

University of Windsor
Program Development Committee

5.1: Mandate of the Program Development Committee and Meeting Schedule

Item for: **Information**

The Mandate of the Program Development Committee (PDC), as set out in Senate Bylaw 3, is to make "recommendations to Senate with respect to program and curricular development and approval of the University calendar(s)."

Created as a Senate Standing Committee in 1998-99, PDC's primary concern is the development and maintenance of high academic standards and quality programs. To this end, it is charged with the production and presentation to Senate of: Undergraduate Program Review (Annual Status) Reports for academic programs, new program proposals, major program modifications, course additions and course and calendar changes (as outlined in Senate Bylaw 3).

Institutional Quality Assurance Process (IQAP)

- As result of the new Quality Assurance Framework, the current Undergraduate Program Review process is in the process of being phased out and replaced by the new University Program Review process, which will include cyclical reviews of undergraduate *and* graduate programs.
- In the interim, PDC will continue to review the Undergraduate Program Review Annual Status Reports, which provides a retrospective look at, and offers recommendations for the improvement of undergraduate programs.
- The new Quality Assurance Framework is guided by an Institutional Quality Assurance Process (IQAP) approved by Senate, in line with the University's mission and Undergraduate Degree Level Expectations (UDLEs).

Program/Course Changes

- PDC approves new programs, major program changes; minor changes, which affect program regulations or requirements, and new course proposals. Minor course calendar changes, which do not require new resources or change degree program requirements are approved at the Faculty level and forwarded to PDC for information.
- PDC will continue to support academic program development initiatives including changes such as the growing interest in flexible learning initiatives. The Committee will seek to encourage and be supportive of program innovation and, as much as possible, help facilitate change.
- In June 2010 PDC approved a motion to authorize a small Advisory Group to vet proposals prior to submission to PDC to ensure consistency with University policies, to ensure that clear rationales and learning outcomes are included, and to ensure that there are no logistical issues with regard to course numbering, *etc.*
- The Advisory Group consists of: University Secretariat, representatives from the Registrar's office, representative from Centre for Teaching and Learning to review Learning Outcomes, representatives from Graduate Studies and Quality Assurance Office, and members from PDC who wish to participate.

Excerpt from Senate Bylaw 3:

Program Development Committee

1.2.1 Program Development Committee

- 1.2.1.1 Membership, (The total number of members is twenty):
- Provost and Vice-President, Academic (or designate).
 - Dean of Graduate Studies (or designate).
 - Vice-Provost, Teaching and Learning (or designate).
 - twelve regular faculty members, at least half of whom shall be members of the Senate, with one of the Senate faculty members serving as Committee Chair, and should include the following:
 - one regular faculty member from each of the Faculties of Business Administration, Education, Engineering, Human Kinetics, Law and Nursing.
 - two regular faculty members from the Faculty of Science.
 - three regular faculty members from the Faculty of Arts, Humanities and Social Sciences, at least one of whom shall be selected from Social Science disciplines and one from Arts/Humanities disciplines.
 - one librarian.
 - five students (including at least one graduate, one part-time undergraduate, two full-time undergraduates).
- 1.2.1.2 Terms of Office: two years for faculty and librarian members, one year for students. Terms shall be staggered so that one-half of the regular faculty members are elected each year.
- 1.2.1.3 Terms of Reference: The Committee is responsible for making recommendations to Senate with respect to program and curricular development and approval of the university calendar(s). Specifically it is responsible for:
- 1.2.1.3.1 formulating and recommending to Senate, objectives, strategies, plans and priorities for program and curriculum development;
 - 1.2.1.3.2 establishing processes for the review and approval of new programs, in accordance with externally mandated requirements;
 - 1.2.1.3.3 reviewing new program proposals and advising Senate whether such proposals are consistent with the university goals, mission statement, and planning priorities, and making recommendations as appropriate;
 - 1.2.1.3.4 assessing the budgetary impact of new program proposals on existing programs, where necessary, and making recommendations as appropriate;
 - 1.2.1.3.5 reviewing and recommending to Senate, through the calendar approval process, program changes and other major curriculum revisions including proposals for addition, consolidation or deletion of undergraduate or graduate courses and programs;
 - 1.2.1.3.6 reviewing proposals for distance learning programs and courses and making recommendations to Senate as appropriate;

- 1.2.1.3.7 reviewing and recommending to Senate proposed academic regulations and policies of individual programs and advising Senate when such regulations deviate from general university policy;
- 1.2.1.3.8 recommending an institutional enrolment management strategy which defines enrolment goals and timetables for individual programs based on relevant data, potential for future growth and resource allocations;
- 1.2.1.3.9 on a reference by Senate, its chair or on its own motion, advising and recommending to Senate the addition, consolidation, or abolition of any unit over which Senate has jurisdiction.

E-Votes

- 1.1.12 With the exception of appointments procedures for limited-term, tenure or tenure-track faculty, or promotion, tenure and renewal procedures, or selection procedures for Deans, Associate Deans and AAU Heads, at the discretion of the Chair of the Committee and where the agenda is composed only of one or two non-controversial matters, business may be conducted by telephone or e-vote, provided that there is no objection by any member as to the procedure or the proposed recommendations concerning the agenda matters. Five calendar days notice shall be given to the Committee of the intent to conduct business by telephone or e-vote. Any objection to the procedure or proposed recommendations must be provided by committee members to the Chair 48 hours after the issuance of notice to conduct business by telephone or e-vote. Where an objection has been lodged by a committee member, the relevant matters shall be removed from the telephone or e-vote and placed on the next in-person meeting agenda. A simple majority of votes cast is required to endorse the resolution(s). The results of the telephone or e-vote shall be recorded in the minutes of the next regularly scheduled meeting.
- 1.1.13 Telephone or e-votes may be permitted on matters listed under 1.12 that were thoroughly discussed at a meeting but were not disposed of. A simple majority of votes cast is required to endorse the resolution(s). The results of the telephone or e-vote shall be recorded in the minutes of the next regularly scheduled meeting.

2014-2015 PDC Meeting Schedule

Tuesday, September 16, 2014	10:30am-12:00pm
Thursday, October 30, 2014	9:30am-11:00am
Thursday, November 27, 2014	1:00pm-2:30pm
Thursday, December 18, 2014	9:30am-11:00am
Thursday, January 15, 2015 (UPRs)	9:00am-1:00pm
Thursday, February 26, 2015	9:30am-11:00am
Thursday, March 26, 2015	1:00pm-2:30pm
Thursday, April 23, 2015	9:30am-11:00am
Thursday, May 28, 2015	9:30am-11:00am
Thursday, June 11, 2015	1:00pm-2:30pm