



**General Faculties Council
Calendar and Curriculum Subcommittee
Terms of Reference**

1. ESTABLISHMENT

The Academic Planning and Priorities Committee (**APPC**) hereby establishes a subcommittee called the Calendar and Curriculum Subcommittee (the **Subcommittee**) under the provisions of the General Faculties Council's General Terms of Reference for Standing Committees and these Terms of Reference, and delegates to the Subcommittee the authorities set out herein. In the event of a conflict between the provisions of these Subcommittee Terms of Reference and the General Terms of Reference, these Subcommittee Terms of Reference will govern.

The Registrar shall act as the responsible senior administrator to the Subcommittee, providing the link between senior administration and the Subcommittee.

2. MEMBERSHIP

Co-Chair

Registrar (ex-officio, voting).

Academic Co-Chair

As named by the Subcommittee (see "Voting Members" below).

Voting Members

- One Associate Dean (or person holding an equivalent position) appointed by each Faculty offering undergraduate programs. One of these persons shall be named by the Subcommittee as Academic Co-Chair of the Subcommittee.
- One student appointed by the Students' Union
- Two academic staff members appointed by the APPC
- One person appointed by the Provost and Vice-President (Academic)
- Vice-Provost (Student Experience) (ex-officio)

Non-Voting Members

- Calendar Editor (ex-officio)
- Assistant Registrar, Scheduling and Curriculum (ex-officio)
- Senior Specialist, Academic Advising (ex-officio)
- A representative of the Senior Advisor Group appointed by the CCS Co-Chairs (up to a 2 year term)

3. **ROLE**

The Subcommittee carries out those responsibilities delegated to it by APPC from time to time.

4. **RESPONSIBILITIES**

The Subcommittee's primary responsibilities are as follows:

1. Approve:
 - a. all changes to undergraduate courses (e.g. hours, title and content);
 - b. all minor undergraduate program changes, such as additions and deletions of courses and degree options, including undergraduate and graduate courses that are offered for credit towards either an undergraduate or graduate degree (cross-listed), but excluding proposed changes requiring a modification of program completion requirements (e.g. number of courses in the major), which requires approval by APPC;
 - c. changes to faculty undergraduate academic regulations;
 - d. all revisions to the undergraduate sections of the University Calendar; and
 - e. editorial and minor revisions to sections of the University Calendar other than the undergraduate and graduate sections (the **Other Sections**), after conducting such consultation with the Co-Chair of the Graduate Academic Program Subcommittee as the Co-Chair considers appropriate;
2. Review and recommend to APPC:
 - a. changes to university and faculty undergraduate admission and transfer requirements;
 - b. university academic regulations;
 - c. both new, and changes to existing, academic regulations pertaining to undergraduate programs; and
 - d. major revisions to Other Sections of the University Calendar, after conducting such consultation with the Co-Chair of the Graduate Academic Program Subcommittee as the Co-Chair considers appropriate; and
3. Such other activities and responsibilities delegated or assigned to it by APPC from time to time.

The Subcommittee is also ultimately responsible for the work and responsibilities of any working groups that support or report to the Subcommittee.

5. **POWERS**

Other than, or in the absence of, specific delegations of authority from APPC to act autonomously, the Subcommittee's powers shall be limited to providing input and ideas, advising and making recommendations to APPC.

6. **AUTHORITIES**

The Subcommittee has the specific delegated authority to autonomously approve; (i) undergraduate course changes and minor undergraduate program changes, other than changes requiring a modification of program completion requirements, (ii) changes to faculty academic regulations, and (iii) revisions to the undergraduate sections of the University Calendar, and editorial and minor revisions to the other sections of the Calendar (excluding the graduate sections), all on the condition that decisions made or actions taken under this delegated authority are reported to APPC.