



## **Senate Academic Planning + Priorities Committee**

### **TERMS OF REFERENCE**

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Approved by the Senate: January 2009, September 2010, May 2014

#### **Membership**

##### *Voting Members of the Committee*

- VP, Academic + Provost / Vice Chair of Senate
- Four (4) Deans
- Four (4) faculty members, one from each Faculty who are not necessarily the Faculty members serving on Senate
- Three (3) students who are not necessarily the student members serving on Senate, one of whom will be a student in good standing from the Masters Program; two of whom will be students in good standing from the Bachelor Program
- One (1) staff member who is not necessarily the staff member serving on Senate
- One (1) member as appointed by the Senate
- VP, Enrolment + Student Services, Registrar / Secretary of Senate
- Associate VP, Learning Services + Information Technologies, University Librarian
- President + Vice Chancellor / Chair of Senate (Ex-officio)

##### *Resource Personnel*

At the invitation of the Chair of the Committee, any other member of the University Community whose expertise and knowledge would be of benefit to the Committee.

##### *General*

- Membership on the Committee will be for a two (2) year renewable term approved at the September meeting of the Senate, or as soon as possible after the beginning of the academic term.
- In the event there are not enough volunteers to fill the above positions, the Committee will operate as formed, reserving the right for the Chair of Senate to appoint individuals to fill any vacant spaces.
- In the event there are more candidates than the Terms of Reference indicate to fill the above positions, a ballot vote shall take place at a Senate meeting to determine the individuals who shall serve.

#### **Support**

Support for the Committee shall be provided by the Governance Coordinator.

#### **Chair**

The Chair shall be elected annually at the first meeting of the Committee after the Senate has reviewed and approved Committee membership and shall report to Senate.

#### **Authority and Mandate**

The Committee reports to Senate, and has the authority to make recommendations to the Senate.

The Committee shall arrange for the following to be completed by the appropriate areas/Faculties/departments and brought back to the Committee for review and recommendation to Senate:

- 35.2 (5)(b) ...criteria for awarding certificates, diplomas and degrees, including honorary degrees
- 35.2 (5)(d) ... qualifications for admission

The criteria and qualifications shall be reviewed on an annual, or on an as needed basis, as determined by the appropriate University area/Faculty/department to ensure relevance and currency.

The Committee shall prepare, review and recommend to Senate:

- 35.2 (5)(e) Policies regarding examinations and evaluation of student performance
- 35.2 (5)(f) residency requirements for awarding credentials for courses and programs
- 35.2 (5)(g) Policies regarding student withdrawal from courses, programs or the University
- 35.2 (5)(h) criteria for academic standing, academic standards and the grading system
- 35.2 (5)(i) criteria for awards recognizing academic excellence

The Committee shall develop, review and advise the Board, and develop, review and advise the Senate on the following. The Committee shall receive advice from the Board on the preparation, review and recommendations from the Board on the following:

- 35.2 (6)(b) Educational policies concerning the establishment, revision or discontinuance of courses and programs
- 35.2 (6)(c) (i) + (ii) Educational policies regarding the preparation and presentation of reports after the implementation, without prior review of the Senate, of new non credit programs or programs offered under service contract
- 35.2 (6)(f) Educational policies regarding the evaluation of programs and educational services
- 35.2 (6)(g) Educational policies regarding the library and resource centres
- 35.2 (6)(h) Educational policies regarding the setting of the academic schedule
- 35.2 (6)(i) Educational policies regarding qualifications for faculty members
- 35.2 (6)(k) Educational policies regarding the terms for affiliation with other post-secondary bodies
- 35.2 (6)(l) Educational policies concerning the consultation with community and program advisory groups
- 35.2 (6)(m) Educational policies on other matters specified by the Board and referred to the Committee by the Senate
- 47.1 (d) Policies on research and research ethics as determined by the Board and Senate

Educational policies on the criteria for qualifying for Sabbatical and Educational Leave

### **Conflict of Interest**

Committee members must consider the Senate Conflict of Interest and Code of Conduct Bylaws prior to any discussion or resolution being considered that would affect the closure of a specific instructional program, area or Faculty, reductions in their operations, or other situations that might constitute any real, potential or apparent conflict of interest.

### **Meetings**

Normally held in October, November, December, February, March, April of each year, or at the call of the Chair of the Committee as required. A quorum of the Committee shall consist of 50% plus one of the eligible voting members.