

Memorandum to: Members of the Planning and Budget Committee

From: Louis R. Charpentier,
Secretary of the Governing Council

Date: May 17, 2002

Item Identification: Proposed Revised Terms of Reference, Planning and Budget Committee

Background:

One of the objectives for Governing Council for this governance year was to update terms of reference of all the committees and boards of the Governing Council. The senior staff in the Office has reviewed the current terms of reference with the intent of updating them to reflect current practice, to clarify ambiguities and to provide sufficient contextual information on each so they can stand alone in representing the role and responsibility of the committee or board.

The attached terms of reference (revised) of the Planning and Budget Committee are the outcome of that review. All of the assessors of the Committee have had the opportunity to consider the amendments and the Agenda Planning Group was able to consider the revised document at its meeting on May 9.

Highlights and Implications:

No changes of direction or mandate are proposed and, therefore, there are no governance implications to the revisions being proposed. The objective of the review was primarily to make sure that these (and other) terms of reference were precise in reflecting the role and responsibilities of the Committee, as they have been interpreted by the Governing Council, the Chairs and the assessors, and to make the terms of reference capable of standing alone in defining these responsibilities.

Revisions applied generally to all Board and Committee terms of reference were the following. Sections were added to codify established practice on quorum, selection of the Chair and Vice-Chair, terms of members and procedures. Also, format was standardized, statements about the responsibility of a sister board or committee (which presumably were added originally to clarify the interdependence between and among boards and committees) were retained but bracketed, and statements of explanation or support from other codes, policies or practice were removed and put into a footnote, so that should the reference document change, the terms of reference documents could be corrected without the need for governance approval.

A summary of the major revisions to the terms of reference of the Planning and Budget Committee follow.

- Composition of the Committee is displayed in a table rather than in prose and includes the Chancellor, Chairman, Vice-Chair and President to bring the total to 26. This is not an increase in membership, but a statement of the reality that these four individuals, by virtue of *By-Law 2*, are *ex officio* voting members of all Boards and Committees and must be counted when determining quorum. The

explanatory information formerly provided in the “Note” has been moved to a footnote.

- Section 4.1 combines what currently are two sections – one on planning and one on monitoring. Footnote 3 on page 2 was added to clarify that, although approval of the academic planning framework falls within the terms of reference of this Committee, approval of individual academic plans from which the individual plans emerge is rightfully the responsibility of the Provost. The penultimate paragraph is moved from the previous section on monitorial responsibilities. The final paragraph codifies what has been the practice and expectation for the Committee.
- The phrase in section 4.2.3 is added to link to the newly approved Policy on Capital Planning and Capital Projects.
- Wording in 4.3.1 is changed to generic language to minimize outdated.
- The final paragraph in 4.3.2 puts in words what is already happening.
- Throughout the document, references to “the Committee recommends” have been changed to “the Committee recommends to the Academic Board for consideration”. Deletions of “for approval by Governing Council” are simply to achieve a standard objective of expressing only the next level of approval. The most significant re-arrangement of words appears in sections 4.4.1 and 4.4.2 where the substance of the language has not changed but a significant amount of reordering was done to more clearly differentiate the roles of the Committee on Academic Policy and Programs from that of Planning and Budget Committee in matters addressed by these sections. In effect, the lead Committee for changes in programs is AP&P, with concurrence sought at P&B with respect to budget implications. The lead Committee for changes in academic structure --- new divisions, departments, faculties --- is P&B with concurrence sought at AP&P with respect to the academic viability of the change.
- Section 4.5.2 is a proposed new responsibility for a function which in practice did not have a home. Since agreements are signed and sealed on behalf of Governing Council, it is imperative that the templates of the agreements have governance approval and that any variations therefrom are considered for approval individually.
- The former Section 4.7 (dealing with Research Projects) has been superseded by policy and is removed from the revised terms of reference. Subsequent sections have been renumbered.
- Additions and revisions to section 5 codify what has been practice.

