Anatomy & Cell Biology Undergraduate Curriculum Committee

Terms of Reference

Mandate:

The objective of the Anatomy & Cell Biology Undergraduate Curriculum Committee (UCC) is to assess and make recommendations on requests regarding: the creation of new courses, the revision and deletion of existing courses, and proposed changes to existing programs. The Committee will assess requests and proposals with regard to the teaching mandate of the Department and the overall integrity of the undergraduate programs offered.

Approved requests and proposals will be recommended for further consideration by the Committee, following the Faculties of Science and Medicine’s processes ending in Senate approval. Proposed changes which are not approved by the Committee will be provided feedback and, if appropriate, an opportunity to be resubmitted for future review.

Course/Program Change Approval Process:

The Committee will make recommendations for course or program changes to the Faculty of Science Academic Curriculum Committee and Faculty of Medicine Undergraduate Academic Curriculum Committee. If approved at this level, recommendations will be forwarded to the Faculty of Science Meeting and the Associate Dean, Biomedical BSc, Graduate and Postdoctoral Affairs in the Faculty of Medicine, then to SCTP and APC, and finally to Senate.

Frequency:

The UCC will meet at least once per year and on an as-needed basis.

Membership:

In order to provide a forum where the Committee can discuss new courses and changes to courses and ACB programs as a whole, a range of participants should be represented. This will ensure that a cross section of ideas and viewpoints are expressed and shared and allow for a range of perspectives on improving courses and programs offered.

Members of the UCC must be affiliated to the Department of Anatomy and Cell Biology and will include:

- the Committee Chair (appointed by the Chair of the Department)
- an instructor from a lab course
- an instructor from a non-lab course
- the departmental representative to the Faculties of Science & Medicine Academic Curriculum Committees
- the undergraduate Student Affairs Officer (resource person to ensure University and Faculty policies are respected)
- an undergraduate student representative (when possible)

Updated: February 2018
Records:

Decisions, recommendations and feedback offered at meetings will be recorded and shared with appropriate parties/committees. Any topics or requests of a confidential nature will be removed from meeting notes prior to circulation.