



**UNIVERSITY OF TORONTO**  
**FACULTY OF APPLIED SCIENCE & ENGINEERING**

**MANUAL OF PROCEDURES**

**FOR THE**

**UNDERGRADUATE CURRICULUM COMMITTEE**

Approved by the Council of the Faculty of Applied Science & Engineering: April 26, 2012  
Revision approved: December 12, 2017

## TABLE OF CONTENTS

1. PREAMBLE .....	3
2. MEMBERSHIP .....	3
3. TERM OF OFFICE.....	3
4. TERMS OF REFERENCE .....	3
5. RULES OF PROCEDURE .....	4
6. DUTIES.....	4
7. MAJOR POLICY DUTIES.....	4
8. ROUTINE CURRICULUM DUTIES.....	4
9. ROUTINE ADMINISTRATIVE DUTIES .....	5
10. REPORTING AND COORDINATING DUTIES.....	5
11. GUIDING PRINCIPLES.....	5
APPENDIX A: Programs and Departments .....	7
APPENDIX B: Curriculum Change Process .....	8
APPENDIX C: Major Policies .....	11

## 1. PREAMBLE

Each Committee must have a clearly established and frequently monitored manual of procedures and terms of reference, wherein all policy decisions can be recorded and which is available for immediate reference, to promote ease and consistency in Committee deliberations. Each Chair must assume executive responsibility for the efficient working of her/his Committee, towards which she/he can expect to have strong administrative support available through the Faculty Offices.

## 2. MEMBERSHIP

Constituency	Voting	Non-Voting
Undergraduate programs: 1 faculty member per program (see note below)	9	
IBBME, faculty		1
UTIAS, faculty		1
Undergraduate students	2	
Dean, ex officio	1	
Vice-Dean, Undergraduate, ex officio	1	
Vice-Dean, First Year, ex officio	1	
Associate Dean, Cross Disciplinary Programs, ex officio	1	
Registrar, ex officio	1	
Director of First Year Curriculum, ex officio	1	
Teaching and Learning Specialist (Dean's Appointee)		1
Scheduling Officer, ex officio		1
Engineering Communication Program		1
Engineering & Computer Science Library		1

Note: For Departments housing more than one program (e.g. CIV, MIE, ECE), a single person may be appointed to the committee who would provide their own vote as well as a proxy vote for the other program in the department.

## 3. TERM OF OFFICE

The Committee shall take office at the close of the final meeting of Faculty Council in an academic year, and shall remain in office until the adjournment of the final meeting of the subsequent academic year. (Appointment of student representatives shall be completed by September.)

## 4. TERMS OF REFERENCE

The primary responsibility of the Committee is to help ensure that the Faculty's undergraduate programs are delivered in a fashion that conforms to professional accreditation requirements, provincial standards and Faculty and University policies, standards and requirements.

To support this, the Committee shall:

- a) Manage the curriculum change process.
- b) Manage the Faculty's graduate attributes and continuous improvement process and other accreditation processes, and make decisions as needed for improvements.
- c) Monitor resource allocation and usage information with the departments and divisions and the Registrar's office to implement timetabling and scheduling improvements, and make recommendations for changes in the amount and nature of resources available to the Faculty.

## **5. RULES OF PROCEDURE**

The Committee shall operate according to the rules of procedure established and from time to time amended by Faculty Council as set out in the *Procedures for Committees of Council of the Faculty of Applied Science & Engineering*.

## **6. DUTIES**

To fulfill its terms of reference, the Committee shall carry out the following duties:

### **7. MAJOR POLICY DUTIES**

- a) Assist departments and divisions in the design and review of their programs.
- b) Develop and regularly review Faculty policies on curricula and disseminate any changes to departments and divisions in a timely manner for them to prepare proposals to amend their programs.
- c) Remain current with the policies and requirements of the Canadian Engineering Accreditation Board and their relation to the Faculty's programs.
- d) Remain current with the policies and requirements of the University of Toronto's Quality Assurance Process (e.g. Undergraduate Degree Level Expectations) in relation to the Faculty's programs.

### **8. ROUTINE CURRICULUM DUTIES**

- a) Receive proposed curricula changes from departments and divisions. Review such proposed changes for conformity with Faculty and University policies and guidelines; identify and resolve any potential impacts such as scheduling; and co-ordinate cross-program issues as required. Endorse and report changes to Faculty Council.

- b) Receive and consider outlines of all new or significantly amended technical courses offered by other Faculties that are listed in the Faculty of Applied Science & Engineering calendar under numbers that identify them as being particular to this Faculty.
- c) Approve and report a list of acceptable humanities/social science and complementary studies electives and exceptions.
- d) Strike and report sessional dates for the Faculty each academic year.

