

**Faculty of Engineering Curriculum Committee**  
**Terms of Reference**  
**(Adopted Jan. 7, 1992; revised March 7, 2006)**

1. Status

The Faculty Curriculum Committee is a Standing Committee of the Engineering Faculty Council.

2. Mandate

a) To receive submissions from all Departments within the Faculty with respect to curriculum changes. Curriculum changes are defined to be:

- new courses or programs
- deletion of existing courses or programs
- changes in courses or programs
- changes in course numbers, units, titles, credit hours, or descriptions
- amendments to courses already being offered
- changes in pre-requisites or co-requisites

b) To assure that all curriculum submissions are made consistent with general Faculty and university formats.

c) To assure that all Departments and Faculties affected by proposed changes have been properly consulted before recommendations are presented to Faculty Council.

d) To consider submissions from the B.Eng. Programs Office specifically with respect to ENGR and other core program courses.

e) To receive submissions from the B.Eng. Programs Committee with respect to Faculty-wide B.Eng. program regulations.

f) To review changes proposed by other Faculties and Departments outside the Faculty of Engineering which have impact on programs offered by the Faculty and report such impacts to Departments and Faculty Council.

g) To undertake, as requested by Faculty Council, a review of programs (current or proposed) in order to provide guidance to Faculty Council in areas of curriculum development.

3) Composition

- The Associate Dean (Undergraduate Programs) as Chair
- One regular full-time faculty member (or her/his alternate) from each department of the Faculty, selected by the department from the members of the department's curriculum committee.
- One regular faculty member (or her/his alternate) selected from and by the regular faculty members on the BSENG Curriculum Committee, ex-officio and nonvoting.

- The Engineering and Computer Science/Math Co-op Manager, ex-officio and nonvoting.
- The Faculty of Engineering Administrative Officer as Recording Secretary.

4) Operation

The quorum of the Committee shall be the Chair plus 2/3 of voting members.

The term of office of all faculty members on the Faculty Curriculum Committee shall normally be for two years. New members shall commence their term of office in September.

The Dean's Office will provide limited secretarial support for the Committee but it is expected that individual departments will provide materials that originate from them in a format suitable for transmission to Senate.

Annually the Committee will set the deadline for receipt of curriculum changes (about September 15) and notify department chairs of this date and the number of copies of each submission which must be provided for the Committee's use.

In conducting its business, the Committee has the power to invite to its meetings any person whose advice may advance its objectives. In particular, in meeting the requirements of (g) above, it may create sub-committees consisting of members of the Committee as well as non-members to carry out specific studies on behalf of the Committee.