SENATE COMMITTEE ON CURRICULUM AND CALENDAR (SCCC)

Purpose: The SCCC works closely with the Office of the Registrar to ensure the internal consistency, clarity and integrity of both the Undergraduate and Graduate Calendars.

Terms of Reference

1. The SCCC serves as a working group to support academic Programs and academic administrative departments in the preparation of Calendar content that is clear and concise, and that is consistent with the current language, style and Regulations in the Calendar(s).

2. The SCCC reviews, advises and makes recommendations to Programs, academic administrative departments and to Senate, with respect to the presentation and language of Calendar content.

3. Any proposed revisions or new Calendar content that requires Senate approval, must be reviewed by the SCCC prior to being presented to a Chairs and College Council for approval. Exceptions to the order can be discussed with the Chair of SCCC.

Membership:

President (ex officio)

- Four faculty members appointed by Senate, at least two of whom should be Faculty Senators. A principle of disciplinary representation should be considered in the selection of faculty representatives
- One Student Senator
- Up to two additional Members appointed by Senate, who may be members of faculty or the academic administrative staff.

Registrar - Secretary of Senate (non-voting)
Registrar Services Officer (Curriculum, Calendar & Credentials) (non-voting)

Chair:	Committee Member elected annually by and from the membership
Recording Secretary:	Registrar Services Officer – or administrative support position assigned by the Office of the
Committee Secretary:	Registrar and Secretary of Senate
Quorum:	Majority
Reporting Month:	