

AURORA COLLEGE

POLICY

Aurora College shall establish a Curriculum Committee for each College-approved program, where deemed appropriate.

PRINCIPLES

1. Aurora College has a mandate to provide educational and training services as defined by the Mission Statement.
2. The College is committed to the development and delivery of comprehensive career-orientated programming.
3. All college programs will be structured wherever possible on a multi-site delivery model, including campus and community-based delivery.
4. To the extent resources allow, all programming will be available on either a full or part-time basis.
5. The College's educational and training activities will be consistent in content and entrance/exit standards within each program regardless of program delivery location.
6. Quality is the primary consideration in all activities, directly affects the successful employment of graduates and/or the successful transfer of credits to other post-secondary institutions or agencies.
7. The College, in close cooperation with other stakeholder groups, will continue to work towards the maintenance of approved College credit programming that is enhanced by culturally relevant content.

PROCEDURES

1. A Curriculum Committee for each approved program or cluster of programs, shall be appointed by the President, where deemed appropriate, with one representative from each Campus recommended by the Campus Director. The Campus representative shall be part of the program staff in his/her campus jurisdiction.
2. The President, on occasion, may deem it necessary to appoint additional representatives to a Curriculum Committee. In the case of such an appointment, the member will have, but not be limited to, ex-officio status.
3. A Chairperson shall be elected from the committee members to serve for a period of one year. This position shall rotate annually if feasible.

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4. The Chairperson shall provide support to the Advisory Committee.
5. The Campus representative will take responsibility for bringing the input/advice from his/her jurisdiction to the committee for discussion and response.
6. Resource people may be invited to meet with the committee.
7. Curriculum Committees shall meet, through teleconference, a minimum of once per term and have at least one face-to-face meeting annually. The committee Chair will call the meetings.
8. The Chairperson of the Curriculum Committee shall submit minutes to the Director of Policy and Programs, within in (10) days after every meeting.
9. The Director of Policy and Programs shall be responsible for ensuring that Senior Management has an opportunity to provide input to recommendations from the Curriculum Committee. (B.13)
10. The Director of Policy and Programs, shall, in consultation with the Curriculum Committee and/or its Chairperson, pursue and maintain transfer agreements with post-secondary education institutions.

Relevant Policies

B.13 Establishment of New Programs

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APPENDIX G.15

Aurora College's Curriculum Committee Terms of Reference

There is a general agreement that with a standardized program at both the certificate and diploma levels, ongoing curriculum review will be required to ensure the integrity of the program. This document, therefore, represents the mandate for a permanent, inter-campus Curriculum Committee. Responsibilities of the committee may include, but will not be limited to, making changes to existing program(s), reviewing the introduction of new concentrations, and facilitating communications between campuses.

The curriculum committee reports to the President of Aurora College, through the Director of Policy and Programs. The committee will be composed of a representative from each delivering campus, recommended by his/her Campus Director and appointed by the President. The Director of Policy and Programs or designate will be an ex-officio member. The President, on occasion, may deem it necessary to appoint additional representatives to a curriculum committee. In the case of such an appointment, the member will have, but will not be limited to, ex-officio status. Additionally, other persons may from time to time be invited to attend meetings and present submissions or recommendations for the committee's consideration.

The Chairperson and the members of the committee will hold the office for one year, with an annual review and selection. Membership may be renewed upon recommendation of the Campus Director. Individuals may hold the Chair for no more than two consecutive years. The Chairperson is responsible for the dissemination of information to other campuses. The committee Chairperson will rotate to all campuses. The committee memberships, if possible, will be from all campuses. The Chairperson will also establish the agenda for meetings in consultation with other members and staff.

The committee will meet face to face at least once a year, with additional conference call meetings as required, to carry out these Terms of Reference.

Whenever possible, members shall attend all meetings. Designates must be approved by the committee prior to a scheduled meeting.

Committee representatives will consult with college students, faculty and senior management, and other interested individuals and organizations regarding committee issues that fall under the mandate of this committee.

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College staff are encouraged to contact appropriate committee members with concerns to be brought forward to committee meetings.

The committee will have the following mandate with respect to the programs of Aurora College

1. The committee will make recommendations to the President's Office, through the Director of Policy and Programs, with respect to:
 - Inter-campus coordination of course offerings in both the diploma and certificate programs, for both content and delivery
 - The introduction of new certificate/diploma concentrations
 - Changes to existing program(s)
 - The maintenance of standards between campuses regarding course delivery strategies, recommended programs of study, text and reference materials, course evaluation systems, student evaluations and required standards, and
 - Proposed agreements or proposed amendments to existing accreditation agreements with universities and professional associations.

2. The committee will ensure that:
 - Each campus maintains case studies, articles, subject outlines, course support materials, and evaluation instruments for use by all faculty on all campuses, and
 - Supportive relationships between Aurora College, government, native organizations and Northern business are fostered and encouraged.

Members of the committee will facilitate the sharing of this information from each of the campuses and foster the exchange of ideas and information between instructors.

The committee communications

- A call for agenda items will be sent to the Director of Policy and Programs, Campus Directors, and the committee members at least two weeks prior to the meeting.
- A draft agenda will be circulated to the President (through the Director of Policy and Programs), Campus Directors and committee members one week prior to the scheduled meeting.
- All minutes will be drafted immediately after the meeting and sent to the members for review. Within five working days, they will suggest corrections to the Chairperson, who will make necessary changes and send out the minutes.
- Minutes of the committee meetings will be sent to all committee members, Campus Directors, and to the President through the Director of Policy and Programs.
- The minutes will be signed by the Chairperson at the next meeting.
- The Chairperson of the committee is the only authorized signer of the curriculum committee's correspondence.

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- All correspondence will be maintained in an official file in the Director of Policy and Programs' office.
- Each committee member will maintain a binder of approved and signed minutes at their location. When their term has ended, the binder will be passed to the Campus Director. The Campus Director will pass the binder on to the new representative.
- An official binder will be maintained in the Director of Policy and Programs' office and will hold the official copies of all the program course outlines.
- The committee chair **may** rotate to all campuses of the college.