



University
of Victoria

Faculty of Engineering

DRAFT 2

B.Eng. / BSENG Co-op Committee: Membership and Mandate

November 3, 2004

The purpose of this document is to define the membership and mandate of the B.Eng / BSENG Co-op Committee.

Membership:

- 3 All Faculty of Engineering Department Chairs or designate
- 1 Software Engineering Program Director – or designate
- 1 Engineering Co-op Program Manager
- 1 Undergraduate student in a BENG program selected by the ESS
- 1 Undergraduate student in the BSENG program selected by the ESS
- 1 Graduate student in a program in the Faculty of Engineering who has been involved in co-op at the graduate level – to be selected from and by the graduate students in the Faculty

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The Faculty Members on the Committee will select a Chair from amongst themselves on an annual basis. The Committee will select a secretary from amongst its members.

The Committee may from time to time invite whomever it sees fit to facilitate its work. Invitees have speaking but not voting rights.

Authority: The Committee is responsible for the ongoing review and initiation of procedures and policies to maintain and enhance the effectiveness of the B.Eng. / BSENG Co-op Programs.

The Committee reports directly to the Faculty at its regularly scheduled meetings and shall make recommendations to the Departments or the Faculty as appropriate.

The Committee is not responsible for the day to day administration / management of the B.Eng. / BSENG Co-op Programs which is the responsibility of the Engineering Co-op Program Manager under the authority of the Executive Director of Co-op.

Mandate: The Committee will meet as required and at least once per term. Designates may be appointed as indicated above but a designate should normally serve for at least three consecutive terms. Since the students involved are involved in co-op programs, it is likely the student representation will change from term to term

The Committee mandate includes but is not limited to

- annual review of the B.Eng. / BSENG co-op regulations and procedures as they appear in the university calendar and preparation of revisions to same for consideration by the Faculty
- advising the Engineering Co-op Program Manager on operational policies and procedures
- consideration of any B.Eng. / BSENG co-op related matters arising from within or from outside the Faculty
- advising the UPCC on any co-op issues involving two or more Department in the Faculty of Engineering that could potentially affect the delivery of undergraduate programs
- to serve as a discussion forum for initiatives or revisions that would improve the academic component of B.Eng. / BSENG Co-op programs
- advising the Dean on any other matters the Committee sees as opportunities for improving the offering of the co-op and degree programs in the Faculty.

The Committee will not consider matters concerning individual students unless asked to do so by the Dean. In particular, student appeals regarding Co-op related matters are considered by the Dean (academic matters) or the Executive Director of Co-op (administrative matters).
