SENATE
Curriculum and Program Review Committee

Terms of Reference

1. PURPOSE

The Curriculum and Program Review Committee (CPRC) (referred to hereafter as the Committee) is a standing committee of Senate that provides advice to Senate on matters regarding proposals affecting the academic programming of the University to support Senate in carrying out its functions[1].

2. DUTIES OF THE COMMITTEE

1. To provide advice to Senate regarding:

   a. Establishment, modification, or discontinuance of programs[2].

   See Appendix A for the assigned roles of Curriculum and Program Review and Academic and Research Planning and Priorities Committees of Senate.

   b. Approval and modification of courses of instruction[3].

   c. Curriculum policy (recommendation of changes to the Internal Academic Governance Committee of Senate).

   d. Review and recommend to Senate domestic and international admission requirements.

   e. Other matters as assigned by Senate.

2. To approve changes to existing courses as delegated by Senate and outlined in the *Course Change approval process* (Appendix B).

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[1] YukonU Act, s. 31(2)(b)
[2] YukonU Act, s. 31(2)(h)
[3] YukonU Act, s. 31(2)(f)

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3. APPROVAL AUTHORITY

Approval authority is limited to providing input, ideas, and recommendations to Senate with some exceptions, except for the duty 2.2.

4. MEMBERSHIP

Voting members (13):

a) Vice-President, Academic & Provost
b) Associate Vice-President, Indigenous Engagement and Partnerships
c) Faculty[4] - 10
   o Two Senate faculty members (at least one teaching faculty member) - co-chairs of the committee, and
   o One faculty member elected by each school and academic department[5]
d) Student – 1

Non-voting members (resource):

a) Registrar & Dean of Enrolment or designate (e.g., Associate Registrar)
b) Teaching and Learning team representative
c) Governance Office representative

Alternates for faculty members.

If a voting faculty member is unable to attend a meeting, the School or Department they represent is responsible for providing an alternate.
The alternate will have full voice and vote at the meetings.
Alternates cannot replace the Committee co-chairs.

Term of office**:**
-   Student member – 1 year
-   Faculty member – min. 1 and max. 3 years., July 1 – June 30.

There is no limit to the number of terms a member can serve.

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[4] As defined in the Senate Terms of Reference
[5] Eight in total:
   1. Liberal Arts
   2. Health, Education and Human Services
   3. Yukon SOVA
   4. Science
   5. Business and Leadership
   6. Trades and Culinary Arts
   7. Student Success Division
   8. Continuing Studies, Northern and Southern Community Campuses: only for instructor/coordinators from communities

5. COMMITTEE OPERATIONS

Meetings

a. The Committee shall meet once a month from September to June every academic year.
b. Additional meetings may be scheduled and working groups formed as needed.
c. Meetings are open to visitors, except for in-camera items.

Agenda Requests

a. Submission deadlines:
   all requests *and* supporting documentation, including a Briefing Note, must be sent to the Governance Office at least 7 business days before the meeting, otherwise it will be added to the next meeting agenda.
b. Submission requirements:
   - final version of a document must be provided.
   - Briefing Note must accompany all submissions.
   - current templates must be used; forms must be fully completed.
     Where a template is not provided, submit a tabular format document that clearly shows current and proposed statement.

Committee Co-chairs

The Committee shall be co-chaired by faculty members of Senate who are appointed by Senate. There is no limit to the number of terms the Chairs can serve as long as they are members of Senate.

Electronic Voting

At the direction of Committee Co-chairs, Governance Office shall make provision for a Committee meeting or vote to be held by electronic means. For an electronic voting, the first responder in support of the recommendation is the mover, and the second responder is the seconder.

Quorum and Voting Majority

a. To conduct business - a quorum of majority of the members with a majority of faculty
b. To carry a motion - a majority of the members present.

The Committee strives to achieve consensus in decision-making.

Meeting Minutes

Minutes will be recorded by the Governance Office and once approved by the Committee, posted on the Senate SharePoint page.

Member Responsibility

a. All members, voting and non-voting, are responsible for maintaining confidentiality of private and/or sensitive material.
b. Members must review meeting packages prior to meetings.

Co-chair duties

a. To review draft meeting agendas as prepared by the Governance Office.
b. To chair committee meetings.
c. To review draft minutes for accuracy before they are posted for members on-line.

6. REPORTING TO SENATE

Senate Committees' update is a standing Senate agenda item.

The Committee shall provide a monthly update based on its activities and discussions as captured in meeting minutes.

7. REVIEW OF THE TERMS OF REFERENCE

This Terms of Reference will be reviewed annually.

It is the jurisdiction of the Senate Executive Committee to "annually review all Senate committee terms of reference and recommend changes to Senate for approval"[6].

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[6] Executive Committee Terms of Reference, Duties.

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APPENDIX A

ARPP Role	CPRC Role
ARPP will focus on strategic academic components of program establishment, modification, discontinuance, and suspension of programs.	CPRC will focus on the student, academic, and program impact of program establishment, modification, discontinuance, and suspension of programs.
Guiding questions: 1. What duration will a program be discontinued or suspended? 2. How does the proposal fit into the university achieving its strategic directions? 3. How does the proposal financially affect the university, faculty, and or/ school? 4. What is the implication for other programs? 5. Does the proposal require new teaching resources?	Guiding questions: 1. What is the timeline for the proposal? 2. How many students are in associated courses and programs (domestic/international)? 3. Where do these students stand in the program? 4. What courses are included in this program? 5. Would courses be moved to another area or program? 6. What has been communicated to students? 7. How does this proposal impact other programs (do other programs use these courses)? 8. Is documentation provided to support the proposal (e.g., program review, program and services review)?

APPENDIX B
Course Change approval process[7]

#	Changes	Senate		Faculty Council		School
		Senate	CPRC	Optional feedback	Recommendation (required for submission to CPRC) or Approval	
1	Title	A Senate ToR	R	✓		
2	Code	A Senate ToR	R	✓		
3	Number of Credits	A Senate ToR	R	✓		
4	School	A	R	✓		
5	Division	A	R	✓		
6	Number of Hours (Lecture, lab, other, total)		A		R	
7	Level (graduate, undergraduate, etc.)		A		R	
8	Change credit vs non-credit		A		R	
9	Course Description		A		R	
10	Learning Outcomes		A		R	
11	Evaluation					Faculty Member, optional - chair/coordinator
12	Course Requirements: a) Prerequisite(s)				A	
	b) Corequisite(s)				A	
	c) Cross-listed and Excluded Courses				A	
13	Textbooks & Learning Materials					Faculty Member
14	Topic Outline					Faculty Member
15	Course Format					Chair/coordinator
16	Delivery Format					Chair/coordinator
17	Instructor's Information					Faculty Member

Built-in components (as approved by Senate):
- Equivalency or Transferability
- Yukon First Nations Core Competency
- Course Withdrawal Information (*Instructors can edit to include term-specific withdrawal date if they like*)
- Academic Integrity
- Academic Accommodation

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[7] Approved by Senate, May 19, 2021

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