



University  
of Victoria

# Faculty of Engineering

## Undergraduate Programs Coordination Committee: Membership and Mandate

March 7, 2006

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The purpose of this document is to redefine the membership of the Undergraduate Programs Coordination Committee (UPCC) and to better define its authority and mandate.

### **Membership:**

- Associate Dean (Undergraduate Programs) as Chair
- All Faculty of Engineering Department Chairs
- Software Engineering Program Director
- Engineering and Computer Science/Math Co-op Manager
- Faculty of Engineering Administrative Assistant (nonvoting secretary)
- Dean (nonvoting observer)

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

**Authority:** The UPCC is an advisory committee and does not on its own establish policy or procedures. The UPCC is not an operational committee.

The UPCC is not responsible for program curriculum and will normally only consider curriculum issues to the point of advising where coordination amongst units might lead to more effective or more efficient program offerings.

The UPCC shall not normally consider issues or policies affecting only the BSENG program as that program is coordinated by the Software Engineering Program Board nor will it normally consider issues specific to a program or programs offered within a single Department.

**Mandate:** The UPCC will meet at least once per term and will normally be concerned with issues affecting future and not the current term. Members should send alternates only in exceptional circumstances.

The UPCC facilitates the operation of all the undergraduate programs in the Faculty of Engineering. Its primary function is to serve as a forum for discussion of issues and policies affecting the offering of undergraduate programs including but not limited to

- advising on the management of course access in all programs and for all students in the Faculty of Engineering

- advising the Dean when appropriate on the setting of admission targets for each program, program option and/or specialization
- seeking ways to optimize the use of resources and facilities amongst programs where appropriate
- considering, at least in the first instance, policy proposals, either from within or outside the Faculty, that affect the offering of undergraduate programs involving more than one Department in the Faculty
- advising the Dean and the Engineering and Computer Science/Math Co-op Manager (and through him or her, the Executive Director of Co-op) on academic matters affecting the relationship between co-op and undergraduate program offerings
- advising the Dean on any other matters the UPCC sees as opportunities for improving the offering of undergraduate programs in the Faculty.

The UPCC is also responsible for coordination with Camosun College regarding the Bridge Programs, but is not responsible for admissions to the bridge which is the responsibility of the Bridge Programs Coordinator or for curriculum issues which are the responsibility of the appropriate Departments.

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**Prior history:** The UPCC was formed in 2002. The brief description embodied in the Software Engineering Administrative Structure document V4.5, dated Aug 11, 2002, reads:

*The Faculty of Engineering Undergraduate Programs Coordination Committee coordinates all the undergraduate programs in the Faculty of Engineering including the BSENG program. This committee also oversees the Bridge program and transfers among undergraduate programs. An important mandate of this committee is the management of course access in all programs and for all students in the Faculty of Engineering. Admission targets for each program, program option and/or specialization are also set by this committee. This committee provides leadership and recommends rules and regulations regarding course entry for the entire Faculty of Engineering.*

*Members of the Undergraduate Programs Coordination Committee include:*

- *Associate Dean (Chair)*
- *Dean*
- *All Faculty of Engineering Department Chairs*
- *Software Engineering Program Director*
- *BENG Co-op Manager*
- *CSC/MATH Co-op Coordinator*
- *Bridge Programs Coordinator*