

**Undergraduate Program Advisory and Curriculum Committee
(UPACC)**

Final. 22 June 2022.

Terms of Reference

1. Mandate

- a. UPACC advises and makes recommendations to Department of Educational Studies (EDST) members on undergraduate programs and curricula.
- b. UPACC makes recommendations to the deputy head of department (HOD) on some faculty undergraduate teaching assignments and on sessional and graduate teaching assistant (GTA) hiring.
- c. UPACC conducts teaching workshops and similar activities for instructors.
- d. UPACC and the UPACC Chair are spokespersons for EDST's undergraduate offerings to the Faculty of Education and to UBC.

2. Accountability and Reporting

- a. The EDST HOD appoints the UPACC Chair. The Chair:
 - i. reports to the HOD through the Head's Advisor Committee (HAC);
 - ii. reports to the EDST monthly department meeting;
 - iii. works with the Teacher Education Program (TEP) coordinator and the EDST Teacher Education Advisory Committee (TEAC) representative to liaise with the Teacher Education Office (TEO) and the Associate Dean, Teacher Education;
 - iv. works with the EDST representative on the Faculty of Education's Committee on Curriculum, Admissions, Standings, and Appeals (CCASA).
- b. The Chair submits UPACC recommendations to the EDST monthly department meeting for approval or revisions.
- c. The Chair reports back to UPACC on EDST monthly department meeting approvals or requests for revisions.
- d. UPACC retains records (minutes and relevant attachments). The UPACC secretary is responsible for records retention.

3. Membership

- a. Members:
 - i. UPACC chair appointed by the HOD.
 - ii. At least four other faculty members appointed by the HOD and representative of different areas in the department. Normally, one member shall be considerably involved in delivering teacher education courses (EDST 401, 403, 404 and EDST teacher education electives); one member shall be considerably

involved in delivering adult education undergraduate courses (ADHE 327, 328, 329, 330, 412); one member shall be considerably involved in delivering EDST 493.

iii. One undergraduate student representative. Normally, this representative will be a B.Ed. student assigned by the UBC Education Students' Association (B.Ed. students) at the UPACC chair's request; or will be an undergraduate not enrolled in the B.Ed., but who is identified by the Teacher Education Office, Program Manager – Student Services responsible for Adult Learning and Education program diploma, at the UPACC chair's request.

b. All members under 3(a) above are voting members.

c. Non-voting members:

i. EDST deputy head (*ex officio* member)

ii. UPACC secretary designated by the EDST administrative manager.

4. Meetings

a. Quorum shall be four voting members.

b. Meetings will be held monthly, September-June. Or more frequently as needed.

c. Meetings observe *Robert's Rules of Order* (most recent revision).

5. Roles and Responsibilities

a. UPACC reviews and assesses existing undergraduate programs and curricula.

b. Faculty who wish to develop new undergraduate program and curriculum proposals shall first bring these to UPACC for review and discussion.

c. UPACC forwards approved undergraduate program and curriculum proposals (i.e., documents for Category 1 and 2 proposals) to the departmental meeting for approval.

d. UPACC receives curriculum consultation requests from CCASA through the EDST CCASA representative and the UPACC Chair reviews these requests to determine if they require departmental consultation. For consultation requests that it determines do not require departmental consultation, UPACC prepares the department's response and forwards this to the EDST CCASA representative.

e. UPACC conducts regular teaching and related workshops and other similar activities for instructors in EDST undergraduate courses.

f. UPACC makes recommendations to the EDST deputy HOD on the assignment of tenure-track faculty and lecturers to teacher education undergraduate courses and sections.¹

¹ This includes instructors for EDST teacher education courses in the West Kootenay Teacher Education Program (WKTEP), the Rural and Remote (RRED) program, and NITEP professional year courses labelled EDST but taught at a field centre. There is a separate hiring cycle for these courses. See the WKTEP-RRED-NITEP hiring cycle document.

g. The ALE coordinator makes recommendations to the EDST deputy HOD on the assignment of tenure-track faculty and lecturers to ADHE undergraduate course sections (ADHE 327, 328, 329, 330, 412) and informs UPACC of these recommendations.

h. The HIED coordinator makes recommendations to the EDST deputy HOD on the assignment of tenure-track faculty and lecturers to HIED undergraduate course sections (EDST 493) and informs UPACC of these recommendations.

5.II. UPACC hiring subcommittee:

a. UPACC shall have a hiring subcommittee composed of members with expertise relevant to the courses being staffed.

b. The subcommittee makes recommendations to the EDST deputy HOD on the hiring of sessional and continuing sessional instructors for teacher education courses, ADHE courses (ADHE 327, 328, 329, 330, 412), and for EDST 493.²

c. The subcommittee makes recommendations to the EDST deputy HOD on the hiring of graduate teaching assistants (GTAs) for teacher education courses, ADHE courses (ADHE 327, 328, 329, 330, 412), and for EDST 493.

6. Term and Review

a. This terms of reference is effective from September 1st of the current academic year (September-August).

b. This terms of reference may be reviewed and amended after consultation with the members named in section 3 or by the EDST departmental meeting.

c. Amendments to this terms of reference must be in writing. The amended terms of reference must be posted on the EDST website.

² See note 1.