



University
of Victoria

Faculty of Engineering

DRAFT 5

Co-op Liaison Committee: Membership and Mandate

November 12, 2004

The purpose of this document is to define the membership and mandate of the Faculty of Engineering Co-op Liaison Committee (CLC).

Membership:

- 1 Dean – Chair
- 1 Faculty member from the Faculty of Engineering appointed from and by the Computer Science / Mathematics Co-op Committee
- 1 Faculty member appointed from and by the B.Eng. / BSENG Co-op Committee
- 1 Engineering Co-op Program Manager
- 1 One Co-op Coordinator selected by and from the co-op coordinators supporting the B.Eng. Co-op Program
- 1 One Co-op Coordinator selected by and from the co-op coordinators supporting the BSENG. Co-op Program
- 1 One Co-op Coordinator selected by and from the co-op coordinators supporting the Computer Science / Mathematics Co-op Program
- 1 Executive Director of Co-op (or designate)
- 1 CEO of VIATEC (or designate)

9

The CLC will appoint a secretary from amongst its members.

The CLC may from time to time invite whomever it sees fit to facilitate its work and is to take appropriate steps to consult students. Invitees have speaking but not voting rights.

Authority: The CLC is intended as a forum for consideration of issues concerning the interaction between the Faculty of Engineering Co-op Programs and UVic Co-op. The CLC is also responsible for consideration of policies and procedures that affect all Co-op Programs in the Faculty.

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

The CLC reports directly to the Faculty at regularly scheduled Faculty meetings. The CLC does not have the authority to enact policy or procedure but is to prepare recommendations for consideration by the Departments and Faculty as appropriate.

A copy of the record of each meeting of the CLC shall be sent to the Executive Director of Co-op upon its approval. Copies of recommendations put forward by the CLC will be sent to the Executive Director of Co-op at the time they are sent to the Departments or the Faculty.

Mandate: The CLC will normally meet once per term and will normally be concerned with issues affecting future terms rather than the current term.

The CLC mandate includes but is not limited to

- annual review of the calendar or other University regulations and procedures that may affect all Co-op programs in the Faculty, and preparation of recommendations on same for consideration by the Faculty and/or the Departments
- first consideration of any Co-op related matters that affect all Co-op programs in the Faculty arising from within or from outside the Faculty
- preparation of responses to requests from the UVic Co-op Office regarding policies and procedures
- advising the UPCC on any co-op issues involving two or more Departments 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 interaction of Engineering Co-op programs with the outside community
- advising the Dean on any other matters the CLC sees as opportunities for improving the offering of the co-op and degree programs in the Faculty.

The CLC will not normally consider matters solely concerning only the Computer Science / Mathematics Co-op Program or the B.Eng. / BSENG programs, those matters being left to the Computer Science / Mathematics and B.Eng. / BSENG Co-op Committees, respectively.