Recommendation:

THAT the Planning and Budget Committee recommend to the Academic Board:

THAT the Terms of Reference, Planning and Budget Committee, Revised May 2002 be approved, to be effective July 1, 2002.

(20087)

PLANNING AND BUDGET COMMITTEE¹

TERMS OF REFERENCE

1. MEMBERSHIP

1.1 Composition

Membership is about ~~22~~ 26, including 2 lay members, 3 students, the Chair or Vice-Chair of the Committee on Academic Policy and Programs (*ex officio*) or the designate of the Chair of the Committee on Academic Policy and Programs, 12 teaching staff, 1 administrative staff, and 3 assessors selected by the President.

The normal composition of Planning and Budget Committee is as follows:²

	GOVERNING COUNCIL	NON-GOVERNING COUNCIL	TOTAL
Administrative Staff	0-1	1-0	1
Alumni	} 2	0	} 2
LGIC Appointees		0	
Teaching Staff	1-2	11-10	12
Students	1-2	2-1	3
Presidential Assessors			3
<i>Ex Officio</i>			
Chancellor	<u>1</u>		<u>1</u>
Chairman	<u>1</u>		<u>1</u>
Vice-Chair	<u>1</u>		<u>1</u>
President	<u>1</u>		<u>1</u>
Other (from AP&P)	0-1	1-0	1
TOTAL			<u>22</u>26

¹ Also approved as part of the terms of reference of the Planning and Budget Committee (June 1994) was the following:
 "The proposal to merge the responsibilities of the present Budget and Planning and Priorities Committees is intended to eliminate existing overlaps in jurisdiction, which have resulted in a number of important issues being examined in an unnecessarily artificial manner in several forums. Equally important is the need to ensure that increasing demands for accountability can be responded to in an effective manner. To this end, the proposal entails additional delegation of authority with appropriate reporting to the Committee, streamlined approval processes and increased flexibility for the Chair of the Committee in agenda planning. Further opportunities in these areas should be identified as the new Committee begins to operate."

² Members of Governing Council may or may not be members of the Academic Board. Non-members of Governing Council must be members of the Academic Board.
When sufficient governors are not available, the number of non-governor members is increased to the required total.
The seats for 12 members of the teaching staff should be allocated between members elected to the Governing Council and/or to the Academic Board and those who hold their seats *ex officio*, in the ratio of their seats on the Board: 8 elected teaching staff and 4 deans or principals.
The total size of the Committee may be varied slightly, up or down, with the approval of the Chairman of Governing Council.

The President may appoint annually University Officers as non-voting assessor members of the Committee.

1.2 Term

Terms are for one year, beginning July 1, and may be renewed.

Notes:

~~Governors may or may not be members of the Academic Board. Non-governors must be members of the Board. When sufficient governors are not available, the number of non-governor members is increased to the required total. The seats for 12 members of the teaching staff should be allocated between members elected to the Academic Board and those who hold their seats *ex officio*, in the ratio of their seats on the Board: 8 elected teaching staff and 4 deans or principals. The total size of the Committee may be varied slightly, up or down, with the approval of the Chair of Governing Council. (moved to a footnote)~~

1.3 Chair and Vice-Chair

The Chair and Vice-Chair shall be appointed by the Academic Board.

2. QUORUM

One-third of the voting members (normally 9).

3. FUNCTION

The Committee, which reports to the Academic Board, is responsible for monitoring, reviewing and making recommendations concerning a broad range of planning issues and priorities and for the use of University resources (including, but not limited to: staff positions, funds, space and facilities, and campus lands). Many of the matters within the Committee's scope are matters which have an impact on relationships amongst divisions and relationships between the University and the community at large.

4. AREAS OF RESPONSIBILITY

4.1 Planning and Monitoring

The Committee is responsible for policy on planning. The Committee reviews and makes recommendations on the University's general planning framework.³ Specific areas in which recommendations are made to the Academic Board include:

- policy on the organization of planning;
- statements of the University's mission or general objectives;
- statements of multi-year University principles and objectives for academic planning;
- statements of general divisional objectives;
- enrolment plans and policies;
- long-range planning and/or (operating and capital) budget guidelines.
- strategic planning framework for research

³ Individual academic plans are approved by the Vice-President and Provost.

