# Divisional Graduate Curriculum Committee

# Terms of Reference

**ADOPTED:** September 1, 2021

## PURPOSE

The Divisional Graduate Curriculum Committee (hereafter "CC") is an advisory committee of the Vice-Principal Academic & Dean. The function of the committee is threefold:

1. To receive and REVIEW proposals for minor modifications to existing graduate academic programs and courses under UTM authority;
2. To ADVISE the CC Chair and Vice-Principal Academic & Dean on the content, quality, and feasibility of proposed curricular changes, ensuring consistency with UTM's mission, policies, and educational goals; and
3. To RECOMMEND proposed changes move forward for approval by the UTM Academic Affairs Committee (AAC), as appropriate.

## MEMBERSHIP

Membership of the Graduate CC shall include:

- Divisional Graduate CC Chair (Vice-Dean, Teaching & Learning);
- Divisional Graduate CC Vice-Chair (Manager, Academic Programs, Reviews & Quality Assurance);
- Vice-Dean, Graduate;
- Director of the Institute for Management & Innovation (IMI) (or a faculty designate);
- Director for the Master of Science in Biomedical Communications (MScBMC) Program (or faculty designate);
- Chief Librarian, or designate; and
- Program & Curriculum Assistant (recording secretary; from the Office of the Dean).

## RESPONSIBILITIES

- To provide recommendations on proposed minor graduate curricular changes to the CC Chair and Vice-Principal Academic & Dean that ensure:
  - Logical sequencing and integration of content;

- o Coherence across curricular paths;
- o Currency and relevance of content;
- o Appropriate pedagogy;
- o Consistent, valid, and reliable student assessment;
- o Reasonable expectations of student workload;
- o Feasibility of proposed changes within existing technological systems (e.g., ROSI, ACORN, Degree Explorer) and available resources;
- o Appropriate reflection of current transcript notations and procedures; and
- o Adherence to established UTM and School of Graduate Studies (SGS) practice and policy.
- To provide consultative feedback on standalone proposals of major (i.e. new programs) and minor (i.e. program changes that alter learning outcomes) modifications at the graduate level.

**PROCEDURE & PROCESS**

**I. MEETINGS**
- The CC Chair will call and conduct the meetings.
- The CC will meet a minimum of one time each academic year, usually during the month of December.
- Additional meetings may be called throughout the year at the discretion of the CC Chair.
- Electronic notice of each meeting will be sent out a minimum of three weeks prior to the meeting date. Notice will also be posted on the Divisional Graduate Curriculum Committee SharePoint site.
- Using the appropriate templates, curriculum changes are to be submitted to the "Curriculum Proposal Submissions" folder on the Divisional Graduate Curriculum Committee SharePoint site, approximately 3 weeks in advance of CC meetings.
- Members may request to present *for information* items related to graduate programs and curriculum at the meeting. This request must be made in writing to the CC Chair a minimum of 48 hours in advance of the meeting date. Upon approval of the request by the CC Chair, the item will be added to the meeting agenda.
- A meeting agenda and CC Proposal Report will be prepared by the Program & Curriculum Assistant (recording secretary) in collaboration with the CC Chair and Vice-Chair. The agenda and CC Proposal Report will be posted to the Divisional Graduate Curriculum Committee SharePoint site with notice circulated electronically to all committee members a minimum of 2 days prior to the meeting date.
- Members are expected to attend all meeting(s) to present proposals for curriculum changes, and offer feedback relevant to their area of expertise.
- Curriculum changes are to be presented by a member, in writing, to the CC via the CC Proposal Report.
- It is expected that wide consultation be sought by the proposing program prior to presenting curriculum changes to the CC.
- Proposals for major modifications that affect graduate programs must be brought forward for feedback to the CC as part of the consultation process.

- Curriculum changes with financial and resource implications will be reviewed by the Graduate Curriculum Resource Implications Committee.
- Recommendations will proceed to the Vice-Principal Academic & Dean on the basis of a consensus of members present at the scheduled meeting.

## II. ROLES

### i. Chair

The Vice-Dean, Teaching & Learning will serve as Chair on behalf of the Vice-Principal Academic & Dean and represents the Office of the Dean. The Chair ensures the management and effectiveness of the CC. The Chair reviews all curriculum change proposals and is responsible for ensuring that curriculum changes recommended for approval by the UTM AAC are satisfactory to the committee and consistent with UTM's mission, policies, and educational goals.

### ii. Vice-Chair

The Manager, Academic Programs, Reviews & Quality Assurance from the Office of the Dean will serve as Vice-Chair of the CC. In the event that the Chair is unable to attend a scheduled CC meeting, the Vice-Chair will serve as Chair. Additionally, the Vice-Chair serves as the Chair of the Graduate Curriculum Resource Implications Committee.

### iii. Members

CC members are invited to serve on the Divisional Graduate Curriculum Committee by the CC Chair to represent their unit/ program. CC Members can appoint a faculty/ librarian/ staff member within their unit/ program to the CC in their place and can request to present items *for information* at the CC meeting. Such requests must be made in writing to the CC Chair a minimum of 48 hours before the meeting date. CC members from an academic unit can present proposals for minor curriculum changes. An administrative staff member may accompany the Director or delegate to the CC meetings to provide support and assist with ensuring consistency with UTM policies and procedures. All CC members will offer feedback on proposals relevant to their area of expertise and recommend curriculum changes to move forward for approval by the AAC.

### iv. Invited Guests

The CC Chair may invite additional faculty or staff to participate in CC meetings as guests. Guests may be invited to offer feedback in a specific area or present curriculum change proposals that lie outside the scope of this Terms of Reference. Some guests may have a standing invitation to attend all CC meetings.

## III. MINUTES & REPORTS

- The CC Chair will review CC Proposal Report submissions to ensure they are consistent with the recommendations of the CC.
- Minutes will be recorded by the Program & Curriculum Assistant at each meeting.
- The CC Proposal Reports form the official governance document to be submitted to the AAC.

**IV. GOVERNANCE & APPROVAL**

- Where proposed changes are satisfactory to the CC, the Vice-Principal Academic & Dean will submit, to a future meeting of the AAC, a summary of the Divisional Reports and enter a motion to approve these.
- Proposed changes with unresolved issues (financial, resource or otherwise) will be held for further consultation and will not advance to AAC.