

Faculty of Science
Committee on Courses and Programs
(Approved by Faculty Council September 5, 2018)

Purpose:

To vet on behalf of, and to recommend to Faculty Executive, introduction, modification or abolition of undergraduate courses and programs.

Membership:

- a) One member from each Science Department appointed by the Head
- b) One member from each Faculty or School with which Science offers programs or courses. Currently, these include the Department of Psychology in Faculty of Arts, and The Warren Centre in I.H. Asper School of Business
- c) The Dean of the Faculty of Arts, Management and Science from CUSB or designate
- d) The Head of the Science Library or designate
- e) Senior Stick of Science Students' Association or designate
- f) Associate Dean (Undergraduate Programs) as Chair (votes only in case of tie)
- g) Student Services Lead (ex officio, non-voting)
- h) Academic Advisor as Secretary (non-voting)
- i) Three faculty members at large from each of the following three broad disciplines in Science:
 - Physical Sciences (Chemistry, Physics and Astronomy)
 - Life Sciences (Biological Sciences, Microbiology)
 - Mathematical/Computational Sciences (Computer Science, Mathematics, Statistics)

Terms of Membership:

Terms are normally three year for all faculty/staff members, and one year for students, with the possibility of renewal. The Head can extend, replace the department representative on the committee at any time. The three faculty members at large will be replaced by an election at the end of their terms.

Duties and Responsibilities:

The Committee shall:

- a) evaluate all proposals concerning the introduction, modification or deletion of programs, interdisciplinary programs, curricula or courses based on:
 - i. need and value of any proposed program, curriculum or course change within the Faculty of Science and the academic and general communities
 - ii. additional cost to the Faculty and University of any changes

- iii. effect of the proposal on other existing programs through a process of searching the electronic calendar for the course number in which the change is proposed, and prepare a letter to send to the affected department/Faculty requesting support/feedback on the impact
- b) initiate development of new programs and courses
- c) ensure consistency with general regulations and across departments and programs within Science

Approved course and program changes are forwarded by the Secretary to the Faculty Executive. The Secretary ensures that all relevant information has been provided and conforms to Senate format and meets Senate Committee on Curriculum and Course Changes deadlines for course changes.

Meetings:

The Committee shall meet at least two times a year. A meeting in the summer deals with the majority of proposals to be submitted to Senate Committee on Curriculum and Course Changes to meet the September deadline. A meeting is held in the winter to deal with changes that are beneficial to students but are not substantial (e.g. prerequisite removal, introduction of new courses for upcoming year). Other meetings may be called at the discretion of the Chair. The quorum shall be 50% of the voting membership plus one. The Chair votes only to break a tie.