



**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 GFC Executive Committee (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 GFC Executive Committee as Academic Co-Chair of the Subcommittee.
- One student appointed by the Students' Union
- Two academic staff members appointed by the GFC Executive Committee
- 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)
- Deputy Registrar (ex-officio)
- Associate Registrar & Director, Systems and Policy (ex-officio)

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) including those that are cross-listed (courses that are offered for credit towards either an undergraduate or graduate degree);
 - b. all minor¹ undergraduate program changes, such as additions and deletions of courses, and changes to degree options;
 - c. changes to Faculty-level undergraduate academic regulations including Faculty-level undergraduate program admission requirements; and
 - d. editorial and minor revisions to other sections (those not specific to either undergraduate or graduate) of the Academic Calendar, after consultation with the Co-Chair of the Graduate Academic Program Subcommittee (GAPS);
2. Review and recommend to APPC:
 - a. new and changes to University and Undergraduate Regulations, including undergraduate admission requirements (concurrent review and recommendation by the GAPS may be required for University Regulations);
 - b. major revisions to other sections of the Academic Calendar (concurrent review and recommendation by the GAPS is also required); 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, (ii) changes to faculty academic regulations and admission requirements, and (iii) revisions to the undergraduate sections of the Academic Calendar, and (iv) editorial and minor revisions to the other sections of the Calendar, all on the condition that decisions made or actions taken under this delegated authority are reported to APPC.

As at May 15, 2024

¹ Major changes to undergraduate programs, such as changes to program completion requirements, are reviewed and recommended to the APPC by the Academic Program Subcommittee (APS).