



Policy Number	2.1.3
Approval Body	Senate
Policy Officer	President + Vice-Chancellor
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## 2.1.3 CURRICULUM PLANNING + REVIEW COMMITTEE

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### TERMS OF REFERENCE

#### Membership

##### *Voting members*

- Vice President, Academic + Provost
- Four (4) Deans, one from each Faculty
- Four (4) Faculty members, one from each Faculty who are not necessarily the Faculty members serving on Senate
- Three (3) students who are not necessarily the student members serving on Senate, one of whom will be a student in good standing from the Master's Program; two of whom will be students in good standing from the Bachelor's Program
- Two (2) staff members, one of whom is an Academic Advisor
- Registrar / Secretary of Senate or designate
- Three (3) members, of whom at least 2 are Faculty members, as appointed by the Senate
- President + Vice Chancellor / Chair of Senate (ex officio)

##### *General*

- Membership on the Committee will be for a two (2) year renewable term approved at the September meeting of the Senate, or as soon as possible after the beginning of the academic term.
- In the event there are not enough candidates to fill the above positions, the Committee will operate as formed, reserving the right for the Chair of Senate to appoint individuals to fill any vacant spaces.
- In the event there are more candidates than the Terms of Reference indicate to fill the above positions, a ballot vote shall take place at a Senate meeting to determine the individuals who shall serve.

##### *Resource Personnel*

At the invitation of the Chair of the Committee, any other member of the University Community whose expertise and knowledge would be of benefit to the Committee.

**Support**

Support for the Committee shall be provided by the Executive Assistant to the Vice President, Academic + Provost.

**Chair**

The Chair shall be elected annually at the first meeting of the Committee after the Senate has reviewed and approved Committee membership. The Chair shall report to Senate.

**Authority and Mandate**

The Committee reports to Senate, and has the authority to make recommendations to the Senate. The Committee shall arrange for the following to be completed by the appropriate areas/Faculties/departments and brought back to the Committee for review and recommendation to Senate:

- 35.2(5)(c) set curriculum content for courses leading to certificates, diplomas and degrees
- 35.2(5)(k) set policies on curriculum evaluation for determining whether
  - i) courses or programs or course credit, from another university or body are equivalent to courses or programs, or course credit, at Emily Carr University; or,
  - ii) courses or program, or course credit, from one part of Emily Carr University are equivalent to course or programs, or course credit, in another part of Emily Carr University

The Committee shall develop, review and advise the Board, and develop, review and advise the Senate on the following. The Committee shall receive advice from the Board on the preparation, review and recommendations from the Board on the following:

- 35.2 (6)(d) Educational policies setting the priorities for implementation of new programs and courses leading to certificates, diplomas or degrees
- 35.2 (6)(e) Educational policies regarding the establishment or discontinuance of faculties

**Conflict of Interest**

Committee members must consider the Senate Conflict of Interest and Code of Conduct Bylaws prior to any discussion or resolution being considered that would affect the closure of a specific instructional program, area or Faculty, reductions in their operations, or other situations that might constitute any real, potential or apparent conflict of interest.

**Meetings**

Normally in October, November, December, February, March, April of each year, or at the call of the Chair of the Committee as required. A quorum of the Committee shall consist of 50% plus one of the eligible voting members.