The Committee is responsible for monitoring planning activities and documents as may be required by general policy, as specified herein or by resolution of the Academic Board. The Committee receives ~~regular~~ periodic reports from the Vice-President and Provost on the implementation of academic plans.

The Committee reviews, on its own decision or on the recommendation of the Vice-President and Provost, the academic and budget plans of divisions in cases where a division is substantially altering its programs or having significant difficulty in implementing approved plans. (moved from old section on monitorial responsibilities)

The Committee conducts periodic reviews of the budget plans of non-academic portfolios, to consider appropriateness of resources and effective and efficient use of resources in support of University plans and priorities. [Academic service areas, such as the Library, are the responsibility of the Committee on Academic Policy and Programs.]

4.2 Campus and facilities

(i) 4.2.1 Policy

Campus master plans and policy governing the approval of capital plans and projects are recommended to the Academic Board ~~and to the Governing Council.~~ for consideration.

(ii) 4.2.2 Capital guidelines and plans

Plans are recommended to the Academic Board ~~and to the Governing Council.~~ for consideration.

(iii) 4.2.3 Individual plans and projects

The Committee considers reports of ~~users'~~ project planning committees and recommends to the Academic Board approval in principle of projects (i.e. site, space plan, overall cost and sources of funds) with a capital cost as specified in the Policy on Capital Planning and Capital Projects. [The Business Board is responsible for approving the establishment of appropriations for individual projects and authorizing their execution within the approved costs.] The level of approval required is dependent on the cost of the project.⁴

⁴The current requirements, as defined in the Policy on Capital Planning and Capital Projects, are:

⁴(a) **Capital Projects**

- Capital projects with a projected cost of more than \$2-million - Governing Council approval on the recommendation of the Academic Board and the Planning and Budget Committee.
- Capital projects with a total cost between \$50,000 and \$2-million - Accommodations and Facilities Directorate approval. All such projects shall be reported annually to the Governing Council through the Academic Board and the Planning and Budget Committee.
- Projects costing less than \$50,000, in total, and funded by a unit, approved by the unit and reported to the Accommodations and Facilities Directorate. For small projects costing less than \$3,000 the projects are, for reporting purposes, pooled and identified as small projects, with the total cost of such projects provided.

(b) **Infrastructure Renewal Projects**

- Infrastructure Renewal projects with a projected cost of more than \$2-million - Governing Council approval on the recommendation of the Academic Board and the Planning and Budget Committee.
- Infrastructure Renewal projects with a total cost between \$50,000 and \$2-million - Accommodations and Facilities Directorate approval.

~~Major~~Significant changes to the scope of, or sources of funding for, approved projects a space program/approved project require the same level of approval as the original proposal.

4.3 Operating and designated funds

i) 4.3.1 Budget guidelines

The Committee recommends to the Academic Board for consideration guidelines for long-range planning and budgeting that are the basis for the development of the University's annual Operating Budget. ~~(At present, these are contained in the *Guidelines for Long-Range Planning and Budgeting, 1994-95 through 1999-2000.*)~~

ii) 4.3.2 Annual operating budget

The Committee ~~approves~~considers for inclusion in the ~~annual-proposed~~ Operating Budget the major components of the Budget, such as changes to Policies and Procedures for Budget Preparation, Contractual Obligations and Policy Commitments, allocation of Funds, General University Expenses, and Facilities Renewal Funds.

The annual budget is recommended ~~for approval~~ to the Academic Board for consideration by the Committee. [Once the budget is ~~approved~~recommended by the Academic Board, the concurrence of the Business Board is sought in regard to fiscal soundness before it is forwarded to Council.]

