TERMS OF REFERENCE
CURRICULUM COMMITTEE
Approved October 2019

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 doctoral-level courses, as well as links between the MLIS program and other academic programs (e.g., MA in Digital Humanities; 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 Assistant Chair or equivalent to ensure appropriate approval and implementation of changes. The Assistant Chair or equivalent supports the work of the Curriculum Committee.

The final approval of decisions regarding official course calendar information (i.e., course titles; calendar descriptions; permanent course numbers; course deletions; pre/co-requisites; units of course weight) 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 Assistant Chair 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 designated by the Library and Information Studies Students’ Association;
- Assistant Chair (or equivalent) or their designate.
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 during the fall and winter terms.

Student Term of Office

Student representatives will normally serve up to two years.

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, monitor, and recommend course titles and calendar descriptions, course numbers, credits and other formal course details;
- Regularly review the relationships among 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;
- 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.