1. Composition:
   a. One member from each unit, recommended annually by the individual units by May 1st and approved by the Faculty at its May meeting.
   b. The Associate Dean Academic (or Dean’s designate), serving as Chair of the Committee.
   c. One undergraduate student from the Faculty of Social Sciences recommended by the UVSS.
   d. Ex officio and nonvoting: The Director of the Academic Advising Centre or a nominee; the Administrative Registrar or a nominee; and the University Librarian or a nominee.

2. Sub-committees:
The Curriculum Committee may appoint subcommittees from time to time consisting of members of the Committee as well as non-members, to carry out special studies on behalf of the Committee.

3. Quorum: The quorum of the Committee shall be three voting members.

4. Powers to invite persons to attend: On an ad hoc basis the Committee is empowered to invite to its meetings in a non-voting capacity any person whose advice may advance its objectives.

5. Administrative assistance: The Dean’s Office will provide administrative assistance.

6. Chain of responsibility: The Committee shall be responsible, through the Dean, to the Faculty of Social Sciences.

7. Liaison with Departments: In order that the Chairs of Departments and Directors of Schools and Programs in the Faculty may be informed about the general work of the Committee, the Dean or Associate Dean Academic shall report, from time to time, upon the deliberations of the Committee to these colleagues. The Committee shall maintain liaison with Departments and Schools in other Faculties through the Deans or Associate Deans of the respective Faculties.

8. Duties:
   a. The Undergraduate Curriculum Committee is responsible for reviewing undergraduate curriculum submissions from units, and has the authority to approve undergraduate
Curriculum submissions for recommendation to the Faculty. Curriculum submissions include:

i. Program changes: changes to the descriptions and requirements of academic programs

ii. Course changes: changes to individual courses, including new courses and course deletions

iii. Faculty undergraduate regulations and requirements

b. Annually to set the deadline for receipt of curriculum changes for each curriculum-change cycle. Consideration of any late submissions must first be authorized by the Dean.

c. Consideration on a continuing basis of the format and content of the Calendar under the purview of the Committee.

d. Consideration of matters concerning curriculum which may be recommended to it from time to time by the President, the Dean, the Senate, the Faculty, or any individual member of the Faculty.

04Apr97
revised:07Dec01
19Apr02 (re: membership – reversed)
13Sep02
20Apr07
02Oct14