UNIVERSITY OF SASKATCHEWAN

College of Engineering

Engineering Program Improvement Committee (EPIC)

Faculty Council Committee Terms of Reference

Mandate

The Engineering Program Improvement Committee has been established to assist the Undergraduate Academic Programs Committee and the Associate Dean Academic in identifying and analyzing undergraduate curriculum outcomes, monitoring that programs meet accreditation standards and other measures of program quality, as well as supporting the continuous improvement of engineering education.

Committee Membership

The Committee consists of:

- Associate Dean, Academic (Chair);
- One representative from each program;
- Staff member providing leadership to the Undergraduate Programs; and
- Administrative Support (Secretary and/or Co-Secretary) as designated by the Chair.

Committee Responsibilities

The Committee, under the direction of the Chair, is responsible for fulfilling its mandate by undertaking activities including but not limited to:

- Reviewing accreditation attribute reports from all programs with the intent of identifying college-level themes that require attention and action;
- Reviewing the continuous improvement processes and attribute measurement tools of the College and revising the tools as necessary;
- Recommending graduate attribute measurements and data collection that cross program boundaries (including required measurements in colleges outside of Engineering) to the Associate Dean Academic;
- Gathering and reporting on program-specific recommendations/actions to identify any college-wide curricular themes and concerns;

- Following discussion on and review of program-specific attribute reports, developing and submitting recommendations to the UAPC that articulate college-level themes that require attention and action; and
- Maintaining an action register to document recommended program improvement initiatives.

The Committee has the following reporting responsibilities:

- Preparing and delivering a report (and accompanying recommendations) to the Undergraduate Academic Programs Committee on a regular basis; and
- Receiving reports, responses, or assignments from the UAPC as necessary.

Committee Member Responsibilities:

Chair:

The Chair of EPIC is responsible for:

- Ensuring that EPIC operates in accordance with its Terms of Reference, other Faculty Council and University Council bylaws, and with consideration of regulations prescribed by the CEAB;
- Requesting the presence of non-committee members as needed;
- Representing EPIC at Undergraduate Academic Programs Committee meetings;
- Advocating for the recommendations of the Engineering Program Improvement Committee to other governing bodies;
- Coordinating (or delegating) and monitoring graduate attribute measurements and data collection that cross program boundaries (including required measurements in colleges outside of Engineering);
- Following up on the status of recommended courses of action with the appropriate governing bodies as necessary; and
- Delivering inter-committee correspondence and reports as required.

Program Representatives:

In addition to the Committee responsibilities, members are responsible for:

- Representing their program in EPIC discussions as well as having a thorough understanding of the nuances associated with their program's accreditation status; and
- Coordinating graduate attribute measurements within their programs.

Secretary/Co-Secretary:

The Secretary and/or Co-Secretary is responsible for:

- Preparing agenda, minutes, and coordinating meetings;
- Working alongside the Chair to coordinate and follow up on action items of the committee;
- Conducting research and providing advice at the request of the Chair;

- Maintaining an action register on behalf of the committee; and
- Preparing inter-committee correspondence and reports on behalf of the Chair.