

Terms of Reference

Integrated Curriculum Committee

Education Council

September 2025

Purpose

The purpose of the Integrated Curriculum Committee (Committee) is to ensure the quality and coherence of curriculum proposals and reviews. The Committee will evaluate and make recommendations on curriculum proposals to the Education Council in alignment with the College's Mission, Vision and Inspire strategy and other established institutional priorities.

Membership

The Committee shall have a maximum of twelve (12) voting members in the proportions that reflect the membership distribution of Council appointed by the Council and comprise of:

- A minimum of three (3) to a maximum of five (5) members selected from elected Faculty/Instructor members on the Council
- One member selected from elected Support Staff on the Council
- A minimum of one member selected from elected Students on the Council
- A minimum of one member from the appointed Educational Administrator members on the Council

In addition, the following shall be members of the Committee and not be included as representative of the groups above:

- Chair, Education Council (ex officio)
- Provost & Vice President (ex officio) (or designate)

The Committee shall also include the following non-voting members:

- Registrar (ex officio)

The Chair of the Committee will be appointed by the Council Chair from Committee membership.

Designated Resource Persons

The Committee is supported by:

- Governance Administrator

The Council Chair may request the President to appoint other relevant employees as designated resource persons in support of the Committee.

Meetings

The Committee shall normally meet at least eight (8) times each year. Additional meetings may be held as deemed necessary as determined by the Committee Chair or the Council Chair.

In advance of each meeting, the Committee Chair and Council Chair will meet and, with support from the Governance Administrator and the Curriculum Coordinator, determine if items submitted for the agenda are appropriate and are prepared to a sufficient level to be considered by the Committee.

Voting at Committee Meetings

Each voting member of the Committee has one vote on the Committee.

Duties and Responsibilities

Subject to the powers and duties of the Council established in the College and Institute Act, the Committee will perform the following:

- Review and evaluate curriculum proposals to ensure they meet established educational policies and standards.
- Review and evaluate proposals for new certificates, diplomas, and degrees.
- Ensure proposals are consistent with institutional priorities.
- Identify concerns in proposals and bring them to the attention of the proposer for resolution, and/or referral to Education Council.
- Recommend to the Council approval of proposals.
- Based on best practices provide recommendations to academic areas for curriculum improvement.
- As appropriate, review, recommend for approval or offer guidance on, to the Council or the Academic Governance Committee, policies related to:
 - Evaluation of programs and educational services
 - Qualifications for admissions
 - Consultation with advisory groups concerning the institution's educational programs
- Based on best practices identify for development within the *College's Policy and Procedure Framework*, the need for specific educational policies and standards.
- Review and advise on recommendations to retire programming.
- Review and recommend to the Council for approval or offer guidance on agreements for the transfer of credit from another body.

Accountability

The Committee shall report its discussions to the Council by maintaining minutes of its meetings and providing a report at the next meeting of the Council.

Review

The Terms of Reference for this Committee will be reviewed by the Committee at least once every three years and changes will be forwarded to the Council for approval.

Review History

Date	Action
2025-03-06	New Terms of Reference Approved by the Okanagan College Education Council: <i>Integrated Curriculum Proposal Review Committee Terms of Reference</i>
2025-09-18	Revised Terms of Reference Approved by the Okanagan College Education Council: <ul style="list-style-type: none">• <i>Membership distribution updates</i>• <i>Addition of a delegate option for the Provost & Vice President seat</i>