LEARNING, CURRICULUM & STUDENTS (LCS) COMMITTEE
Wednesday, September 20, 2023, 9:00-11:00 a.m. – Zoom

Associate Dean, Academic & Students	Richard Hornsey	☐
Assistant Dean, Students	Mitch Burnie	☐
Manager, Graduate Studies	Almey Tse-Soriano	☐
Chair of Council (non-voting)	Regina Lee	☐
Librarian	John Dupuis	☐
Faculty Members (1/dept)	Cuiying Jian (MECH) Hossam Sadek (alternate)	☐
	Stephanie Gora (CIVL) Shooka Karimpour(alternate)	☐
	Shahin Kamali (EECS) John Lam (alternate)	☐
	TBD	☐
2 Faculty Members at large	Jeff Harris (MECH)	☐
	TBD	☐
3 Students (2 UG, 1 Grad)	Hetil Kartikkumar Joshi (Undergraduate)	☐
	Morteza Ghafar-Zadeh (Undergraduate)	☐
	Bahar Dehqani Viniche (Graduate)	☐
Secretary to Committee (non-voting)	Pam Edgecombe	☐
Assistant Secretary (non-voting)	Frances Valerio	☐
Total # of Votes: 13	Total # of Votes with assigned members: 11	

Guest: Franck van Breugel, Nitzi Savdie

AGENDA					
Items	**Person**	**Time**	**Topic**	**Goal**	**Documents to Review in Advance**

1.	Richard Hornsey	15	Chair's Remarks & Consent Agenda items	Welcome Introductions
				• Chair's Remarks
				• Approval of Consent Agenda items.
				• Reminders from the Associate Dean Academic & Students
				    ○ Cyclical Program Reviews
				    ○ Faculty Council approved items
				    ○ Annual Reporting of Non-Degree Studies Committee received. Please click the link for the recording.
				Kindly send any comments or questions to Frances.
					Attached

2.	Franck van Breugel	20	Canadian Engineering Accreditation Board (CEAB)	2. Discuss the CEAB results and next steps.	

3.	Frances Valerio	20	LCS Orientation	3. Review & Discuss the LCS Mandate & Terms of Reference 3.1. LCS Tool Kit 3.2. Discuss Approval processes for Graduate, Undergraduate, Common ENG Courses, Non-Degree Studies proposals. 3.3. Completeness of packages 3.4. Curriculum map (All Undergraduate programs) & AU tables, and Curriculum Committee Mandate and Terms of Reference. 3.5. Curriculum Management System – Course Changes and New Course Proposals 3.6. Changes to Degree Requirements 3.7. Voting Structure 3.8. Guide for Reviewing LCS Course proposals	3. Attached
4.	Richard Hornsey	20	LCS Working Groups	**4. Working Groups of the LCS Committee** **Action: Assign Leads/Champions for each Working Group** **4.1. Student Workload** **4.2. Course Evaluation** **4.3. Engineering Common Core Re-Design** **Action: Review & Approve Engineering Common Core Re-Design Mandate & Terms of Reference**	4.1. Attached 4.3. Attached
5.	Richard Hornsey	10	EDI Champion	**Action: Assign an EDI Champion for LCS**	5.1. EDI Champion Role 5.2. Memo re EDI Champion Role
6.	Jeff Harris	10	Curriculum	**Action: Review & Approve LE/TECL 3099 3.00 Special Topics Course**	Attached
7.	Frances Valerio	10	Upcoming Items	**Future Agenda items for LCS** See List below	
8.	Richard Hornsey	5	Other Business		

LCS Consent Agenda Items:
1. LCS Agenda
2. LCS Notes, June 21, 2023

Future Agenda Items:
1. LCS Priorites 2023-2024
2. TEAL Annual Report
3. Undergraduate Program Proposals:
    3.1. Course proposals for Mechanical Engineering
        3.1.1. Course Changes for LE/MECH 2412, 2503, and MECH 3401
        3.1.2. A new course proposal to merge MECH 4401 and MECH 4504
        3.1.3. A new course proposal for a new technical elective course
        3.1.4. Changes in the Degree Requirements for Mechanical Engineering related to (1.1) and (1.2)
    3.2. Course proposals for EECS programs
        3.2.1. Software Engineering
        3.2.2. Computer Engineering
        3.2.3. Electrical Engineering
        3.2.4. New Course LE/EECS 3452 3.00
    3.3. Course changes for LE/TECL 3099 3.00 - Special Topics – Complementary Studies