Degree Breadth Approval Committee
Terms of Reference 2023/2024

Mandate

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

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 subject to review 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 Senior Dean:

• Chair: Chris Irwin, Associate Dean, Liberal Studies

• Liberal Studies Curriculum Committee

• Faculty Representative from each of the Academic Faculties

- Faculty of Applied Sciences & Technology
- Faculty of Health Sciences & Wellness
- Faculty of Media & Creative Arts
- Faculty of Social & Community Services
- The Longo Faculty of Business

• A 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, or enter an additional three-year appointment.

Frequency of Meeting

Call for submissions are released once per semester and the Committee will meet formally to review proposals at least once per semester. Breadth Category sub-committees will meet to review and formulate their recommendations as required. Committee members may be assigned to assist a course developer in generating a full course outline for approved proposals.

Operating Norms

The Committee members will also act on sub-committees that reflect the three Breadth Categories. Sub-committees will be tasked with reviewing course outlines that are in development, based on approved course proposals, and making recommendations to the full Committee. Members of Breadth Category sub-committees will also be asked to make themselves available to assist course developers.

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

Decisions regarding courses approved for development will be communicated by the Committee Chair to the Associate Dean supporting the application. This process will typically take place in the same semester that a course proposal is submitted. Development of a course outline will be the outcome of the full approval process, with the course being submitted to PPDR so it can be offered in a future semester.

Specific Tasks and Responsibilities

- Establish, maintain and review 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-program student.

- Regularly review existing breadth course inventory to confirm that all new courses have been added and that any requests for removal have been actioned. Restrictions will also be reviewed to ensure they are current and accurate.

- Communicate committee decisions about approvals in writing to Associate Deans who support course proposals.

- Report to the Senior Vice President Academic on any issues that may impede the implementation and maintenance of the breadth requirements