Engineering Common Curriculum (EC²) Committee

1. MANDATE

The EC² group is responsible for providing effective, coordinated and academic pedagogical recommendations and oversight for the engineering curriculum that is common and core to all engineering programs at Lassonde. The group will undertake creating a master accreditation unit map, oversee the management of graduate attributes, implement and engage with advisory groups. The curriculum which EC² would oversee are listed in Table 1-2 (see appendices). EC² will work with the Department Chairs to resolve issues regarding schedule and assignment of teaching responsibilities. Course administration will remain with the individual departments.

2. TERMS OF REFERENCE

As a subcommittee of LCS, EC² is responsible for the coordination and oversight of Engineering curriculum across the School to:

2.1. Streamline the management process of common curricular review, approval and improvement;

2.2. Be responsible for creation of a master accreditation unit (AU) map and accreditation unit management monitoring graduate attribute (GA) performance and identify opportunities for continual improvement;

2.3. Soliciting and implementing feedback from variety of stakeholders (i.e. student, faculty and industry). This mandate is broadly explained as curricular responsibility, curricular management processes, resources and operationalization.

Curricular Management Processes

The EC² committee will be responsible for:

2.4. Initiating and seeking approvals for all common engineering curricular items or changes initiated by 'proponents of change' (course director, Department Chair, or UPD)

2.5. Developing a standardized form outlining a curricular change to ensure expedited operations.

2.6. Reporting upcoming curricular changes to their respective Departments.

2.7. Program representative members are responsible for acquiring the necessary department/program approvals authorizing them to represent and vote in accordance with the position of their department/program.

2.8. Program representative members are responsible for ensuring their respective departments/programs have been consulted and necessary departmental approval procedures are adhered to prior to voting at EC2.

Process for curricular changes to external common courses (MATH, PHYS, CHEM)

The EC² committee will

2.9. Initiate and approve curricular items or changes to common external courses initiated by 'proponents of change' (course director, Department Chair, UPD or a curriculum related task force chair (e.g., for matters concerning curricular Math changes, EC² should consult with the Math Task Force in the first instance)).

2.10. Develop a standardized form outlining the curricular change to ensure an expedited process for approvals, including:

2.10.1. The proponent will present the proposal to EC² who will first review and discuss;

2.10.2. EC² members/program representative members will report to their respective department/program to acquire the necessary department endorsement;

2.10.3. EC² will then approach the respective external program UPD (i.e. Math, Physics and Chemistry) to facilitate discussion and coordinate implementation on changes;

2.10.4. EC² will be the authorized central Lassonde committee that will correspond with external programs to coordinate curricular changes, scheduling and teaching assignments and support for in external courses and program considerations.

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 School's/Committee's policies, programs, operations and practices.

4. COMMITTEE MEMBERSHIP

4.1. **Membership**

The membership of EC² shall be as follows:

Lassonde Faculty Council Engineering Common Curriculum (EC²) Committee

Title	# of Positions	# of Votes
Ex-Officio Membership		
1 Representative Per Program*	7	7
1 Director of Common Engineering (Chair)	1	1
Membership		
2 Undergraduate Engineering Students	2	2
Secretary (non-voting)	1	0
TOTAL	11	10

* See 5.7 for details

4.2. **Period of Appointments**
Ex-Officio Members:
- Each degree program shall have a representative, normally the UPD, but at the discretion of the program could potentially be another type of program representative
- Ex Officio members shall hold their position for the duration of their appointment in that role.

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

4.3. **Elections/Nominations**
Vice-Chair:
- The Vice-Chair of the Committee is selected by the voting members of the Committee for a two-year term

Students:
- Student vacancies are filled via a centralized process which will be managed by the Executive Committee. The election process is preferably conducted by the undergraduate Lassonde Student Government (LSG).

4.4. **Representation by Proxy**
- Provisions have been made for elected and ex officio members to designate a substitute.

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 are open to members of the Lassonde community, subject to the availability of space
- When the committee 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 the committee meets in camera, only committee members may be present.
- The EC² Committee 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**
- The Chair of EC² 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, 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**
- Normally, it is expected that the members will work towards the common good and strive for consensus on issues. Should a vote be necessary, quorum involves the participation of all voting members of subscribing programs, with a 2/3 majority to pass a motion provided the home department of the course votes in favour of the proposed change.

5.4. **Timing and Frequency of Meetings**
- Meetings will be scheduled on a monthly basis or an as needed basis.

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**
- The administration of the committee shall be taken up 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 Secretary to the Committee 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.

5.7. **Voting**
- One program, one vote. It is the Program Representative member's responsibility to ensure their respective departments/programs have been consulted and necessary departmental approval procedures adhered to prior to voting at EC2. Normally, it is expected that the members will work towards the common good and strive for consensus on issues. Should a vote be necessary, quorum involves the participation of all voting members of subscribing programs, with a 2/3 majority to pass a motion provided the home department of the course votes in favour of the proposed change.
- All members of the committee are voting members unless specifically indicated otherwise. Ex officio and elected/appointed members have the same voting rights.
- Only EC² members/Program Representative members overseeing programs that utilize the common course(s) (ie subscribing programs) are permitted to vote on the curricular change table.
- Votes may be cast in person or by e-vote
  - 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

6.1. **Reporting to LCS**
- All course proposals coming out of EC² will go to LCS as consent agenda items to be recommended to Faculty Council.
- Any proposals resulting in degree requirement changes or policy related items will go to LCS and Faculty Council for approval.