## **9. ROUTINE ADMINISTRATIVE DUTIES**

A subcommittee consisting of the Committee Chair and the Faculty Registrar is empowered to carry out the following routine administrative duties consistent with decisions of the Committee and Faculty Council:

- a) Update the Committee manual when new or amended policies or precedents are approved by Faculty Council.
- b) Receive and review annual updates to the master database of course information required by the Canadian Engineering Accreditation Board to manage the Faculty's graduate attributes process.
- c) On an annual basis, receive in part, originate in part, co-ordinate, approve and report (normally as routine) all text pertaining to curriculum in the Faculty of Applied Science & Engineering calendar.
- d) On an annual basis, receive, examine and report (normally as routine) all changes to course lists offered by the Faculty of Applied Science & Engineering's departments or divisions, which appear in the calendars of other Faculties.

## **10. REPORTING AND COORDINATING DUTIES**

- a) Interact as needed on curriculum matters with appropriate committees of this and other Faculties and of the Governing Council.
- b) Report actions and recommendations of the Committee according to the rules of procedure established and from time to time amended by Faculty Council, as set out in the Procedures for Committees of Council of the Faculty of Applied Science & Engineering.

## **11. GUIDING PRINCIPLES**

- a) The Committee shall approve courses of study leading to various Engineering minors and certificates as approved by Faculty Council.

- b) The Faculty will meet the accreditation requirements of the Canadian Engineering Accreditation Board for all of its undergraduate degree programs.
- c) Each undergraduate degree program shall nominally consist of a four-year curriculum (five-year with PEY), within which students may be allowed to proceed at a variable rate.
- d) The curriculum shall be structured, insofar as is possible, on a term basis (two terms per year).
- e) Pre- and post-session courses are permitted in all programs.
- f) The weighting specified for a course and used in computing averages shall be representative of the relative expenditure of time expected of an average student to obtain an average grade in that course.

## **APPENDIX A: Programs and Departments**

Programs leading to the degree of Bachelor of Applied Science are offered in:

- Chemical Engineering
- Civil Engineering
- Computer Engineering
- Electrical Engineering
- Industrial Engineering
- Materials Science and Engineering
- Mechanical Engineering
- Mineral Engineering

A program leading to the degree of Bachelor of Applied Science in Engineering Science is offered with specializations in:

- Aerospace Engineering
- Biomedical Systems Engineering
- Electrical and Computer Engineering
- Energy Systems Engineering
- Engineering Mathematics, Statistics and Finance
- Engineering Physics
- Infrastructure Engineering
- Robotics Engineering

The departments, divisions and offices in the Faculty of Applied Science & Engineering established for the administration of these programs are:

- Cross-Disciplinary Programs Office
- Department of Chemical Engineering & Applied Chemistry
- Department of Civil Engineering
- Department of Materials Science & Engineering
- Department of Mechanical & Industrial Engineering
- Division of Engineering Science
- The Edward S. Rogers Sr. Department of Electrical & Computer Engineering

## **APPENDIX B: Curriculum Change Process**

This process defines the approach to be followed for curriculum changes within the undergraduate programs of the Faculty of Applied Science & Engineering and applies to all courses that students, in all programs, can take for degree credit.

### **1. HSS/CS ELECTIVES**

#### **Non-FASE courses**

The Registrar's Office maintains a list of known HSS courses as well as known CS courses and course prefixes; known exclusions to the list are recorded as well. Students can access this list and are able to suggest courses for review and addition to the list.

The decision as to whether a course can be taken as an HSS or CS credit is the consensus view of the Undergraduate Curriculum Committee's Chair, Vice-Chair, Registrar and Associate Registrar. If a consensus cannot be reached, the decision is referred to the entire Committee.

#### **FASE courses**

Decisions related to the creation, modification or cancelation of HSS or CS elective courses will be taken by the entire Committee.

Decision-making criteria:

- There is an ongoing commitment from a program to provide the instructor(s) for the course.
- The course can be timetabled in a fashion which accommodates a significant number of students.

Note: all students take HSS and CS electives – the annual demand for HSS and CS course places is ~2000 of each type; consideration should include timing of delivery and the appropriate class size, so as to benefit as many students as possible.

### **2. TECHNICAL ELECTIVES**

A technical elective course can cover any combination of Mathematics, Natural Science, Engineering Science and Engineering Design content. Decisions relating to the creation, modification, or cancelation of such courses are taken by the entire Committee. The course can be created at any time during the academic year; the preference is that the course is approved in the academic year prior to the one in which the course will be first offered.

A course information sheet must be completed prior to the course being reviewed.

Decision-making criteria:

- There is an ongoing commitment from a program to provide the instructor(s) for the course.
- The course can be timetabled in a fashion which accommodates a significant number of students.
- The course material is at a level commensurate with a university education.
- The required resources are identified and available.

