# Academic Coordinating Committee (ACC)

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| **Original Approval Date:** | November 14, 2013 |

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| **Office of Accountability:** | Office of the Dean, ALES |
| **Office(s) of Administrative Responsibility** | Associate Dean (Academic) |
| **Approver:** | Faculty Council |
| **Scope:** | Terms of Reference |

## Mandate

The Academic Coordinating Committee is the body with overall responsibility for the integrity of the undergraduate degree programs in the Faculty.

**Membership:**

* Associate Dean (Academic) – ACC Chair
* Assistant Dean (Academic and Student Programs)
* Department Chairs (4)
* 4 professors (Selected by Associate Dean (Academic) from academic advisors)
* 4 undergraduate students selected by ALES students. One student must come from each of the following categories:
  1. Nutrition and Food Science;
  2. Human Ecology;
  3. Environmental and Conservation Sciences, BA Environmental Studies, Forestry, or Forest Business Management
  4. Agriculture, Animal Health, or Agricultural/Food Business Management

**Specific Responsibilities and Jurisdiction:**

* Approves course cancellations
* Approves new courses based on supporting information, including detailed course syllabus and letter of support from Department(s) proposing the new course
* Establishes course viability standards (enrollment, program needs, etc.) and reviews courses accordingly
* Approves University Calendar changes, as delegated by Faculty Council
* Identifies and discusses teaching and learning issues related to undergraduate programs
* Meets twice a term and once in summer and additionally as necessary