

Curriculum Review and Planning Committee

Terms of Reference	
Name	Curriculum Review and Planning Committee
Type	Standing Committee of SEARCH Canada.
Purpose	To oversee the review and development of SEARCH curriculum content and delivery for both SEARCH Classic and SEARCH Custom. Facilitate sustainability of the faculty team.
Chair	Co-Chairs, Senior Academic Advisor and CEO.
Specific Areas of Responsibility	<ul style="list-style-type: none"> • Identifies key messages from program and curriculum evaluations and needs assessments (from partners, participants, faculty and staff). • Reviews current SEARCH Classic curriculum and competency framework, and recommend revisions and changes for next program. • Reviews current SEARCH Custom courseware curriculum and competency framework, and recommend revisions and changes for future offerings. • Identifies opportunities and approaches to integration and exchange across Classic and Custom curriculum. • Reviews current program structure and design, and recommend revisions and changes (e.g. order, timing, teaching approaches, connection with projects). • Advises on appropriate structure and composition of the faculty team.
Authority	<ul style="list-style-type: none"> • Supports SEARCH Canada in the provision of its program offerings. • Reviews curriculum for SEARCH Canada learning educational offerings on a bi-annual basis. • Makes recommendations for changes to the curriculum and participates in the implementation of those changes. • Identifies evaluation needs for SEARCH programs.
Composition	<p>The Program Committee shall have a maximum of 12 and a minimum of six members intended to create a balance of lead and non-lead faculty, new and continuing faculty, faculty working in Classic and Custom Programs and includes:</p> <ul style="list-style-type: none"> • Senior Academic Advisor • Academic co-director(s) • Director of Programs <p>Additional members on an ad hoc basis may include</p> <ul style="list-style-type: none"> • Program Managers • External Faculty/participant/manager • Any faculty member with an interest in this work.
Timeframes and Meetings	Meets as required, and at least 4 times per year.
Reporting and Communication	<ul style="list-style-type: none"> • Minutes of every meeting will be distributed to the faculty team. • Reports to be provided to the whole faculty team semi-annually at faculty retreats. • Committee members are responsible for communicating the work of this committee to the teams/groups that they work with.
Review	Bi-annual review of the Terms of Reference by the Committee.