As part of the review process, the Committee will discuss existing courses which have similar or related content to help identify the correct set of requisites and ensure that the Academic Unit definition is consistent with existing courses. The review will also assess the learning outcomes and graduate attribute indicators and ensure that they are consistent with the Faculty's global outcomes.

### **3. CORE COURSES**

A core course can cover any combination of Complementary Studies, Mathematics, Science, Engineering Science and Engineering Design content. A course which is Core for one program can be an elective course for any other program. Decisions relating to the creation, modification or cancelation of such courses are taken by the entire Committee.

Changes to courses which impact only the program(s) for which they are core can be implemented at any time during the academic year. Changes to such courses which impact multiple programs and/or create scheduling difficulties will be implemented in the next academic year.

A course information sheet is to be completed prior to the course being reviewed.

The Committee will review the course information sheet and supporting information, which can include feedback from external stakeholders (e.g. employers or alumni), instructors and students, an analysis of the curriculum map and/or data analysis from the indicators.

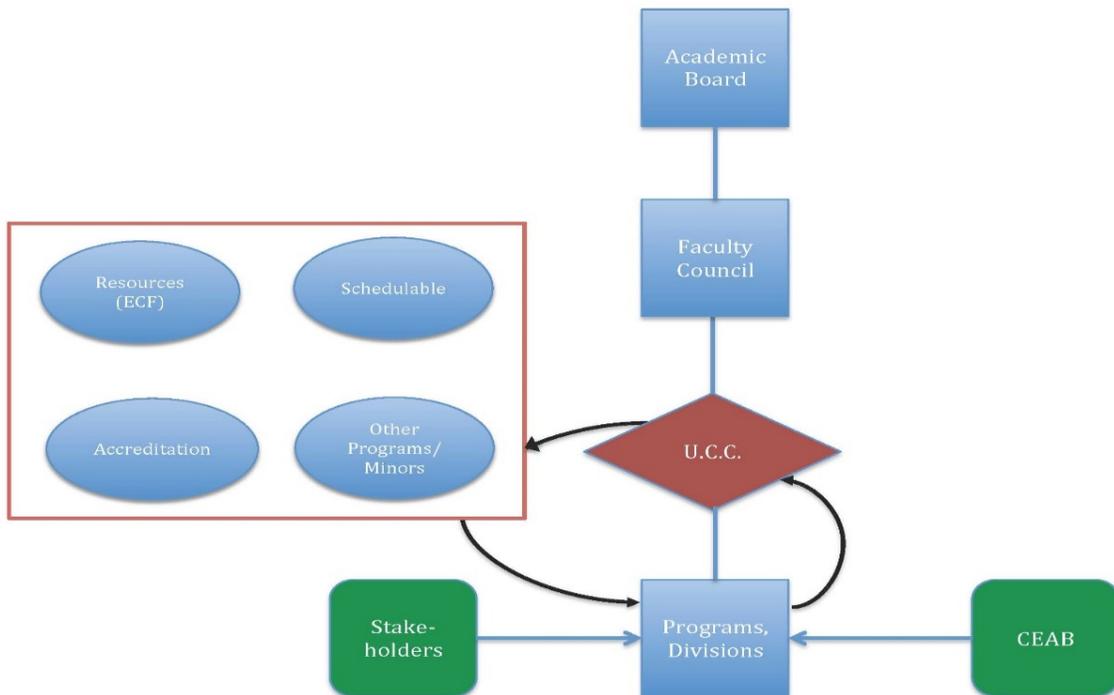
As part of the review process, the Committee will discuss existing courses which have similar or related content; this will help identify the correct set of requisites and ensure that the Academic Unit definition is consistent with precedent. The review will also assess the learning outcomes and graduate attribute indicators and ensure that they are consistent with the Faculty's global outcomes.

### **4. PROGRAM CHANGES**

A program change is a change in the order in which core courses and electives are taken, as well as any change in the course or elective identity. Decisions on such changes are taken by the entire Committee.

The Committee will review the supporting information which could be the same as that for a change to a core course. This can include feedback from external stakeholders (e.g. employers or alumni), instructors and students, an analysis of the graduate attribute curriculum map and/or data analysis from the indicators.

Program changes must be approved in the academic year preceding the year in which the change is to be implemented.



## **APPENDIX C: Major Policies**

Other than the Committee manual, the major policies approved by Faculty Council for the operation of the Committee and for which the Committee is the prime Faculty body responsible for proposing modifications when and as needed, are listed below. Policy items not so listed are of a routine or minor nature.

- a) Edits to Regulations for Self-Initiated Minors (approved March 8, 2011)
- b) Procedure for Granting Transfer Credits (approved April 26, 2012)
- c) Proposed Addition of Certification Notations on Student Transcripts (approved April 26, 2012)