on this committee for terms of up to two years. Instructors/faculty members may be appointed to this committee for up to multiple consecutive terms. With the exception of the Program Dean or designate or Continuing Studies Director or designate, members of Education Council are not eligible for membership on Curriculum Proposal Review Committees.

Non-Voting Resources

A CPRC may include representation from the Registrar's Office, Library, Student Services, OC International, ESL, Program Advisory Committees, Educational Technology and other areas as appropriate, as non-voting resources.

Cross-portfolio proposals

Proposals containing curriculum that crosses portfolio boundaries will be reviewed by the CPRC representing the preponderance of curriculum although the proposer may choose to present the proposal to other CPRCs as well. Continuing Studies is responsible for selecting the CPRC most appropriate for a specific CS proposal.

The mandate, membership, and appointment of nominees to all Education Council standing committees are under the authority of Education Council. All regular or continuing instructors/faculty members are eligible for nomination to the CPRCs. Nominations may be submitted by any employee or department of the College and must include the information and signatures required of all nominations. Nominees are reviewed by the Operations Standing Committee to ensure balance and representativeness. Nominees will be reviewed and voted upon by Education Council.

Education Council is solely responsible for changes to the mandate and membership of all its standing committees. The same mandate will apply to all CPRCs.