

## **Undergraduate Education Committee (UEC) Terms of Reference: Committee Mandate and Chair Responsibilities**

The UEC Chair will be elected by Education Faculty Council (EFC) for a three-year term. The elected UEC Chair will receive an annual workload release of 3 CH.

The UEC voting members will include:

A faculty representative from each department in the Faculty of Education:

- a) Leadership & Administration (DLEA),
- b) Curriculum & Pedagogy (C&P),
- c) Education Psychology & Student Services (EPSS),
- d) Physical Education (Phys. Ed.),
- e) Joint Department of Music Education (JDME), and

The Directors of:

- f) Field Experience
- g) PENT

The following faculty will be invited to all regular UEC meetings as non-voting members:

- a) The Dean
- b) Chairs of all departments in the Faculty of Education (if not serving as the voting representative of their department)
- c) A field representative from the Manitoba Teachers Society (the MTS field member will recuse themselves from in-camera portions of UEC meetings)

The Undergraduate Office Assistant will attend UEC meetings as Secretary (non-voting).

### **Committee Mandate**

The UEC will hold monthly meetings to:

- Provide leadership in the review, renewal, design, implementation, and evaluation of the Integrated (IP) and After Degree (AD) Undergraduate programs in collaboration with the departments in the Faculty of Education
- Advise on matters relating to the IP and AD programs involving PENT, JDME, Phys. Ed., and the Technical Vocational Certification program
- Develop policy related to Undergraduate programs in conjunction with the departments and EFC
- Adjudicate Undergraduate students' requests for exemption or accommodation of program policies
- Conduct and review annual year-end surveys of students to inform the ongoing review of all Undergraduate programs
- Solicit specific feedback or input from implicated undergraduate students when appropriate to inform the review, renewal, design, implementation, and evaluation of Undergraduate programs

- Liaise with community and school partners in matters pertaining to the IP and AD Undergraduate programs

#### Chair's Responsibilities

The Chair of the UEC will:

- Schedule and chair UEC Meetings
- Lead the UEC activities related to the review, renewal, design, implementation, and evaluation of the IP and AD Undergraduate programs in the Faculty of Education
- Lead policy development related to Undergraduate programs
- Report to EFC on the activities related to UEC
- Schedule and chair Faculty of Educations Professional Standards Committee meetings regarding matters pertaining to Undergraduate students
- Liaise with the Education Student Society and facilitate gathering survey data, feedback, and input from Undergraduate students to inform UEC's programmatic work
- Liaise with community and school partners in matters pertaining to the IP and AD Undergraduate programs