



3. MEMBERSHIP

3.1. FECHDCC Membership

Elected Members (Voting)

- a. one faculty member from the Department of Applied Business Technology
- b. one faculty member from the Department of Adult Education
- c. one faculty member from the Department of Child, Youth & Family Studies
- d. one faculty member or designate from the Department of Continuing Education
- e. one faculty member from the Department of Information Studies
- f. one faculty member from the Department of First Language Studies
- g. one faculty member from the School of Social Work & Human Services
- h. one faculty member from the Teacher Education Department
- i. one faculty member from the Department of Upgrading and University Preparation
- j. one academic advisor from the Advising Centre

Ex Officio:

- a. Dean of Education, Community, and Human Development (voting)
- b. Associate Dean of Education, Community, and Human Development (voting)
- c.

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The Chair will work with the Dean and Committees Assistant on the following.

- a. Setting the meeting agenda
- b. Meeting regularly to review and separate submissions for the agenda into major and minor. The Chair and Committees Assistant will highlight any editorial issues that exist at this stage and may refer these documents to departments and schools for corrections before inclusion in agenda packages.
- c. Consulting, as needed, outside meetings to collect information, answer questions about the course approval process, and facilitate discussion between course and program developers
- d. Representing ECHDC at Faculty Council and reporting a summary of discussions
- e. Staying informed about, and communicating to members, all relevant changes to curriculum related policies and quality related curriculum decisions in the Program Development and Quality Assurance Office, UEC, and GSC

4. MEETINGS

Quorum consists of more than 50% of voting members. ECHDC embraces the principles of academic freedom and consensus, with the goal of ensuring space for everyone to share their thoughts and opinions. Decisions will be determined through voting by a simple majority.

Typically, the ECHDC will meet once per month between September and June. Under normal circumstances, discussion and voting takes place during ECHDC meetings. In the event of extenuating circumstances or unforeseen events that cause disruptions to regular meeting schedules, discussion and voting may be conducted exclusively by e-mail or electronic meeting at the discretion of the Dean and Chair. In cases of electronic voting by e-mail, all members must be polled for a minimum of three business days and the number of votes must be equivalent to, or exceeded by, the quorum for the decision to be carried. The results of votes will be reported via email and recorded in the meeting's minutes.

Course and program designers will be responsible for ensuring all members of the Committee have the necessary documentation as well as for making final revisions from the recommendations the Committee has given.

The Committee's work will be supported by the designated Committees Assistant, who will be responsible for continuity of workflow and records management.

5. TERMS OF REFERENCE

These Terms of Reference shall be reviewed at least every three years.