



MEMORANDUM

To: Executive Committee of Faculty Council

From: Dr. Graeme Norval
Chair, Undergraduate Curriculum Committee

Date: September 2, 2011 for October 6, 2011 Faculty Council Meeting

Re: Undergraduate Curriculum Committee Goals for 2011-2012

REPORT CLASSIFICATION

This is a ***Routine Matter*** that will be considered by the Executive Committee for approving and forwarding to Faculty Council for information.

COMMITTEE GOALS

The primary responsibility of the Committee is the management of the Undergraduate Curriculum and the preparation of the academic content of the Faculty Calendar. The primary Committee goal will ensure that curriculum and calendar changes are reviewed and processed in a timely fashion (major changes due by the Executive Committee meeting of November 10th).

The Committee will complete a Handbook this year. This document will provide background information on the historical norms of operation of the Committee, as well as examples of completed forms for curriculum changes. An example of something that needs further written details is the issue of Requisites – what they mean, and how they are handled; some introductory courses for the Engineering Minors have Requisites that not all students have completed, and it causes problems.

The Committee has agreed to draft rules for handling Advanced Standing. In part, this will address a CEAB request. More importantly, the growing popularity of International Student Exchanges demands a more consistent approach. This issue also ties to the Letters of Permission, and the draft policy that was generated last year.

PROPOSAL/MOTION

For information.