6.2. **Reporting to Faculty Council**
- The Committee will be responsible for providing an annual report to Faculty Council

7. DOCUMENT CONTROL

Version Number	2.0
Approved by:	Faculty Council
Date:	June 5, 2020

APPENDICES

Table 1: Courses managed by EC².

Home Dept	Common Eng Course	Course name
ME	ENG1101	Renaissance Engineer 1: Ethics, Communication & Problem Solving
ME	ENG1102	Renaissance Engineer 2: Engineering Design Principles
ESSE	ENG2001	Engineering Projects: Management, Economics & Safety
CIVL	ENG2003	Effective Engineering Communication
ESSE	ENG3000	Professional Engineering Practice
ESSE	ENG4000	Engineering Project
EECS	EECS1011	Computational Thinking through Mechatronics
EECS	EECS1021	Object Oriented Programming from Sensors to Actuators
ESSE	ESSE1012	The Earth Environment
ESSE	ESSE2210	Engineering and the Environment

Table 2: Other curricular components managed by EC²

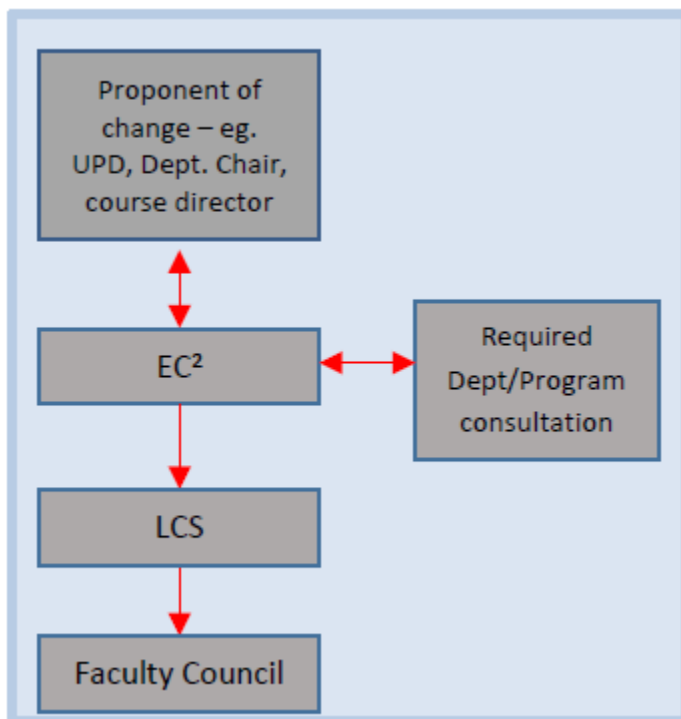|		
External to Lassonde	MATH 1013, MATH 1014, MATH 1025, MATH 2015, MATH 2930, PHYS 1800, PHYS 1801, CHEM 1100	Common Math & Science
External to Lassonde	Various codes	Complementary studies
Common initiatives but not core	Various codes	Dual degree with international development students

Fig 1: Operations of curricular change for Lassonde course

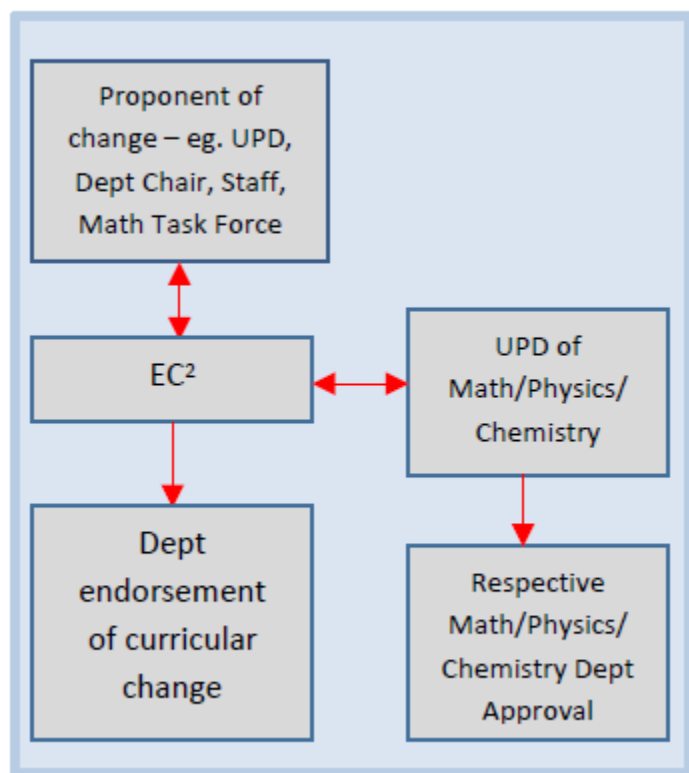Lassonde Faculty Council Engineering Common Curriculum (EC²) Committee

Fig 2: Operations of curricular change for external course.