# Curriculum & Program Review Committee

Terms of Reference

## 1. PURPOSE

The Curriculum & Program Review Committee (CPRC; referred to hereafter as the Committee) is a standing committee of Senate that provides advice and recommendations to Senate on matters relating to curriculum, academic programming, and program quality in support of Senate's responsibilities under the Yukon University Act.

## 2. DUTIES OF THE COMMITTEE

1. The Committee will make recommendations to Senate with respect to the following:
   a. Consideration, approval and modification of courses of instruction in any faculty[1]: proposals for new courses and revisions to existing courses (*See Appendix B, Course Change Approval Process*).
   b. Educational program establishment, modification, suspension, or discontinuance[2] in conjunction with the Academic & Research Planning and Priorities Committee (ARPP) (see *Appendix A* below).
   c. Changes to curriculum and course/program policies and procedures (through the Academic Standards Committee of Senate).
   d. Other duties or authorities as delegated by Senate.

2. The Committee shall review and approve minor changes to existing courses where authority has been delegated by Senate, in accordance with Appendix B - *Course Change Approval Process*.

## 3. APPROVAL AUTHORITY

The Committee's authority is limited to providing advice and recommendations to Senate.

All recommendations of the Committee are submitted to Senate for consideration and final approval, with the exception to the duty under section 2.2.

[1] YukonU Act, section 31(2)(f)
[2] YukonU Act, section 31(2)(i)

## 4. MEMBERSHIP

The Committee shall have the following membership:

Voting members (13):

a. Provost and Vice-President, Academic or designated alternate
b. VP Reconciliation or designated alternate
c. Student representative selected by the Student Union
d. A coordinator of a Community Campus
e. Faculty members: one faculty member from each school.

The Committee shall strive to have its membership include at least 30% Indigenous persons from Yukon or elsewhere in Canada.

Non-voting resource members:

a) Registrar and Associate Vice-President, Student Life or designated alternate
b) A Teaching and Learning team representative
c) University Secretary and General Counsel.

Term of office

Faculty members: min. 1 and max. 3 years, July 1 – June 30.
Student member: 1-year term as elected through the student Union or, in absence of that process, as nominated through the University Secretariat.

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

Alternates for voting faculty members

Each School or Department shall designate a faculty member to serve as an alternate for its voting faculty representative. An alternate may attend and participate in place of the faculty member who is unable to attend a Committee meeting. The alternate must be from the same School or Department as the faculty member they are replacing and will have full voice and voting rights at the meetings when the regular member is absent. An Alternate may not serve in place of a Committee Co-Chair.

## 5. COMMITTEE OPERATIONS

*Meetings*

a. The Committee shall meet once a month from September to May every academic year.
b. Additional meetings may be convened, and working groups established as required.
c. Meetings are open to observers, except for in-camera items.

*Committee Co-chairs*

The Committee shall be co-chaired by a Senate faculty member who is selected and appointed by Senate for the duration of their Senate terms, and a voting member of the Committee who is selected and appointed by the Committee for the duration of their Committee term.

There is no limit to the number of terms a chair or co-chair can serve as long as they are a member of Senate (for Senate appointed co-chair)/Committee (for Committee appointed co-chair)

*Electronic Voting*

At the direction of Committee Co-chairs, the University Secretariat may make provisions for Committee meetings or voting to be conducted electronically. For electronic votes, the first member to indicate support of the recommendation shall serve as the mover, and the second member shall serve as the seconder.

*Quorum and Voting Majority*

a. To conduct business - a quorum of majority of the voting members, including a majority of faculty voting members.
b. To carry a motion - a majority of the voting members present.
c. The Committee shall strive to achieve consensus in decision-making.

*Meeting Minutes*

Minutes will be recorded by the University Secretariat and once approved by the Committee, made available through the University's approved governance document repository.

*Member Responsibilities*

a. All members, both voting and non-voting, are responsible for maintaining the confidentiality of private and/or sensitive materials.
b. Members are expected to review meeting materials in advance of each meeting.

*Co-chair duties*

a. Review draft meeting agendas as prepared by the University Secretariat.
b. Chair committee meetings.
c. Review draft minutes for accuracy.

*Submission requirements*

Agenda items and supporting documentation submitted to the Committee shall comply with the Senate Submission Guidelines (Appendix B in Senate Bylaws) and any additional submission requirements established by the University Secretariat.

