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**EDUCATION COUNCIL  
CURRICULUM COMMITTEE**

Terms of Reference

Policy Number: A-5.02.22  
Category: Terms of Reference  
Effective Date: January 24, 2023  
Approval Process: Education Council  
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**PURPOSE**

A subcommittee of the Education Council that ensures curriculum development and review are consistent with approved processes and undertaken in full compliance with educational policies. The Committee receives and reviews approval ready Course Outline and Program Information and Completion Guide submissions for all new credit courses and for major revisions to existing credit courses. The Committee receives and reviews new and revised Curriculum Guidelines and programs leading to Continuing Education Certificates. Upon the recommendation of the Committee, Education Council may grant final, formal approval of new College curriculum or substantive curricular additions, deletions, or changes to existing credit courses. This approval is in accordance with section 24 (f) of the College and Institutes Act (amended 1996), which charges Education Council with the power and the duty “to set curriculum content for courses leading to certificates, diplomas or degrees.”

**MEMBERSHIP**

Committee membership is determined by Education Council. (See NLC Education Council Bylaws 6.1 to 6.5)

At least two members of this committee must be members of Education Council:

- Minimum of three faculty members, reflecting the various discipline areas of the College, at least one of whom is a member of Education Council.
- Minimum of two staff members
- Minimum of one administrator
- Up to two students
- The Registrar or Associate Registrar must be an active or resource member of the Committee.

The Committee may number nine or more members but at no time may the number of faculty members fall below two.

**Quorum**

A meeting of the Committee may proceed when at least 50% of current membership is in attendance.

**Chair**

The chairperson will be elected annually by the members of the Committee. The Chair will prepare a report regarding the Subcommittee workings/progress at each Education Council meeting. This can be in person (Chair or delegate) or by written report submitted to the Education Council secretary.

**PARTICIPATION**

All committee members are expected to actively participate in reviewing all curriculum documents that are presented to the committee for review. It is recognized that committee members may be unable to review some documents due to conflicts with other commitments, unforeseen circumstances, or lack of expertise in the content presented. However, it is important that the Chair and Secretary be informed of any of these circumstances.

Where a committee member fails to participate in editing 60% of the documents presented in the 10-month Academic period, the Chair shall discuss the absences with the member and may recommend the member resign. The Chair may also then request by motion of the committee that the Education Council remove the absentee member and establish a new member.

**DUTIES**

- In accordance with Educational Policies, and on behalf of Education Council, the Committee will receive and review Course Outlines and/or Program Information and Completion Guides that have been approved as appropriate by the Dean's Committee and Administration Committee.
- When the Committee is concerned about any sections of the submission, the Chair will communicate queries or concerns to the Dean and authors of the document(s) and clearly indicate any changes required before the Committee recommends acceptance to Education Council.
- When the document author(s) and the Committee are satisfied that the process has been followed and policies adhered to, the Chair will report to the Education Council Chair that the documents have been reviewed and communicate the committee's recommendation.

**PROCESS**

- The Committee will meet monthly/as needed, to review submissions.
- Where submissions are satisfactory, the Chair will submit to the relevant Dean a summary report of curricular additions, deletions and/or changes, prior to the Dean's submission of the final documents to Education Council.
- The Chair reserves the right to request that a proposal be re-submitted once to conform to the guidelines indicated below. Submissions for consideration must be presented in the following manner:
  - The author (or their designate) of the submission will be invited to join the meeting.
  - The Chair of the committee may invite guests to provide additional expertise as needed or if the committee members require clarification. This may include the authors of the curriculum documents.

- The submission must describe, as specifically as possible, the program or course curricular requirements which necessitate restricted admissions criteria or language competency standards.
  - If the proposal constitutes a change to an existing requirement, the submission should highlight the changes only. In addition, the proposal must describe the consequences the new criteria will have for the program, the staff, and/or the students.
  - The submission must specify what methods will be used to determine if the criteria meet the intended objectives.
- All documents with recommendations made by the committee, will be made available to all Education Council members prior to the Education Council meeting where the submission will be brought forward for approval.
- Motions to approve new courses and or programs may take up to 2 months, curricular additions, deletions and/or changes will regularly be processed within a 1-month time frame unless major concerns or confusions present.

**History**

<b>Created/Revised/Reviewed</b>	<b>Date</b>	<b>Author</b>	<b>Approved By</b>
Created	January 2014		Education Council
Revised	October 2016		Education Council
Revised	June 2021	Curriculum Subcommittee	Education Council
Revised	January 2024	Curriculum Committee	Education Council

**Next Scheduled Review Date**

January 2028