The Committee receives regular reports on the status of long range budget guidelines, projections, and the strategic budget model.

iii) 4.3.3 Designated funds

The Committee is responsible for recommending to the Academic Board for consideration the creation and allocation of general University Funds, established in the Operating Budget, Capital Renewal Fund or elsewhere.

iv) Monitorial responsibilities

~~The Committee receives regular reports from the President and the Provost on divisions' progress in implementing or realizing their academic and/or budget plans. The Committee reviews, on its own decision or on the recommendation of the Provost, the academic and budget plans of divisions in cases where a division is substantially altering its programs or having significant difficulty in implementing approved plans. The Committee conducts periodic reviews of the budget plans of non-academic portfolios, to ensure effective and efficient use of resources in support of University plans and priorities. (moved to 4.1)~~

4.4. Academic units and programs

i) 4.4.1 The Committee recommends to the Academic Board on plans and proposals to establish, disestablish, or significantly restructure academic units, here defined as "faculties, schools, colleges, departments, centres and institutes with teaching, or teaching

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- A listing of all Infrastructure Renewal projects requiring attention shall be forwarded annually for information to the Governing Council through the Academic Board and the Planning and Budget Committee.

and research functions, undergraduate degree programs, and graduate degree programs", regardless of the source of funds.

The recommendations to the Academic Board will normally also require the approval of the Governing Council.

ii)4.4.2 The Committee advises the Academic Board on the planning and resource implications of plans and proposals to establish, disestablish or significantly restructure academic programs. Those implications might include significant planning and budgetary changes within the division or significant effects on other divisions, the University as a whole and the public. [The Committee on Academic Policy and Programs has responsibility for considering the curricular aspects of academic program proposals.]

"Programs" within a particular degree (for example, specialist, major and minor programs offered by the Faculty of Arts and Science) are primarily handled through the curriculum approval process of the Committee on Academic Policy and Programs. The administration brings the resource aspects of these programs to the Committee for consideration only if they involve allocation of central University resources, significant shifts in divisional resources and/or significant implications for other divisions, institutions, or the public.

[Changes within a degree program that do not meet the above definition and do not require the allocation of additional resources from sources outside the division are considered by the Committee on Academic Policy and Programs and do not require the attention of the Planning and Budget Committee. Examples of such changes would include the addition or deletion of a specialist, major or minor program in the Faculty of Arts and Science or changes within such programs where the change can be accommodated without additional budget appropriations, substantial reallocations among departments or significant effects outside of the department(s) offering the program.]

~~Where program changes reviewed by the Committee on Academic Policy and Programs do not require submission to the Planning and Budget Committee, the administration documents the basis on which this decision is made and reports periodically to the Committee.~~

4.5 Policy submissions to and agreements with external bodies agencies

ii)4.5.1 Submissions that establish new policy positions will be reviewed first by either the Planning and Budget Committee or by another Governing Council body approved by the Executive Committee. In the case of the latter, the Planning and Budget Committee shall be informed of the nature of the submission.

Submissions to external agencies that summarize existing policies and practices are the responsibility of the President and should be submitted for information to the appropriate body of Governing Council.

ii)4.5.2 The Committee recommends to the Academic Board for consideration templates for agreements with external bodies. Individual agreements that do not conform to the template are reviewed by the Committee for recommendation to the Academic Board and confirmation by the Executive Committee. [Agreements that conform to the template are approved by the Vice-President and Provost.]

4.6 Incorporation of associated organizations and research ancillaries

~~The Planning and Budget Committee recommends approval, in principle, is recommended to the Academic Board. [The Business Board is responsible for matters concerning the arrangements for incorporation.]~~

4.7 ~~Research projects~~

~~The Committee recommends to the Academic Board the level above which projects are subject to review by the President (or designate).⁵~~

~~Projects above the established level and deemed to have significant steering effects must be submitted to the Academic Board, normally through the Planning and Budget Committee.~~

~~[Projects above the established level and deemed to have minor or no steering effects are approved by the President (or designate).]~~