## 6. REVIEW OF THE TERMS OF REFERENCE

These Terms of Reference will be reviewed by the Committee every 2 years.

It is the jurisdiction of the Senate Executive Committee to review Senate committee terms of reference and recommend changes to Senate for approval.

### ***Document History***

*Include all updates as approved by Senate Date*

| *Date* | *Update* |
|---|---|
| December 11, 2019 | CPRC ToR established by Academic Council |
| 2020 - 2021 | Revised by Senate annually |
| June 2024 | Revised and approved by Senate |
| October 2026 | Revised and approved by Senate |

**APPENDIX A** - CPRC role in establishment, modification or discontinuance of educational programs

The review of program establishment, modification, suspension, or discontinuance is a shared responsibility of the CPRC and the ARPP of Senate.

CPRC focuses on the student, curriculum, quality assurance, and program implications of proposals for program establishment, modification, suspension or discontinuance. Committee deliberations should consider the academic quality, integrity, and implementation of proposed changes.

For new program proposals, the approval process follows a phased approach (see Figure 1). Stage 1 proposals are reviewed by ARPP. Stage 2 proposals proceed to CPRC following approval by either ARPP or the Senate, as applicable.

The following questions are intended to assist Committee deliberations by focusing discussion on matters within CPRC's jurisdiction. The questions are illustrative rather than exhaustive.

Generally

1. What is the timeline for the proposal? Is the timeline realistic for the work that is required of the Committee and of the Senate?
2. How have students and other affected stakeholders been informed or engaged, where appropriate?
3. How would students be affected by the proposed change?
4. How does the documentation provide sufficient evidence to support the recommendation?
5. How does the proposal support the academic quality and integrity of the curriculum and program?
6. What reconciliation considerations, if any, should inform the Committee's review of the proposal?

For establishment

1. How would the new program affect existing courses and programs? Are there overlaps, gaps, or redundancies that should be considered?
2. How does the proposal address accreditation or other external quality assurance requirements, where applicable?
3. How does the proposed curriculum support the program learning outcomes?

For modifications

1. How would the proposed modifications affect the curriculum or program?
2. How would the proposed modifications affect program learning outcomes?
3. How would the proposed modifications affect accreditation or other external quality assurance requirements, where applicable?

For suspensions

1. How would the suspension affect students, other courses, or programs?
2. How should the suspension be implemented to minimize impacts on students and related courses or programs?

For discontinuances

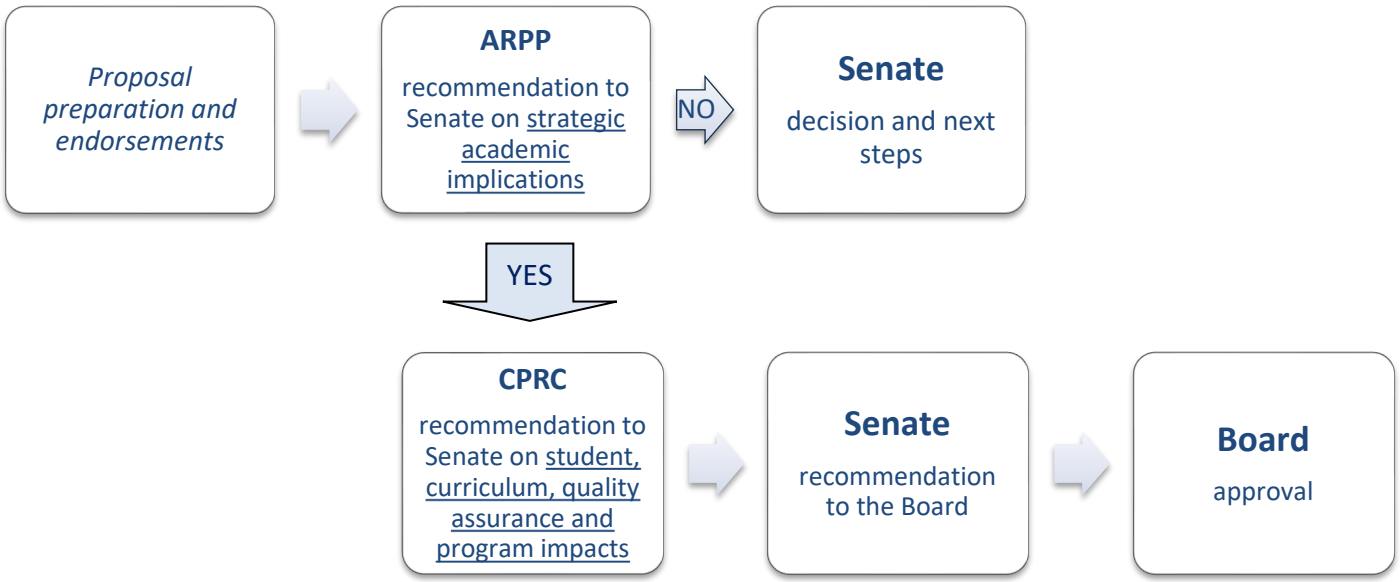
1. How would discontinuing the course or program affect students, other courses or programs, and academic pathways?
2. How would students be supported in completing their program requirements following the discontinuance?

