

## **Curriculum Committee Terms of Reference**

### **Purpose**

Curriculum committees will promote the continuous improvement of Mohawk College programs through shared ownership over the quality of curriculum, teaching strategies and student assessment methodologies. Also, committees will focus on improving accessibility and/or flexibility for students. The committees will also assist the college in ensuring that the highest quality is consistently maintained in academic offerings, thereby fulfilling all Ministry, College, and Program accreditation requirements.

### **Scope**

- Curriculum committees will be established for each program cluster and or Program Coordinator.
- Curriculum committees will support the college's academic quality issues, including program development, program reviews – comprehensive and annual and program monitoring (modifications and enhancements).

### **Membership**

- Curriculum committees will consist of:
  - Program Coordinators
  - All program faculty and instructors
  - Program Support Officer
  - Faculty Operations Manager (optional)
- Members will be invited and co-opted on a needs basis, including Director Program Quality, Manager, Centre for Teaching and Learning, Curriculum Development Specialists, Educational Technology Specialists, Student Success Advisors, Universal Design for Learning Curriculum Consultant, Accessible Learning Services, Interdisciplinary Studies, Academic Service Departments (Liberal Studies), Institutional Research, Finance, PLAR among other areas critical to student success.

### **Meetings**

- Curriculum committees will meet at least once per year, using the most appropriate method. Twice per year is highly recommended – one at the end of fall and winter semesters.
- Meetings will be called by the Program Coordinators

## **Roles & Responsibilities**

- Complete program/course summary form, noting recommendations for enhancements and or amendments to program and course outlines, in accordance with Ministry and college policies
- Review data and discuss issues relating, but not limited to:
  - Student performance and progress
  - New program development
  - Course delivery and resource needs, including lab facilities
  - Application of program policies
  - Teaching strategies
  - Assessment and evaluation strategies
- Review data and discuss issues relating to blended learning, citing issues and concerns and making recommendations for ensuring student success.
- Using data from COMMS, ensure that course outlines are current and communicated to students.
- Using data from COMMS, ensure that curriculum maps are alignment to course learning outcomes and program standards.
- Review feedback from stakeholders: students, graduates, PAC, other industry personnel, program accreditation bodies (where applicable) and assess the impact on:
  - Program goals and outcomes
  - Program/course content
  - Course sequencing
  - Curriculum integration
- Collaborate with program quality unit, in the completion of comprehensive and annual program reviews
- Recommend professional development opportunities/needs
- Submit report to the Associate Dean