

**School of Information Management  
MI Curriculum Committee  
Terms of Reference**

**Mandate**

To develop and evaluate the MI curriculum and ensure that the curriculum meets the Program's goal and objectives.

**1. Membership**

- a. The Committee is comprised of:
  - i. two faculty members
  - ii. two students (one incoming student and one returning student)
  - iii. two alumni
  - iv. two members from the Information Management community
  - v. MI Program Coordinator
  - vi. SIM Director (ex-officio )
  - vii. a representative from the SIMSA Executive (ex-officio)
- b. All members serve two-year terms (September 1 to August 31).
  - i. The MI Program Coordinator is a permanent member of the Committee
- c. The MI Committee may invite, as ex-officio non-voting members, senior members of faculty such as, but not limited to, the current Associate Dean Academic.
- d. Committee membership will be managed to provide continuity. This is the responsibility of the SIM Director.
- e. One faculty member acts as Chair.

**2. Operation**

- a. The Committee meets monthly as needed throughout the academic year.
- b. The records of the Committee are filed in School files.
- c. The Committee may conduct business electronically. Confidential documents may be accessible via a secured site owned by Dalhousie University.

**3. Actions and Activities of the Committee**

The Committee fulfills its mandate by performing functions in two areas:

**a. Program Evaluation**

- i. Examines and monitors the contents of courses to identify duplication, redundancies, discrepancies and omissions among the courses.
- ii. Recommends modification of current course objectives and content to faculty.
- iii. Evaluates new course proposals.
- iv. Systematically evaluates current course offerings.
- v. Evaluates the content of the program.

**b. Curriculum Development**

- i. Invites submissions by students, alumni and faculty, and/or other individuals, groups or organizations regarding the program, and acts as a sounding board for all curriculum issues and concerns.
- ii. Monitors developments within the profession and the economy that relate to the objectives of the program.
- iii. Liaises with relevant curriculum committees in the Faculty of Management and with any other faculties with which the School shares joint graduate programs.