Degree Breadth Approval Committee
Terms of Reference 2016/2017

Mandate

To review, evaluate, and categorize breadth courses to enable the implementation and maintenance of the Humber's degree program breadth requirements.

Reporting and Approval Process

The committee will report to the Senior Vice President Academic. Any documents or decisions emanating from the work of the committee will be reviewed by the Senior Vice President Academic and approved in accordance with existing college approval processes, structures and policies.

Membership

The Degree Breadth Approval Committee will be comprised of the following members, appointed by their respective Dean:

- Chair: Dawn Macaulay, Associate Dean, Liberal Studies.
- Liberal Studies Curriculum Committee.
- Faculty Representative from each of the Academic Schools.
  - School of Health Sciences
  - School of Media and IT
  - The Business School
  - School of Applied Technology
  - School of Creative And Performing Arts
  - School of Social and Community Services
  - School of Hospitality, Recreation and Tourism
- Representative from the Program Planning, Development and Renewal office who will act as a resource for this committee to ensure PEQAB compliance

Length of Appointment

Appointments are 3 years in length. To ensure the continuity of the committee, no more than 50% of the members will be retired at the end of the first three year term. The others will be asked to extend their term by one year.

Frequency of Meeting

Call for submissions are released once per semester and the Committee will meet formally to review proposals. Breadth Category sub-committees will meet to review and formulate their recommendations as required. Committee members may be assigned to assist an applicant in developing a full submission for approved proposals.

Operating Norms

The Committee will establish several sub-committees that reflect the Breadth Categories. Sub-committees will be tasked with reviewing developed submissions and making recommendations to the full Committee. Members of Breadth Category sub-committees will also be asked to make themselves available to assist applicants with outline development.

Quorum at any meeting of the Degree Breadth Committee or sub-committee is 60%.

<u>Specific Tasks and Responsibilities</u>

- Establish a template or framework for breadth course proposal submissions.
- Review and evaluate breadth course proposals to ensure compliance with the pedagogical standards and objectives of Humber's breadth programming, including requirements set by PEQAB.
- Define and clarify the types of courses which belong to each of the three breadth categories.
- Designate breadth course proposals into upper or lower level offerings.
- Identify gaps remaining in course offerings.
- Identify areas for online development and recommend online renewal cycles.
- Examine breadth course restrictions and equivalencies, this includes all core courses from a particular degree program that could be taken as breadth courses by a non-major student.
- Establish a process to review existing breadth courses.
- Report to the Senior Vice President Academic on any issues that may impede the implementation and maintenance of the breadth requirements.