Figure 1. New Program Proposal Approval Process

**STAGE 1**




**STAGE 2**



## **APPENDIX B** - Course Change Approval Process *(approved by Senate on May 19, 2021)*

| # | 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 CPRC ToR | | R | |
| 10 | Learning Outcomes | | A CPRC ToR | | R | |
| 11 | Evaluation | | | | | Faculty Member, optional - chair/coordinator |
| 12 | Course Requirements:<br>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 |

NAMING COURSES

a. The Yukon University course titles and subject codes are determined by the Registrar or designate in consultation with the Data Governance Committee and the relevant program area.
b. Proposed course titles and subject codes shall be submitted to Senate for final approval using the *Request for Assignment of Course Credit Form.*
c. Course titles should clearly communicate the general subject matter or focus of the course content.
d. Subject codes shall:
    - consist of no more than four (4) characters represring the academic discipline or subject area
    - be followedby a three (3) digit numerical course code identifying the course level and program classification.

## **APPENDIX C** - Required documentation for course and program submission to CPRC and Senate

| Proposal for | Forms for submission package | Final approver[3] |
|---|---|---|
| Course change | - Course Change form<br>- Course Outline (clean final copy with changes included and highlighted)<br>- Briefing Note | Senate, CPRC or Faculty Council – see the Course Changes Approval Process |
| New Course | - Course Outline (clean final copy)<br>- Course Outline Approval Process Form<br>- Request for Assignment of Course Credit Form<br>- Briefing Note | Senate |
| Program change | *Program Change process is under development; once it's approved, this part will be complete* | *TBD* |
| New Program<br>*Degree programs* | Step 1:<br>- Stage 1, New Degree and Non-Degree Program Proposal<br>- Briefing Note<br><br>Step 2:<br>- Stage 2, New Degree Program Proposal<br>- Briefing Note | Board of Governors |
| *Non-degree programs* | Step 1:<br>- Stage 1, New Degree and Non-Degree Program Proposal<br>- Briefing Note<br><br>Step 2:<br>- Stage 2, New Non-Degree Credit Program Proposal<br>- Briefing Note | |
| Other business | - Briefing Note<br>- Supporting documents | TBD<br>contact University Secretariat |

Forms and templates are available on Senate SharePoint.

[3] Senate final approver: upon CPRC recommendation
Board final approver: upon Senate recommendation, through CPRC

## **APPENDIX D** - Senate Submission Guidelines

These Guidelines establish the submission requirements for Senate and Senate committees. The same version of the Guidelines is appended to each applicable Senate committee Terms of Reference.

### Submission Deadline

Agenda item requests and all required supporting documentation must be submitted to the University Secretariat **at least 10 calendar days** before the applicable meeting.

### Submission Requirements

Submissions must include:

- a final (clean) version of all required documentation;
- a blackline or tracked-changes version where an existing document is being revised;
- all applicable forms, fully completed, dated, and signed as required, and
- a completed Briefing Note

Current approved forms and templates must be used for all submissions.

Submissions that do not meet these requirements may be returned for completion before being placed on an agenda.

### Late and Expedited Submissions

Submissions received after the established deadline will normally be deferred to a subsequent meeting.

Where a matter is time-sensitive and cannot reasonably be deferred, the proponent may request expedited consideration. The request must include the reason expedited consideration is required and any implications of delaying consideration.

Late or expedited submissions are not automatically added to an agenda and are subject to approval in accordance with the applicable Committee Terms of Reference or Senate Bylaws.