Terms of Reference

Curriculum Committee

**Date last Updated** | May 31, 2017
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**Prepared by** | Melanie Train

### 1.0 Purpose
The Curriculum Committee is an advisory committee focusing on issues affecting undergraduate and graduate curriculum and course offerings.

### 2.0 Objectives
The goal of the Committee is to provide oversight and leadership in the development of courses, programs and curricula associated with them within the Faculty of Land and Food Systems. The Committee receives proposals from LFS programs, vets them and passes them on to Senate for approval. It applies rules, procedures and policies set forth by Senate and other Faculty committees. The Committee ensures that Senate guidelines and policies relating to curriculum are conveyed to LFS programs.

### 2.0 Membership
- Associate Dean, Academic (Chair)
- Assistant Dean, Learning Technologies
- Director, Student Academic Services
- Representatives of the following areas:
  - Applied Animal Biology
  - Plant and Soil Sciences
  - Food and Environment
  - Dietetics
  - Food Market Analysis
  - Food Resource Economics
  - Food Science
  - Human Nutrition
  - Global Resource Systems
  - Land and Food Systems (undergraduate)
- Student Services
Learning Centre
Undergraduate student representative
Graduate student representative

4.0 Procedures

Process:

1. Reviews proposals for:
   a) New, changed, and deleted courses, programs of study, degrees, and other credentials
   b) Changes, additions, or deletions to details presented on degree and diploma parchments, and on students’ transcripts of academic record
   c) New or changed admissions or transfer requirements and procedures
   d) Other changes to sections of the UBC Calendar pertaining to the Faculty of Land and Food Systems

Proposals may originate from individual instructors or Program groups, and are vetted by the appropriate Program group before coming to the LFS Curriculum Committee.

Category 1 changes (e.g., new courses, programs, or other changes that affect other Faculties) are normally presented at an LFS faculty meeting for approval.

For Category 2 curriculum changes as defined by the Senate Curriculum Committee (“changes to existing courses and programs, and the closing of courses” where there is no impact on another Faculty), recommendations from the Curriculum Committee are forwarded directly to the Senate Secretariat and communicated to LFS faculty members for information.

2. Facilitates information flow between Senate Curriculum Committee and Faculty of Land and Food Systems

3. Provides advice and recommendations to the Dean, Associate Dean Academic, and Program Directors regarding curriculum issues, as needed.

Decision-Making: The committee makes decisions by consensus whenever possible. If consensus cannot be reached, the proposal will be sent back to the originator(s) with feedback for review and revision. If after sufficient discussion and review has taken place, consensus still cannot be reached, a vote will be taken and the decision of the majority will prevail. Quorum is 6.

5.0 Meetings

The Curriculum Committee normally meets two times per month in September, October, January, and February and as needed at other times during the year, in alignment with Senate Curriculum Committee deadlines. Meetings can be cancelled if there are insufficient agenda items.
Curriculum Committee - Current Members (2016-17):

Christine Scaman, Associate Dean, Academic (Chair)
Cyprien Lomas, Assistant Dean, Learning Technologies
Christine Klaray, Director, Student Academic Services
Ronaldo Cerri, Applied Animal Biology
Mahesh Upadhyaya, Applied Plant and Soil Sciences
Karol Traviss, Dietetics
Jim Vercammen, Food Resource Economics
Chris Scaman, Food Science
Les Lavkulich, Global Resource Systems
Zhaoming Xu, Nutritional Sciences
Senator, LFS Undergraduate Society
LFS Graduate Student Council Member