
INTEROFFICE MEMORANDUM

TO: BILL MUIRHEAD, ASSOCIATE PROVOST
FROM: TARLOCHAN SIDHU, DEAN FEAS
AND BRENT LEWIS, DEAN FESNS
SUBJECT: ACADEMIC GOVERNANCE OF ENGINEERING PROGRAMS AND CURRICULA
DATE: JUNE 26, 2013
CC: DEBORAH SAUCIER, PROVOST

As agreed at today's meeting, attached is the discussed and approved document regarding the academic governance of engineering programs and curricula at UOIT.

Tarlochan S. Sidhu

B. Lewis

ENGINEERING CURRICULUM COMMITTEE

The Engineering Curriculum Committee is responsible for the review and approval of all curricular matters related to all undergraduate engineering programs offered by the university to ensure that they meet the requirements of the Canadian Engineering Accreditation Board. This includes: new programs, admissions to the programs, academic standards, and curriculum and degree requirements. The committee will receive recommendations for new engineering programs or changes to programs or curricula in existing engineering programs from the respective engineering department or the chair of the Program Curriculum Committee of the responsible Faculty. Decisions of the Engineering Curriculum committee will be reported to the appropriate Faculty Council (s) and, after gaining concurrence, will be put forward for approval and/or information to Academic Council directly through the appropriate standing committee (e.g., the Curriculum and Program Review Committee or the Admissions and Scholarship Committee).

To achieve quorum, 50% of the members (including the Chair) must be present at the meeting. The Associate Dean, Undergraduate Programs and Experiential Learning, of the Faculty of Engineering and Applied Science will act as the Chair of Committee. Note: all curriculum matters related to undergraduate engineering programs must first seek approval from Department Councils (Non departmental programs will seek the programs curriculum committee approvals), after which they would be submitted to Engineering Curriculum Committee for review and approval, followed by the respective Faculty Council(s) and the UOIT Curriculum and Program Review Committee of Academic Council.

The Engineering Curriculum Committee will meet at least once per term. Meetings will be held when needed, as determined by the Chair. All engineering undergraduate program-related matters will be submitted to the Chair of the Committee through the respective Department Chair or the Chair of the program curriculum committee (in case of non-departmental programs). The Engineering Curriculum Committee will ensure that all undergraduate programs and program changes meet the standards required by the Canadian Engineering Accreditation Board. The committee membership consists of the Chair of each engineering program curriculum committee. One Academic Advisor, usually the Senior Academic Advisor, will serve as a resource to the Engineering Curriculum Committee. The Associate Dean(s) for undergraduate programs of other Faculties where an engineering program resides will serve as a non-voting member of this committee.

Responsibilities of the Engineering Curriculum Committee include all the Faculty Curriculum Committee responsibilities as mandated by Academic Council including:

- Receive recommendations on program content from the respective Department Chairs, as recommended by the applicable Department Council, or from the Chair of Program Curriculum Committee in case of non-departmental programs, excluding the development of common first year curriculum.
- Make recommendations to Faculty Council(s) with respect to new undergraduate programs/courses, and modifications of undergraduate programs/ courses, regarding quality, learning strategies and accreditation requirements;
- Make recommendations to Faculty Council with respect to rules and regulations for the governance and management of undergraduate programs in the Faculty;
- Make recommendations on how design is to be incorporated and enhanced as a core integral element of all engineering programs in the engineering programs;
- Provide the Curriculum and Program Review Committee of Academic Council with a summary of the Faculty Council's deliberations and actions in the areas of curriculum matters;
- Coordinate and oversee all matters in the engineering programs relating to examinations, grading and assessment practices and academic standards;
- Investigate undergraduate curriculum policy issues including instructional development and quality of teaching; then report its findings and make recommendations to Faculty Council and Academic Council where relevant;

- Advise the Dean on all matters relating to undergraduate curriculum within the Faculty, including the development of common first year curriculum; and
- Monitor the performance and outcomes of service courses for the programs, including liaison with other Faculties and instructors to convey program needs, and ensure that high standards are maintained.

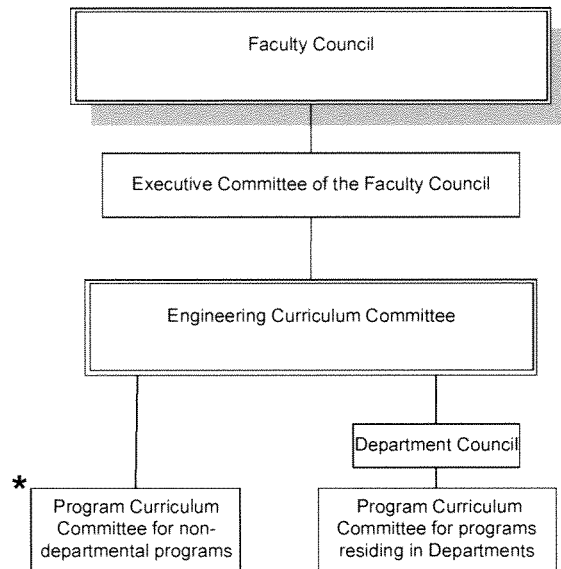
PROGRAM CURRICULUM COMMITTEES

Each engineering program shall establish a program curriculum committee with identical responsibilities for their respective programs. The responsibilities of the committees are:

- Make recommendations to Department Council (to the Engineering Curriculum Committee in case of non-departmental programs) with respect to new undergraduate programs/courses, and modifications of undergraduate programs/ courses, regarding quality, learning strategies and accreditation requirements, excluding first year engineering curriculum development excluding the common first year;
- Investigate undergraduate curriculum policy issues including instructional development and quality of teaching; then report its findings and make recommendations to Department Council where relevant;
- Coordinate, as required, with other Program Curriculum Committees for courses offered in more than one program;
- Advise the Department Council (Engineering Curriculum Committee in case of non-departmental programs) on all matters relating to undergraduate curriculum within the Program.

Each Program Curriculum Committee will consist of, at minimum, three faculty members who are experts in the program area and one full-time undergraduate student enrolled in the program; Design Chair and/or Design Co-Chair are expected to participate in these committees. All members will serve a two year term. The membership of each committee is to be approved by the Dean or by the Deans in case of joint programs. The quorum shall be 50% of the members excluding the Chair.

Academic Governance of Engineering Curriculums and Programs



* As per UOIT policy, joint programs need approval from the respective Faculty Councils

INTEROFFICE MEMORANDUM

TO: DEBORAH SAUCIER, PROVOST
FROM: TARLOCHAN SIDHU, DEAN FEAS
AND BRENT LEWIS, DEAN FESNS
SUBJECT: COMMON ENERGY ENGINEERING PROGRAM
DATE: JULY 4, 2013
CC: BILL MUIRHEAD, ASSOCIATE PROVOST

As a result of the most recent feedback of CEAB regarding the Energy Systems Engineering Program, the Dean, FEAS and the Dean, FESNS have agreed to launch a common energy engineering program between the two Faculties and establish a committee of six faculty member (three from each Faculty) who are specialized in the energy engineering to forward their recommendations for a new common energy engineering program between the two Faculties.

We will keep you posted as we progress.

Tarlochan S. Sidhu

B. Lewis