

**Academic Coordinating Committee (ACC)**

**Original Approval Date:** November 14, 2013

<b>Office of Accountability:</b>	Office of the Dean, ALES
<b>Office(s) of Administrative Responsibility</b>	Associate Dean (Academic)
<b>Approver:</b>	Faculty Council
<b>Scope:</b>	Terms of Reference

**Mandate**

The Academic Coordinating Committee is the body with overall responsibility for the integrity of the undergraduate degree programs in the Faculty.

**Membership:**

- Associate Dean (Academic) – ACC Chair
- Assistant Dean (Academic and Student Programs)
- Department Chairs (4)
- 4 professors (Selected by Associate Dean (Academic) from academic advisors)
- 4 undergraduate students selected by ALES students. One student must come from each of the following categories:
  1. Nutrition and Food Science;
  2. Human Ecology;
  3. Environmental and Conservation Sciences, BA Environmental Studies, Forestry, or Forest Business Management
  4. Agriculture, Animal Health, or Agricultural/Food Business Management

**Specific Responsibilities and Jurisdiction:**

- Approves course cancellations
- Approves new courses based on supporting information, including detailed course syllabus and letter of support from Department(s) proposing the new course
- Establishes course viability standards (enrollment, program needs, etc.) and reviews courses accordingly
- Approves University Calendar changes, as delegated by Faculty Council
- Identifies and discusses teaching and learning issues related to undergraduate programs
- Meets twice a term and once in summer and additionally as necessary