



<b>Policy:</b>	<b>G-3.4</b>
<b>Approved By:</b>	<b>Education Council</b>
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<b>Policy Holder:</b>	<b>VP Education</b>

## **INTEGRATED CURRICULUM COMMITTEE TERMS OF REFERENCE**

### **Purpose**

As a Sub-Committee of Education Council, the Integrated College Curriculum Committee (ICC) is responsible for the review of curriculum leading to a Camosun College credential. The Integrated Curriculum Committee makes recommendations to Education Council for approval of curriculum in accordance with the *Camosun College Policy on Education Approvals*.

### **Responsibilities**

#### **Committee:**

1. To ensure that curriculum proposals are consistent with the College Strategic Plan, Education Plan and the *Leading Practices in Curriculum* framework.
2. To review and evaluate curriculum proposals to ensure they meet established educational policies and standards.
3. To identify concerns in curriculum proposals and bring them to the attention of the Integrated Curriculum Committee Chair for discussion, resolution, and/or for referral to Education Council.
4. To apply education approval guidelines in recommending approval of curriculum proposals.
5. To identify the need for specific educational policy, standards, processes and communication materials, and bring them to the attention of the Integrated Curriculum Committee Chair for discussion, resolution, and/or referral to Education Council.

#### **Chair:**

1. To chair the meetings as the representative of Education Council.
2. To take recommendations from the committee for curriculum approval to Education Council and communicate any relevant issues or concerns to Education Council.
3. To work in partnership with the Coordinator of Education Approvals and Education Council Chair:
  - To ensure the smooth functioning Integrated Curriculum Committee.
  - To take recommendations for educational standards or educational policy to Education Council and/or VP Academic.

- To take curriculum concerns to the VP Academic and/or Student Services for resolution.
- To consult with Schools as necessary.

## **Membership**

The membership will consist of:

1. The Chair of the Integrated Curriculum Committee. The Chair of the Integrated Curriculum Committee is a voting or non-voting member of Education Council appointed by the Chair of Education Council. The Chair of the Integrated Curriculum Committee will generally be a faculty member with curricular expertise. (1 member).
2. One faculty member from each School. School faculty representatives are appointed by the Dean. If no faculty member is available, the Dean may sit on the committee in the interim. (6 members)
3. Up to 2 student members of Education Council appointed by the Chair of Education Council in consultation with the Camosun College Student Society. If no student from Education Council is able to serve, a student from the general student body may be appointed by the Chair of Education Council in consultation with the Camosun College Student Society. (2 members).
4. One faculty member from the Centre of Excellence for Teaching and Learning. (1 member)
5. One faculty member with indigenous/intercultural knowledge and perspective. This member may also serve in the role of faculty as per #4. (1 member)
6. The Director, Education Planning or designate from the VP Academic. (1 member).
7. The Director of Student Services/Registrar or designate as appointed by the Director of Student Services/Registrar. (1 member)
8. To ensure a clear connection to Education Council, at least one of the above positions will be an Education Council member.

## **Length of Term**

All appointments to the Integrated Curriculum Committee will be for one year, renewable.

## **Committee Operation**

1. The Committee will normally meet monthly September through June. Additional meetings will be scheduled as required.
2. Recommendations will be presented to Education Council for their approval.
3. The Coordinator of Education Approvals supports the work of the ICC committee by providing relevant documentation and information that contributes to the smooth functioning of the ICC and the education approvals process.
4. Staff Coordination support will be provided by the Office of the VP Academic.
5. A quorum of 80% of the committee is required for all decisions leading to recommendation to Education Council.
6. Decisions will be made by consensus of 80% of the committee.