

**Curriculum Committee**  
**TERMS OF REFERENCE**  
Revised June 2017

**Mandate**

The **SLIS Curriculum Committee** oversees the provision of an MLIS curriculum that is of the highest caliber, well planned, coordinated, implemented and evaluated, internationally recognized, and based on established standards and principles such as the American Library Association accreditation standards. The Committee also oversees the provision of undergraduate and doctoral-level courses, as well as links between the MLIS program and other academic programs (e.g., MA in Humanities Computing; MBA).

**Process**

The Curriculum Committee serves SLIS Academic Council and SLIS School Council. Decisions made by the Curriculum Committee are recommended to Academic Council for approval. The Committee consults closely with the Senior Administrator to ensure appropriate approval and implementation of changes.

The final approval of decisions regarding official course calendar information (i.e., course titles; calendar descriptions; permanent course numbers; pre/co-requisites; units of course weight; hours of instruction; delivery mode) are made by the School Council; other issues are taken to School Council for information and feedback for curricular planning. Once approved, curricular changes are then submitted by the Senior Administrator to appropriate University-level committees for final approval and to revise relevant materials (e.g., SLIS website).

**Composition**

This Committee will be composed of the following members:

- Four full-time SLIS faculty members drawn from SLIS Academic Council, one of whom chairs the committee (as appointed by the Chair);
- Three students, normally elected or nominated

### **Quorum**

The quorum for committee meetings shall be determined by the Committee, but must be at least four members, including two SLIS faculty members and one student.

### **Meetings**

The Committee shall meet at least once each term (with additional meetings, as needed) throughout the academic year.

### **Student Term of Office**

Student representatives will normally serve a one- or two-year period.

### **Responsibilities**

The Curriculum Committee will:

- Regularly review and monitor the MLIS curriculum, including providing feedback on the development of new courses and revisions to existing courses;
- Examine and monitor course titles and calendar descriptions, course numbers, credits and other formal course details;
- Regularly review the relationships between courses as established by the listing of pre- and co-requisites;
- Identify and recommend the development of new curricular content;
- Consider and evaluate new course proposals and revisions to existing course objectives;
- Identify and recommend new programs/specializations;
- Consider course change/development recommendations from members of the professional and academic communities; and
- Oversee the relevance and balance of the curriculum as it relates to the MLIS program and to the field.