

Education Council Standing Committee
Curriculum Criteria and Calendar Committee

Terms of Reference

The Curriculum Criteria and Calendar Committee (CCCC) will review and make recommendations to Education Council on:

1. Setting the criteria for curriculum proposals.
 2. Providing direction on the application of the criteria to proposal forms.
 3. Ensuring the accuracy of those portions of the calendar that fall under the purview and authority of Education Council.
 4. Providing direction on the effective organization of those portions of the calendar that fall under the purview and authority of Education Council.
-

Membership

- Education Council Chair (ex officio)
- Vice-President Education (ex officio) or designate
- One Education Council voting member (faculty)
- One Education Council voting member (faculty, educational administrator, support staff or student)
- Two added faculty members selected to ensure diverse knowledge
- Registrar or designate (ex officio)
- Manager of Student Information and Transitions (ex officio)

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. The individual filling the position will not change over the course of the year.

Chair

The Chair will be elected every two years by the Committee, from among those members who are also members of Education Council.

Meetings

There will be regularly scheduled meetings of the Committee throughout the calendar year.

Quorum and Voting

All members, including ex officio members, have voting privileges. A majority of the total membership is required for quorum.

Terms of Office

Education Council faculty and support staff members may serve on this Committee for terms of up to two years. Education Council student members may serve on this Committee for terms of up to one year. Education Council faculty, support staff and student members may be appointed to this Committee for up to three consecutive terms. Other faculty members may serve on this committee for terms of up to two years and may be appointed to this committee for up to three consecutive terms.

The mandate, membership, and appointment of nominees to all Education Council standing committees are under the sole authority of Education Council. All faculty members are eligible for nomination to the CCC Committee. 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 approved by Education Council.

Education Council is also solely responsible for changes to the mandate and membership of all its standing committees.

Note

Presentations by individual curriculum developers and review of individual programs are specifically excluded from the mandate of this Committee and this Committee will not act as an intermediary between Education Council and program area Curriculum Standing Committee(s). Additionally this Committee will not serve as an editing or advising body. Course and program development questions should be referred to the current Chair of Education Council.