

# Terms of Reference

## 1. Name

Oceanography Curriculum Committee

## 2. Type

Standing committee

## 3. Purpose

The Committee is responsible for development and ongoing evaluation of the Department of Oceanography's undergraduate and graduate curricula, and for advising undergraduate students on matters pertaining to the curriculum.

## 4. Scope

The following activities are within the Committee's scope:

- Reviewing, commenting on, and consulting with the Department about proposals for new classes and requests from other departments for cross-listings;
- Approving or rejecting proposals for new classes and requests from other departments for cross-listings after consultation with the Department;
- Reviewing and approving or rejecting changes to existing classes (including Special Topics and Independent Research);
- Updating the undergraduate and graduate calendar as appropriate and in consultation with the Department;
- Advising undergraduate students regarding program requirements, including monitoring the [ocean.undergrad.advisor@dal.ca](mailto:ocean.undergrad.advisor@dal.ca) email for student enquiries;
- Reviewing and approving or rejecting requests from undergraduate students to waive program requirements (e.g. required courses, number of credit hours, pre-requisites, etc.);
- Reviewing and approving recommendations made by the annual ad-hoc committee for USRA awards;
- Representing the Department at Faculty of Science Academic Programs Committee meetings and reporting to the Department on those meetings;
- Reviewing and approving or rejecting applications to be admitted into the Honours program;
- Nominating an Honours student for the University medal in Ocean Sciences.

## 5. Authority

The committee has the authority to approve or reject proposals for new classes and cross-listing of classes by other departments after consultation with the Department. The committee has the authority to approve or reject changes to existing classes. The committee has the authority to approve or reject student's requests to waive specific program requirements. The committee implements changes to the undergraduate and graduate calendar in consultation with the Department.

## **6. Membership**

The Committee consists of four voting members who are appointed by the Department Chair, one of them an instructor in the Department, one of them the instructor for the Honours course who also acts as the Honours Advisor. One of the four faculty members is appointed by the Department Chair to serve as Chair of the Committee and as Undergraduate Advisor.

Current membership:

- Eric Oliver (Chair, Undergraduate Advisor, PO)
- Chris Algar (faculty member, BO)
- Carly Buchwald (faculty member, Honours Advisor, CO)
- Doug Wallace (faculty member, CO)

## **7. Quorum and Voting**

Committee recommendations should be reached by consensus (by at least two voting committee members). In cases where consensus cannot be reached, recommendations will be based on a majority vote of all members of the Committee who were involved in or are apprised of the deliberations (two at a minimum). In the case of a tie, the committee will seek input from the Department Chair who can cast the tiebreaking vote.

## **8. Meetings**

Meetings will be called by notice of the Committee Chair, at a location agreed upon by the Committee. The Committee should meet at least monthly, with additional meetings as needed to address emerging issues. Minutes are to be prepared by the Committee Chair or their designate.

## **9. Reporting**

The Committee Chair or designate reports to the Department Chair after each meeting of the Curriculum Committee by email and includes the minutes. The Committee Chair or designate provides an update to the Department at the monthly faculty meetings.

## **10. Deliverables**

The Committee is responsible for compiling and updating a Best Practices document that serves as a reference for the Department and future committee members. The due date of this document is August 2023.

## **11. Review**

The ToR will be reviewed annually by the Department Chair. The date of the next review is August 2023.

2022-10-11 Katja Fennel