4.78 Chairs and professorships

The Committee is responsible for making recommendations with respect to the *Policy on Endowed Chairs, Professorships, Lectureships and Programs*. Approval of the establishment of individual chairs, etc., which fully conform to the *Policy*, is delegated to the President, with periodic annual reports to the Planning and Budget Committee on approvals given. The Planning and Budget Committee considers, for recommendation to the Academic Board, proposals that do not conform to the *Policy*. ~~Proposals that do not conform to the *Policy*, are recommended by the Committee to the Academic Board.~~

4.89 Priorities for fundraising

~~The Planning and Budget Committee recommends to the Academic Board, for concurrence with the Business Board, is asked to concur, on the recommendation of the Planning and Budget Committee, with respect to on the ranking of priorities for major fundraising campaigns. [Policy concerning University development and fundraising campaigns is within the authority of the Business Board. Plans for fundraising campaigns are approved by the Governing Council on the recommendation of the Business Board.]~~

5. PROCEDURES

~~The Planning and Budget Committee usually meets in open session but may, pursuant to clause 33 of By-Law Number 2, meet in closed session or *in camera* when considering recommendations for transmission to the Academic Board. Otherwise, the Committee meets in closed session. matters may be disclosed at the meeting of such a nature, having regard to the circumstances, that the desirability of avoiding open discussion thereof outweighs the desirability of adhering to the principle that meetings be open to the public; or (ii) intimate financial or personal matters of any person may be disclosed at the meeting or any part thereof.~~

⁵ The level is presently \$200,000 for projects in the pure and applied sciences and \$100,000 for projects in the humanities and social sciences. (1994-95 dollars)

~~The Chair of the Committee has the authority to require that submissions to the Committee from non-members be made in writing.~~

In establishing agendas for individual meetings of the Committee, the Chair normally will be advised by a planning group that includes the Vice-Chair, two other members of the Committee, recommended selected by the Academic Board Striking Committee and approved by the Academic Board, and the voting and non-voting assessors. The proposed agenda for a meeting, together with background documentation, is reviewed at an agenda planning group meeting scheduled ten to fourteen days prior to the Committee meeting.

The Chair of the Committee, with the advice of the Committee's agenda planning group and subject to the duly established authority of the Agenda Committee of the Academic Board, the Academic Board, and the Executive Committee of Governing Council, has the authority to interpret the terms of reference of the Committee with respect to whether an item should be placed on the Committee's agenda (for approval or discussion) or should be circulated for information and/or comment apart from the Committee's agenda.

~~April 23~~ May 28, 2002

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PLANNING AND BUDGET COMMITTEE¹

TERMS OF REFERENCE

1. MEMBERSHIP

1.1 Composition

Membership is about 26, including 2 lay members, 3 students, the Chair or Vice-Chair of the Committee on Academic Policy and Programs (*ex officio*) or the designate of the Chair of the Committee on Academic Policy and Programs, 12 teaching staff, 1 administrative staff, and 3 assessors selected by the President.

The composition of Planning and Budget Committee is as follows:²

	GOVERNING COUNCIL	NON-GOVERNING COUNCIL	TOTAL
Administrative Staff	0-1	1-0	1
Alumni	} 2	0	} 2
LGIC Appointees		0	
Teaching Staff	1-2	11-10	12
Students	1-2	2-1	3
Presidential Assessors			3
<i>Ex Officio</i>			
Chancellor	1		1
Chairman	1		1
Vice-Chair	1		1
President	1		1
Other (from AP&P)	0-1	1-0	1
TOTAL			26

¹ Also approved as part of the terms of reference of the Planning and Budget Committee (June 1994) was the following:
 "The proposal to merge the responsibilities of the present Budget and Planning and Priorities Committees is intended to eliminate existing overlaps in jurisdiction, which have resulted in a number of important issues being examined in an unnecessarily artificial manner in several forums. Equally important is the need to ensure that increasing demands for accountability can be responded to in an effective manner. To this end, the proposal entails additional delegation of authority with appropriate reporting to the Committee, streamlined approval processes and increased flexibility for the Chair of the Committee in agenda planning. Further opportunities in these areas should be identified as the new Committee begins to operate."

