

# *Faculty of Health Sciences Online Undergraduate Curriculum Committee*

## *Terms of Reference*

### Part I: Mandate and Responsibilities

#### A. Mandate

Under the jurisdiction of the Royal Charter of 1841 that established Queen's University, the Senate has responsibility for all academic matters within the University. Senate delegates the authority for academic governance to the Boards of individual Faculties. The Faculty of Health Sciences (FHS) is made up of three schools: The School of Medicine, The School of Nursing, and The School of Rehabilitation Therapy. This Tri-School structure is governed by leadership (Director & Dean, School of Medicine, Director & Vice-Dean, School of Nursing, Director & Vice-Dean, School of Rehabilitation Therapy) and Academic Councils (School of Medicine Academic Council, School of Nursing Academic Council, School of Rehabilitation Therapy Academic Council). The Faculty Board has delegated the ongoing responsibility for administering educational programs to the Dean of the Faculty of Health Sciences. The Dean has assigned responsibility for the curriculum oversight, evaluation, and approval of undergraduate FHS online courses and programs in which all three schools participate to this Tri-School Committee.

Programs and courses within the mandate;

1. Online Health Sciences Honours BSc (ePre-Health)

#### B. Major Responsibilities

The Faculty of Health Sciences Online Undergraduate Curriculum Committee has the following areas of responsibility:

1. Establishment of curriculum content and design.
2. Developing and implementing policies regarding content and curricular design.
3. Advising on curricular implementation and ongoing management of curriculum.
4. Oversight of ongoing evaluation and revision of the curricular content and design.

#### C. Specific Functions

1. Development of Policy: The Curriculum Committee provides oversights and approves policies that direct the curriculum of shared FHS Online Tri-School Undergraduate programming. Such policies include those supporting the curricular framework, curricular hours, curricular content and workload, curricular review and new learning within the curriculum.
2. Establishment of Curricular Goals: The Curriculum Committee is responsible for the ongoing review of overall curricular goals, competencies and educational outcomes.
3. Curricular Content and Design: The Curriculum Committee is responsible for:
  - Approving the design and structure of curriculum so that it allows for the appropriate coordination of objectives, content, assessment and progression of learning.
  - Ensuring there is appropriate monitoring of the overall content and workload of courses and that each course is contributing appropriately to the established degree requirements.

- Setting standards for the curriculum regarding depth and breadth of knowledge, currency and relevance of content, and the extent of redundancy needed to reinforce the learning of complex topics.
  - Approving relevant aspects for inclusion in the Academic Calendar.
4. Managing the Ongoing Evaluation and Revision of the Curricular Content and Design: The Curriculum Committee reviews the curriculum as a whole.
  5. Curricular Administration: The Curriculum Committee will advise regarding an appropriate faculty and administrative leadership structure to ensure that all curricular goals are met.
  6. Faculty Communication and Education: The Curriculum Committee is responsible for ensuring that all teaching and administrative faculty are aware of their responsibilities and of the programs curricular policies and objectives. It is also responsible for identifying development opportunities for faculty members.
  7. Sub-Committees: The Curriculum Committee establishes and oversees the activity of sub-committees to carry out specific aspects of its functions. These include, but are not necessarily limited to the:
    - Student Assessment Committee
    - Program Evaluation Committee
    - Learning Assessment Committee

## **Part II: Membership and Chairmanship**

### D. Membership

#### *Ex-officio members*

Vice Dean, Education, Faculty of Health Sciences (voting)

School of Medicine Director or Delegate (voting)

School of Nursing Director or Delegate (voting)

School of Rehabilitation Therapy Director or Delegate (voting)

Co-Directors, ePre-Health or Delegate (non-voting)

#### *Appointed Members*

In addition, the committee will be augmented by additional members, who will be nominated by the standing members and appointed by the Dean. In making appointments, the Curriculum Committee will strive to achieve appropriate diversity of representation as well.

Associate Director, ePre-Health (non-voting)  
 Department of Biomedical and Molecular Sciences Delegate (voting)  
 Department of Public Health Sciences Director or Delegate (voting)  
 Department of Pathology and Molecular Medicine Delegate (voting)  
 Faculty of Arts and Science Delegate (voting)  
 Office of Bioethics Director or Delegate (voting)  
 Recording Secretary and Committee Assistant (non-voting)  
 Tri-School Student Representative (voting)  
 Life Sciences Student Representative (voting)

### E. Responsibilities of Members

All members will participate actively in the committee by:

- Reviewing all pre-circulated material
- Attending at least 70% of the meetings (in person or by distance)
- Participating in working groups, as required
- Communicating committee activities and decisions as appropriate

### F. Term of Membership

Appointed faculty members will normally serve a three-year term, renewable once. Appointed student members will normally serve a one-year term, renewable once.

### G. Chairmanship

The Vice-Dean of Education of the Faculty of Health Sciences will chair the committee.

Duties of the Chair:

1. To chair all Curriculum Committee meetings
2. To be responsible for the development and approval of meeting minutes
3. To develop agenda for all meetings
4. To monitor follow-up of all committee decisions
5. To determine timing and extent of communication
6. To orient new committee members

### **Part III: Meeting Procedures**

#### H. Meeting Schedule and Procedural Issues

- a. Meetings will be held every month from September to June.
- b. Additional meetings may be called at the discretion of the chair.
- c. Agenda and meeting materials will be pre-circulated by the recording secretary.
- d. The minutes will be kept and pre-circulated before each meeting.
- e. Minutes require approval.
- f. The chair only votes in the event of tie.
- g. The chair may invite non-committee members to address specific issues. These guests are non-voting.

#### I. Quorum

Quorum for the purpose of approving minutes or passing motions will be 50% plus one of all voting members, either present in person or via distance.

Meetings may be held in the absence of a quorum, but no decisions will be made.

#### J. Conflict of Interest

Members are expected to declare a conflict of interest if their real or perceived personal interests might be seen to influence their ability to assess any matter before the committee objectively. They can do so either by personal declaration at the beginning of a meeting or in writing to the Chair. They will be excused from any decisions regarding the matter in question. The declaration and absences will be recorded in the minutes.

#### K. Decision-Making

Decisions that establish program policy changes or directions to subcommittees or faculty members will be discussed in the context of specific motions, passed by a majority vote of members and recorded in the minutes. The Chair will aim to build consensus, if possible, but the final decision will be made by voting. Votes may be conducted electronically, if necessary.

### **Part IV: Administrative Support & Communication**

#### L. Administrative Support

The Recording Secretary will be a member of the Staff of the Department of Biomedical and Molecular Sciences, appointed by the Department Manager.

### **Part V: Terms of Reference Review**

These terms of reference will be reviewed by the Curriculum Committee on an annual basis and as required.

### **Rules of Order**

Faculty of Health Science committees follow *Bourinot's Rules of Order*.

A summary of *Bourinot's Rules of Order* is available at:

<http://www.queensu.ca/secretariat/senate/Rules.html>

**Approval Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_