



Date: 12 September 2024

To: Senate

From: Senate Committee on Curriculum

Re: **2023-2024 Annual Report**

The [Terms of Reference for the Senate Committee on Curriculum](#) define its scope and relationship with Senate and other Senate committees. Annually in October, the committee presents a report to Senate on its business and proceedings over the previous academic year.

The Senate Committee on Curriculum met three times in 2023/2024:
Cycle 3 - August 25, 2023
Cycle 1 - December 8, 2023
Cycle 2 - March 15, 2024

Through the 2023/24 academic year, the committee undertook the following work:

Review and approval of curriculum change submissions:

The Committee approved, and recommended that Senate approve, 925 submissions over the three Cycles (5 in C3, 488 in C1, 432 in C2).

An additional 432 change submissions were created to support the transition of the Departments of French, Germanic and Slavic Studies, Hispanic and Italian Studies, and Linguistics to the new School of Languages, Linguistics, and Cultures in the Faculty of Humanities. These submissions allowed for the reassignment of all courses/programs/etc. to the new School, as previously approved by Senate.

Consultation with other Senate sub-committees:

There were discussions at multiple SCC meetings regarding the intersections between various Senate committees, and how to ensure that calendar items are routed to the appropriate committee (particularly SCAS) for review and approval. At the request of the committee, the Curriculum and Calendar unit has updated supporting documentation and forms within the curriculum management software to direct users to the appropriate SCAS contacts and information.

Projects and discussion topics:

Special topics course-titles: there were discussions at multiple SCC meetings this year around the titles used for sections within special topics courses. These section-based titles do not appear in the calendar but do appear on the transcript. As AC1120 states that "*Course titles must accurately and concisely describe the content of the course using formal*

language suitable for inclusion on official student transcripts.”, the committee questioned whether SCC should have oversight of the section-based course-titles of special topics courses. This item is scheduled for further discussion at the Cycle 1 – May 2025 meeting.

Special-topics usage scenarios: The committee identified a need to explore current usages and best practices for variable-topic courses, as policy AC1120 currently only outlines rules and processes for one usage-type. OREM has committed to initiating an investigation of the various current usages across academic units to inform any necessary updates to the policy and best practices going forward.

Proposal submission timelines: FCC Chairs were reminded that academic units are required to adhere to the submission/approval dates/deadlines outlined within the appendices of AC1120.

Respectfully submitted,

2024-2025 Senate Committee on Curriculum David

Scoones, Chair, Faculty of Social Sciences
Graham Brown, Peter B. Gustavson School of Business
Ashley de Moscoso, Acting Associate Registrar
Chris Eagle, Faculty of Science
Chelsey Evans, Co-operative Education & Career Services
Leslee Francis-Pelton, Faculty of Education
Sara Henderson, Acting Calendar Coordinator
LillAnne Jackson, Faculty of Engineering and Computer Science
Cedric Littlewood, Faculty of Graduate Studies
Geoffrey Loomer, Faculty of Law
Michele Martin, Division of Medical Sciences Reuben
Rose-Redwood, Faculty of Social Sciences
Maureen Ryan, Faculty of Human and Social Development
Ada Saab, Associate University Secretary
Danu Stinson, Chair, Senate Committee on Academic Standards
Lisa Surridge, Faculty of Humanities
Wendy Taylor, Registrar
Asia Longphee (Secretary), Acting Director, Curriculum and Calendar

2023-2024 Senate Committee on Curriculum

Adam Con, Chair, Faculty of Fine Arts
Gary MacGillivray, Vice Chair, Vice-President Academic and Provost's Designate
Eva Baboula, Faculty of Fine Arts
Graham Brown, Peter B. Gustavson School of Business
Ashley de Moscoso, Acting Associate Registrar
Stephen Evans, Faculty of Graduate Studies
Chelsey Evans, Co-operative Education & Career Services
Leslee Francis-Pelton, Faculty of Education
LillAnne Jackson, Faculty of Engineering and Computer Science

Sara Henderson, Acting Calendar Coordinator
Cindy Holder, Faculty of Humanities (January 1, 2024 – June 30, 2024)
Geoffrey Loomer, Faculty of Law
Michele Martin, Division of Medical Sciences
Adam Monahan, Faculty of Science
Maureen Ryan, Faculty of Human and Social Development
Reuben Rose-Redwood, Faculty of Social Sciences
Ada Saab, Associate University Secretary
Lisa Surridge, Faculty of Humanities (July 1, 2023 – December 31, 2023)
Nathaniel Sukhdeo, Student Senator
Wendy Taylor, Acting Registrar
Asia Longphee (Secretary), Acting Director, Curriculum and Calendar