

## Learning, Curriculum & Students (LCS) Committee

### 1. MANDATE

On behalf of Faculty Council, and in alignment with Senate, the LCS Committee shall be responsible for the development and oversight of curriculum, academic standards and pedagogy for the degrees and non-degree programming across the School, including supporting the delivery of curriculum and service courses for programs across the university in areas where Lassonde has disciplinary expertise.

### 2. TERMS OF REFERENCE

The Committee is responsible for formulating policy and making recommendations to Council on matters concerning the planning, implementation, and evolution of the academic standards, regulations, curriculum and programs of departments, including research-informed pedagogy, including taking into account the impact of the student experience and soliciting student input. The committee will undertake these responsibilities within the context of the Faculty and University's missions and planning objectives.

The committee is responsible for the implementation and oversight of academic items governing:

Curricular Strategic Priorities (LCS); Program Evaluation & Compliance (PAGES); and Innovation in Program Delivery (TEAL).

#### 2.1. CURRICULAR STRATEGIC PRIORITIES

The committee will:

- 2.1.1. Bring forward recommendations and motions for approval to Faculty Council on academic standards, curriculum, regulations, teaching and learning (including modes, times and location of program delivery).
- 2.1.2. Review proposals for new program requirements or certificates, or changes to existing program requirements or certificates, making recommendations to Council for approval.
- 2.1.3. Approve proposals for new courses or changes to existing courses, forwarding to Council to appear under consent agenda.
- 2.1.4. Promote the development of interdisciplinary and inter-Faculty programs;
- 2.1.5. Formulate and make recommendations to Council on the establishment, disestablishment and modification of programs, diplomas and certificates; in concurrence with the Planning, Academic Resources & Research Committee (PARR).
- 2.1.6. Be responsible for coordination, oversight, accountability and reporting of such aspects of the above that are delegated to departments (programs), Council or Senate and serve as Council's liaison with academic administrators and other collegial bodies dealing with matters related to its mandate (e.g., Provost's Office, Academic Standards, Curriculum & Pedagogy (ASCP)).
- 2.1.7. Coordinate and consult with other Council Committees & Senate Committees on major academic program, principles and policy developments or changes, and issues of joint concern.
- 2.1.8. Constitute Sub-Committees and ad hoc working groups/task forces as deemed necessary to deal with emerging priorities in relation to curriculum, curricular policy and standards. Such as:

##### **Sub-Committees:**

- 1) Engineering Common Curriculum (EC<sup>2</sup>);
- 2) Joint Sub-Committee on Teaching Enhance & Active Learning (TEAL);
- 3) Program Assessment Groups on Evaluation & Systems (PAGES);
- 4) Non-Degree Studies
- 5) General Education

##### **Task Forces:**

- 1) Math Task Force

#### 2.2. PROGRAM EVALUATION & COMPLIANCE

- 2.2.1. LCS has created the committee PAGES to oversee academic processes related to Quality Assurance Process and Continual Program Improvement including the implementation of existing Senate and Faculty policies (i.e., Undergraduate Program Reviews, Graduate Program Appraisals and Accreditation, and others)
- 2.2.2. PAGES will review and make recommendations as needed to LCS and Faculty Council on process and policy improvements with respect to formal and informal evaluation exercises.
- 2.2.3. PAGES will formulate new policies as deemed necessary in concurrence with PARR (e.g. PARR's Terms of reference states it will receive reports from LCS on such items)

#### 2.3. INNOVATION IN PROGRAM DELIVERY (TEAL)

- 2.3.1. LCS & the Planning, Academic Resources & Research (PARR) committee created the joint sub-committee, Technology-enhanced, experiential, and active learning (TEAL), to oversee, make recommendations and undertake analysis to provide academic solutions to advance the School's academic priorities with respect to: E-learning, experiential education, active learning, and technology in the classroom and in support of academic programs and initiatives.
- 2.3.2. TEAL will receive requests for input and make informed recommendations on policy matters concerning ancillary curriculum that may have academic implications. (e.g., associated course fees, etc.);
- 2.3.3. TEAL will rank and make recommendations to the Dean on academic initiative proposals going forward on behalf of the School (e.g. AIF, and LEEF, etc.).

### 3 EQUITY, DIVERSITY & INCLUSIVITY

The Committee recognizes the importance of cultivating a culture of fairness, equity, diversity and inclusion. The Committee ensures that these essential principles are integrated into the work of the committee and its areas of responsibility in the School's/Committee's policies, programs, operations and practices.

### 4 COMMITTEE MEMBERSHIP

#### 4.1 Membership

The membership of LCS shall be as follows:

Title	# of Members	# of Votes
<b>Ex Officio Membership</b>		
Dean, Vice/Associate Deans	3	3
Assistant Dean Students (non-voting)	1	0
Chair of Council	1	0
Librarian	1	1
<b>Membership</b>		
3 Science Curriculum Reviewers	3	3
4 Engineering Curriculum Reviewers(1 licensed PEng/department)	4	4
2 Students (1 Undergraduate, 1 Graduate)	2	2
1 Staff	1	1
Secretary to Committee (non-voting)	1	0
<b>TOTAL</b>	<b>17</b>	<b>14</b>

#### 4.2 Period of Appointments

##### Ex-Officio Members:

- Ex-officio members shall hold their position for the duration of their appointment in that role.

