

DOCUMENT TITLE	Integrated Curriculum Committee Terms of Reference
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HOLDER	VP Education

## INTEGRATED CURRICULUM COMMITTEE TERMS OF REFERENCE

### PURPOSE

As a Sub-Committee of Education Council, the Integrated College Curriculum Committee (ICC) is responsible for the review of curriculum leading to a Camosun College credential. The Integrated Curriculum Committee makes recommendations to Education Council for approval of curriculum in accordance with the [Camosun College Policy on Education Approvals](#).

### RESPONSIBILITIES

#### Committee:

1. To ensure that curriculum proposals are consistent with the College’s formal goals, values, and objectives in support of quality teaching and learning.
2. To review and evaluate curriculum proposals to ensure they meet established educational policies and standards.
3. To identify concerns in curriculum proposals and bring them to the attention of the Integrated Curriculum Committee Chair for discussion, resolution, and/or for referral to Education Council.
4. To apply education approval guidelines in recommending approval of curriculum proposals.
5. To identify the need for specific educational policy, standards, processes and communication materials, and bring them to the attention of the Integrated Curriculum Committee Chair for discussion, resolution, and/or referral to Education Council.

#### Chair:

1. To chair the meetings as the representative of Education Council.
2. To take recommendations from the committee for curriculum approval to Education Council and communicate any relevant issues or concerns to Education Council.
3. To work in partnership with the Coordinator of Education Approvals and Education Council Chair:
  - To ensure the smooth functioning of the Integrated Curriculum Committee.
  - To take recommendations for educational standards or educational policy to Education Council and/or VP Education.
  - To take curriculum concerns to the VP Education for resolution.
  - To consult with Schools as necessary.

## **MEMBERSHIP**

The membership will normally consist of:

1. The Chair of the Integrated Curriculum Committee. The Chair of the Integrated Curriculum Committee is a non-voting member of Education Council appointed by the VP Education in consultation with the Chair of Education Council. The Chair of the Integrated Curriculum Committee will generally be a faculty member with curricular expertise. (1 member)
2. Faculty Curriculum Leads (FCLs) representing each of the five Schools and the Centre for Sport & Exercise Education. FCLs will be faculty members who are appointed by the Dean. If no faculty member is available, the Dean or Associate Dean may sit on the committee in the interim. (6 members)
3. One faculty member from the Centre of Excellence for Teaching and Learning. (1 member)
4. One Indigenous faculty member who will guide the review of Indigenization plans within curriculum proposals. (1 member)
5. The Director, Education Policy and Planning or designate from the VP Education. (1 member)
6. The Registrar or designate. (1 member)

## **LENGTH OF TERM**

All appointments to the Integrated Curriculum Committee will be for two years, renewable.

## **COMMITTEE OPERATION**

1. The Committee will normally meet monthly September through June. Additional meetings will be scheduled as required.
2. Recommendations will be presented to Education Council for their approval.
3. The Coordinator of Education Approvals supports the work of the ICC committee by providing relevant documentation and information that contributes to the smooth functioning of the ICC and the education approvals process.
4. Staff Coordination support will be provided by the Office of the VP Education.
5. A quorum of 80% of the committee is required for all decisions leading to recommendation to Education Council.
6. Decisions will be made by consensus of 80% of the committee.

#### **LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS**

- [G-3.1 Education Council By-Laws](#)
- [E-1.6 Educational Approvals Policy](#)
- [E-1.6.1 School Curriculum Committee Terms of Reference](#)