

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

**Mandate**

To develop and evaluate the Master of Information Management (MIM) Program curriculum, and to ensure that the curriculum meets the Program's goals and objectives.

**Membership**

The Committee is comprised of:

- i. two full-time SIM faculty members who teach in the MIM program
- ii. two MIM students
- iii. two MIM alumni
- iv. MIM Academic Director
- v. School of Information Management (SIM) Director
- vi. Director or Associate Director of the Centre for Advanced Management Education (CFAME)
- vii. Marketing manager of the MIM program.
- viii. A member of the information management profession

All members serve two-year terms (September 1 to August 31).

Committee membership will be managed to provide continuity. This is the responsibility of the SIM Director.

The MIM Academic Director will serve as permanent Chair. The secretary will be elected by the Committee.

## **Operation**

- The Committee meets monthly as needed throughout the year.
- The records of the Committee are filed in SIM or CFAME files, as deemed appropriate.
- The Committee may conduct business electronically. Confidential documents may be accessible via a secured site owned by Dalhousie University.

## **Actions and Activities of the Committee**

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

### *Program Evaluation*

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

### *Curriculum Development*

- 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.
- Monitors developments within the profession and the economy that relate to the goals and objectives of the program.
- Liaises with relevant curriculum committees in the Faculty of Management, as necessary.