



Senate Curriculum Committee (SCC)

Terms of Reference

Last review: March 2025	Next review: March 2028
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1. Reporting

The Senate Curriculum Committee (SCC) is a standing Committee of Senate that makes recommendations to Senate.

2. Mandate

The mandate of the committee is to:

- review all course and program proposals and revisions to ensure that programs are consistent with the mission and goals of the University;
- ensure that all programs and courses meet acceptable University and Ministry standards;
- ensure that courses and programs follow Senate and Board policy.

3. Membership

The composition of the membership of the Committee includes:

Members

Twenty-five (25) members including the Chair or Vice-Chair of Senate.

The **voting members** consist of:

- **Fourteen (14) faculty members**, one from each of the following areas will be solicited through Faculty Councils (or equivalent) and recommended to Senate for appointment:
 - Humanities
 - Social Sciences

- Science, Technology, Engineering and Mathematics
 - Motion Picture Arts or Animation & Visual Arts
 - Design
 - Performing Arts
 - Business
 - Legal Studies or Communications
 - Tourism Management or Outdoor Recreation Management
 - Allied Health or Education & Childhood Studies
 - Access and Academic Preparation
 - Public Administration or Kinesiology
 - Library
 - One non-instructional faculty member from any unit other than the Library
- **Three (3) Students**, each from a different Faculty, will be solicited from the CSU, the wider student body, and/or Senate, and recommended to Senate for appointment.
 - **Four (4) Academic Administrators**, including one of the Vice-President Academic (VPA) or Associate Vice-President Academic (AVPA), and at least two Deans, appointed by the President.
 - **Four (4) Resource Members *ex officio*:**
 - Registrar
 - One Academic Advisor
 - Director of Academic Planning and Quality Assurance
 - Chair or Vice-Chair of Senate.

Terms of Office

Faculty members

Each faculty member appointed by Senate serves a two-year term, beginning and ending on August 15th. In order to assure that faculty members have teaching schedules allowing them to attend SCC meetings, appointments to SCC will be made at the March Senate meeting in the year that the current member's term expires. Faculty members may serve consecutive terms.

Substitutes for Faculty Members

A substitute may attend in place of a faculty member who is unable to attend a Curriculum Committee meeting. The substitute must be from the same School as the absent faculty member. The substitute will have full voice, but no vote at the meetings.

Student members

Student members serve a one-year term beginning and ending on August 15th. Student members may be reappointed for subsequent terms.

Administrators

Administrators serve until the President replaces them with a new appointment.

The Chair

The Chair will be a member of Senate who is elected by the SCC from among its members for a two-year term.

The Chair is normally non-voting but may vote where their vote could change the result.

In addition to the duties set out in Section 8 of the Senate Bylaws, the duties of the Chair are to:

- chair the monthly meetings of SCC;
- prepare agendas;
- ensure that the recommendations of the SCC are taken to Senate;
- ensure that information about the approval processes is kept up-to-date and distributed.

The Vice-Chair

The Vice-Chair will fulfill the duties of the Chair in their absence and will assist the Chair in their duties.

4. Conduct of Meetings**Schedule**

Meetings of the committee are held monthly between August 15 and June 15, and preferably two weeks before the monthly Senate meeting.

Quorum

Ten voting members (including the Chair).

Decision Making

Decisions will be made by a 2/3 vote of members present. The Chair may vote only to create or break a tie.

Attendance

In accordance with Section 8.8 of the Senate Bylaws, to be fair to the committee's other members, members who are absent for three (3) committee meetings per appointment year, with or without notice, will be deemed to have resigned from the committee by the Chair.

Visitors to Meetings

Meetings are usually open to visitors of the Capilano University community whom the Chair may recognize to speak to specific issues.

5. Resources

[Senate Policies & Procedures](#)

[Quality Assessment Process and Criteria: BC Public Post-Secondary Institutions](#)

[Senate Bylaws](#)

[University Act](#)

6. Review of Terms of Reference

SCC will review and update these Terms of Reference as necessary at least every three (3) years (Senate Bylaws, section 8.4). Upon presentation of the committee's Terms of Reference to the Senate, a 2/3 vote of members present is required for approval. (*University Act*, Section 37(1)(a)).