

# Douglas College Education Council Bylaws

## Appendix 5 – Programs Committee

### Terms of Reference

#### 1. Mandate of Committee

The Programs Committee is a standing committee of the council established by the council under Bylaw 4.2.1.3 of the council bylaws.

The mandate of the Programs Committee is to advise and support the council regarding the council's authority under section

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In its review of a program proposal, the committee shall ensure:

- (a) that the program proposal has been properly submitted using the prescribed software used by the college for curriculum development; and
- (b) that the program proposal is consistent with all applicable educational policies and appropriately aligned with related programs to support laddering and embedded credentials (e.g. minors within degree programs)

## c. Committee Submission of Program Proposal to Council

When the committee has completed its review of any program proposal it shall submit a report to the council in which it summarizes its review of the program proposal that it is recommending to the council for council consideration.

## d. Monthly Meetings

The committee shall meet monthly between September and June and may meet more frequently and at other times at its discretion.

## e. Annual Report to Education Council

The chair of the committee shall provide an annual report on the committee's activities to the council.

## 3. Membership

There shall be seven members of the committee but the council may appoint additional members.

The voting membership of the committee shall, to the extent reasonably possible, reflect the proportion of faculty, administrators, staff and students on the council.

## 4. The membership of the committee shall include at least one member of the council and may include non-council members.

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The membership of the committee shall include the following six voting members:

- (a) three faculty members;
- (b) one administrator;
- (c) one staff member; and
- (d) one student.

The membership of the committee shall also include the college registrar, or the college registrar's designate, as a nonvoting member of the committee.