

# Academic Senate - Faculty Courses Committees - Membership and Terms of Reference

## Section 1 - Membership

(1) Membership of the Faculty Courses Committee shall be as determined by the Executive Dean, with the exception that the Curriculum, Learning and Teaching Committee will appoint one person, from a different Faculty, who shall have a right of audience and debate on the committee. Where members are to be elected, these elections shall follow the timelines and procedures for elections to committees of the Academic Senate.

### Faculty of Arts Courses Committee

(2) Members:

- a. Executive Dean or nominee (Presiding Officer);
- b. Associate Dean
- c. Heads of School
- d. Presiding Officers of other Courses Committees in the Director, Organisational Development Faculty (including the Presiding Officers of the Board of Studies in Psychology and the Board of Studies in Social Work);
- e. Sub-Dean (Learning and Teaching);
- f. Sub-Dean (Graduate Training);
- g. Course Directors of the Campus Advisory Council Faculty

### Faculty of Business Courses Committee

(3) Members:

- a. the Executive Dean, Faculty of Business, Justice and Behavioural Sciences, or nominee (Presiding Officer);
- b. Associate Dean (Courses);
- c. Heads of Schools;
- d. Presiding Officer of MBA Board of Studies;
- e. all Course Directors;
- f. up to five academic staff nominated by the Faculty Board from the Schools of the Faculty in order to address any perceived lack of representation from areas not represented by any Courses Manager.

(4) Right of Audience and Debate:

- a. Management Accountant, Division of Finance Sub-Dean Learning and Teaching;
- b. Faculty Manager;
- c. Faculty Courses Manager;
- d. Courses Administrative Officers;
- e. appropriate Campus Security Officer Course Coordinator to speak to courses under consideration;
- f. an alternate academic staff member from each School of the Faculty (to be nominated by the Head of School)

may attend meetings with the right of audience and debate if the School member nominated by the Faculty Board is unable to attend; and

g. Manager, TAFE and Corporate Partnership

(5) Secretary to the Committee shall be the Governance Officer, Office of Academic Governance.

(6) The Committee shall meet four times a year.

## **Faculty of Education Courses Committee**

(7) Members:

- a. Executive Dean or nominee (Presiding Officer);
- b. Associate Dean (Teacher Education);
- c. Associate Dean (Early Childhood);
- d. Head of School, Education or nominee;
- e. Head of School, Teacher Education or nominee;
- f. Head of School, Human Movement Studies or nominee;
- g. Head of School, Information Studies or nominee;
- h. Head of School, Ontario School of Education or nominee;
- i. Director, Indigenous Education Centre or nominee;
- j. Sub-Dean, Professional Experience;
- k. Sub-Dean, Learning and Teaching;
- l. Sub-Dean, Curriculum and Faculty Development;
- m. two undefinedCourse Directors nominated by the Sub-Dean, Curriculum and Faculty Development;
- n. one Academic staff member from the School of Education, nominated by Faculty Board;
- o. one Academic staff member from the School of Teacher Education, nominated by Faculty Board;
- p. one Academic staff member from the School of Human Movement Studies, nominated by Faculty Board;
- q. one academic staff member from the School of Information Studies, nominated by Faculty Board;
- r. one academic staff member from the Ontario School of Education, nominated by Faculty Board.

(8) An alternate academic staff member from each School of the Faculty (to be nominated by the Head of School) may attend meetings with the right of audience and debate if the School member nominated by the Faculty Board is unable to attend.

## **Faculty of Science Courses Committee**

(9) Members:

- a. Associate Dean (Presiding Officer);
- b. Executive Dean or nominee;
- c. Head of School, Agricultural and Wine Sciences;
- d. Head of School, Biomedical Sciences;
- e. Head of School, Community Health;
- f. Head of School, Environmental Sciences;
- g. Head of School, Nursing, Midwifery and Indigenous Health;
- h. Head of School, Animal and Veterinary Sciences;
- i. Head of School, Dentistry and Health Sciences;

- j. One Course Director or nominee of Head of School, Agricultural and Wine Sciences;
- k. One Course Director or nominee of Head of School, Biomedical Sciences;
- l. One Course Director or nominee of Head of School, Community Health;
- m. One Course Director or nominee of Head of School, Environmental Sciences;
- n. One Course Director or nominee of Head of School, Nursing, Midwifery and Indigenous Health;
- o. One Course Director or nominee of Head of School, Animal and Veterinary Sciences;
- p. One Course Director or nominee of Head of School, Dentistry and Health Sciences; Sub-Dean Learning & Teaching;
- Sub-Dean International;
- q. Sub-Dean Professional Placements;
- r. Sub-Dean Research, Honours and Graduate Studies;
- s. Curriculum, Learning and Teaching Committee nominee, and
- t. The Faculty representative on the Curriculum, Learning and Teaching Committee.

(10) In addition to the above members, the Presiding Officers of all individual Courses Committees within the Faculty, the Course Coordinators/Advisers and the Course Quality Officer are granted right of audience and debate at Faculty Courses Committee meetings.

(11) Course Directors not appointed as members of the Courses Committee are also granted the right of audience and debate at Faculty Courses Committee meetings.

## Section 2 - Terms of Reference

(12) The Faculty Courses Committee shall have delegated authority from the Academic Senate with respect to all courses except Master Research Programs and Research Doctoral Programs, to:

- a. approve or otherwise proposals for new or revised courses, specialisations, majors and minors (and the subjects that comprise them) for addition in appropriate cases to the University Register of Awards and Courses (NOTE: Academic Senate has delegated to the Faculty Smart Learning Courses Leadership and Management Committees and the University Smart Learning Leadership and Management Committee authority for the approval of course and subject matters relating to early adopting courses in the Smart Learning process);
- b. ensure that documentation for new or revised courses, specialisations, majors and minors (and the subjects that comprise them) include all certifications or attestations required to demonstrate conformity with Academic Senate and Faculty policies and procedures designed to ensure the quality of such courses, specialisations, majors and minors including their relevance to the professions and industries they serve;
- c. ensure that details of courses and subjects approved in documentation before it are consistent with the official, advertised content of these courses and subjects published in the University Handbooks, CASIMS and other official publications and systems;
- d. provide advice to members of the Faculty on course planning matters; and
- e. provide advice to staff of the University involved in the administration of courses approved by the Faculty, including clarification where required of approved course documentation.

## Status and Details

<b>Status</b>	Historic
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