##### Staff

- Staff members elected and/or appointed as members shall typically serve for two-years, renewable.

##### Students:

- The undergraduate and graduate students elected and/or appointed as members will serve for one-year, renewable.

#### 4.3 Elections/Nominations

Faculty Council engages in an annual call to for elections and call for nominations to fill positions on Council & its Committees, through its various constituents:

##### Full-time Faculty positions:

##### Chair:

- The Chair of the Committee is selected by the voting members of the LCS Committee for a one-year term with the understanding that the Vice-Chair will succeed the Chair

##### Vice-Chair:

- The Vice-Chair of the Committee is selected by the voting members of the Committee for a one-year term, with the understanding that they will transition to Chair of the Committee.

- The Vice-Chair will be appointed in September with the transition between the Chair and Vice-Chair to occur from May to September.

**Science and Engineering Curriculum Reviewers:**

- The Chair will solicit nominations from the Department Chairs for the Science and Engineering Curriculum Reviewers to align with the annual call for elections and nominations run by the Faculty Council Executive.

**Staff positions:**

- Nominations shall be managed by the Executive Committee of Council and will include a call for nominees from the relevant constituency and a secret ballot.

**Student positions:**

- Student vacancies are filled via a centralized process which will be managed by the Executive Committee. The election process is conducted by the respective student bodies of the Lassonde undergraduate student government and Lassonde graduate student associations.

**4.4 Representation by Proxy**

- Provisions have been made for elected and ex officio members to designate a substitute, adhering to the criteria for a faculty member to hold a licensed PEng designation, as defined in 4.1 above.

**4.5 Resignations/Dismissal of Members**

- Should an elected member resign from the committee, the Chair will endeavor to find a replacement. In the event a replacement cannot be found, a call will go out from the Executive Committee to solicit a replacement from Faculty Council.
- Any member may be dismissed for any of the following reasons: 1) missing three (3) consecutive meetings (except in cases of illness or other weighty grounds); and/or 2) for other cause for which the committee finds to be just.

**5 MEETINGS & PROTOCOLS**

**5.1 Meetings and Protocols**

- Meetings of LCS are open to members of the Lassonde community, subject to the availability of space
- When LCS considers matters relating to specific individuals or to other matters where confidentiality must be observed, the committee may, in the notice for a meeting, declare part of a meeting to be closed or in camera.
- When LCS meets in camera, only LCS members may be present.
- LCS has adopted "[York University Rules of Senate](#)" to guide and inform its governance structure and operations.
- This committee shall make its decisions based on a simple majority of those members present and voting at a duly constituted meeting
- Committee members will notify the Chair/Secretary if they will be absent from a meeting.

**5.2 Chair & Vice-Chair**

- The Chair of LCS is responsible for providing leadership to the committee in pursuit of its mandate. The Chair presides at all committee meetings, acts as the official spokesperson for the committee, and ensures that the committee operates in conformity with the rules enacted by Faculty Council and Senate.
- In the case of the absence or illness of the Chair and the Vice-Chair, the committee may appoint one of the members of the committee to act as Chair pro tempore and for such period the member so appointed shall act as, and have all the powers of, the Chair.

**5.3 Quorum**

- Per Senate rules, the quorum shall consist of a majority of voting members.

**5.4 Timing and Frequency of Meetings**

- LCS meetings take place on Wednesdays from 9.30 – 11.00 am, typically on the third Wednesday of the month. It is typical that additional meetings are scheduled during the period of October to January.
- The committee may conduct additional meetings as warranted by committee business.

**5.5 Standing Orders**

- The conduct of the business of the meeting shall be subject to the "[York University Rules of Senate](#)"

**5.6 Agenda, Administration, and Minutes**

- LCS shall be supported by the Secretary to the Committee.
- All records of the meetings, including the minutes, shall be retained in accordance with the Common Records Schedule (CRS) for Faculty Councils ([ADG15](#)) and Faculty Council Committees ([ADG17](#)) under York University's Information, Privacy and Copyright Office.

- The Committee Secretary shall be responsible for ensuring correspondence and decisions made by the Committee are available to relevant people or bodies, including the membership of sub-committees and secretaries of relevant Faculty Councils, including departmental curriculum committees and Chairs of departments as appropriate.

**5.7 Voting**

- All members of the committee are voting members unless specifically indicated otherwise, with the exception of discipline specific curricular items as defined by the membership votes in section 4. Ex officio and elected/appointed members have the same voting rights.
- Pursuant to the discretion of the Chair, members may be permitted to vote by means of an electronic communication (e-vote) which enables the votes to be gathered in a manner that permits their subsequent verification

**6 REPORTING**

- Reports and receives guidance from Senate’s Committee on Academic Standards, Curriculum & Pedagogy (ASCP);
- Reports to Executive (to Council);
- Reports items requiring concurrence between LCS & PARR;
- Academic Standards (concurrence);
- Annual Report in Spring to the Faculty Council;
- Receives annual and term reports/updates from all sub-committees: EC<sup>2</sup>, TEAL, PAGES, Non-Degree Studies; and/or reports from any Task forces or Working Groups.

**7 DOCUMENT CONTROL**

Version Number	Learning, Curriculum & Students
Approved by:	Faculty Council
Date:	