

## CURRICULUM COMMITTEE REPORT

<i>Program Area (s)</i>	<Insert name of program/program cluster that Committee represents>
<i>Chairman:</i>	<Insert Name of Program Coordinator>
<i>Committee Members:</i>	<Insert Names of Committee members>
<i>Date submitted</i>	<Insert date report is tabled/submitted>

### 1.0 EXECUTIVE SUMMARY:

The purpose of this report is to summarize the discussion and recommendations made at the Curriculum Committee meeting held on <insert date>. This report will also be used as the Annual Review report for program quality and college accreditation purposes.

Matters brought for discussion at the meeting include:

- <insert bullet items>

The committee recommends the following:

- <insert bullet point summary of recommendations>

Appendix A provides an action plan that details how these recommendations will be implemented.

### 2.0 INTRODUCTION:

The purpose of this report is to summarize the discussion and recommendations of the curriculum committee meeting held <insert date>. This report, which will also be used as the Annual Report for program quality, will provide details on the matters brought to the meeting from the various program teams, in addition to matters pertinent to the quality of the program. The curriculum committee discussions should include an analysis of the faculty course summary reports that have been completed over the previous year. The report will also include an analysis of the blended learning strategy, its implementation, use and impact on the programs for the academic year.

Members Present

<Insert name of members at meeting>

### 3.0 DISCUSSION:

This section will provide a summary of the key matters discussed at the meeting.

**Summary of Discussion:**

- <insert bullet points>

- For example:
  - Curriculum Adjustments/Modifications etc.
  - Program Review Action Plan
  - New Program Development
  - Accreditation
  - Student Support Issues: Enrolment, Admissions, Accesibility Learning Services etc.
  - Course Outline Management
    - Review/approval of course outlines
      - Note resources - textbooks, labs, software etc.
    - Reports from COMMS

#### **4.0 RECOMMENDATIONS:**

As a result of the discussion, the committee makes the following recommendations. Appendix A provides an action plan that details how these recommendations will be implemented.

- <insert bullet points, highlighting deadlines where relevant>

#### **5.0 ENCLOSURES:**

The following documents are attached to provide supporting evidence.  
<Insert list of documents>

#### **6.0 CONCLUSION:**

<Insert conclusion>

## APPENDIX A: Curriculum Committee Summary Report

Item	Action / responsibility / timeline <i>(NA if no action required)</i>
Course outline	
Mapping	
ePortfolio	
Assessment/Evaluation	
Course revision	
POS revision	
Lab update	
Textbook Review and Update	
Software update	
Delivery Modalities	
Student Success /Support	