² Members of Governing Council may or may not be members of the Academic Board. Non-members of Governing Council must be members of the Academic Board.
 When sufficient governors are not available, the number of non-governor members is increased to the required total.
 The seats for 12 members of the teaching staff should be allocated between members elected to the Governing Council and/or the Academic Board and those who hold their seats *ex officio*, in the ratio of their seats on the Board: 8 elected teaching staff and 4 deans or principals.
 The total size of the Committee may be varied slightly, up or down, with the approval of the Chairman of Governing Council.

The President may appoint annually University Officers as non-voting assessor members of the Committee.

1.2 Term

Terms are for one year, beginning July 1, and may be renewed.

1.3 Chair and Vice-Chair

The Chair and Vice-Chair shall be appointed by the Academic Board.

2. QUORUM

One-third of the voting members (normally 9).

3. FUNCTION

The Committee, which reports to the Academic Board, is responsible for monitoring, reviewing and making recommendations concerning a broad range of planning issues and priorities and for the use of University resources (including, but not limited to: staff positions, funds, space and facilities, and campus lands). Many of the matters within the Committee's scope are matters which have an impact on relationships amongst divisions and relationships between the University and the community at large.

4. AREAS OF RESPONSIBILITY

4.1 Planning and Monitoring

The Committee is responsible for policy on planning. The Committee reviews and makes recommendations on the University's general planning framework.³ Specific areas in which recommendations are made to the Academic Board include:

- policy on the organization of planning;
- statements of the University's mission or general objectives;
- statements of multi-year University principles and objectives for academic planning;
- statements of general divisional objectives;
- enrolment plans and policies;
- long-range planning and/or (operating and capital) budget guidelines;
- strategic planning framework for research.

The Committee is responsible for monitoring planning activities and documents as may be required by general policy, as specified herein or by resolution of the Academic Board. The Committee receives periodic reports from the Vice-President and Provost on the implementation of academic plans.

The Committee reviews, on its own decision or on the recommendation of the Vice-President and Provost, the academic and budget plans of divisions in cases where a division is substantially altering its programs or having significant difficulty in implementing approved plans.

³ Individual academic plans are approved by the Vice-President and Provost.

The Committee conducts periodic reviews of the budget plans of non-academic portfolios, to consider appropriateness of resources and effective and efficient use of resources in support of University plans and priorities. [Academic service areas, such as the Library, are the responsibility of the Committee on Academic Policy and Programs.]

4.2 Campus and facilities

4.2.1 Policy

Campus master plans and policy governing the approval of capital plans and projects are recommended to the Academic Board for consideration.

4.2.2 Capital guidelines and plans

Plans are recommended to the Academic Board for consideration.

4.2.3 Individual plans and projects

The Committee considers reports of project planning committees and recommends to the Academic Board approval in principle of projects (i.e. site, space plan, overall cost and sources of funds) with a capital cost as specified in the Policy on Capital Planning and Capital Projects. [The Business Board is responsible for approving the establishment of appropriations for individual projects and authorizing their execution within the approved costs.] The level of approval required is dependent on the cost of the project.⁴ Significant changes to a space program/approved project require the same level of approval as the original proposal.

4.3 Operating and designated funds

4.3.1 Budget guidelines

The Committee recommends to the Academic Board for consideration guidelines for long-range planning and budgeting that are the basis for the development of the University's annual Operating Budget.

⁴The current requirements, as defined in the Policy on Capital Planning and Capital Projects, are:

- (a) **Capital Projects**
- Capital projects with a projected cost of more than \$2-million - Governing Council approval on the recommendation of the Academic Board and the Planning and Budget Committee.
 - Capital projects with a total cost between \$50,000 and \$2-million - Accommodations and Facilities Directorate approval. All such projects shall be reported annually to the Governing Council through the Academic Board and the Planning and Budget Committee.
 - Projects costing less than \$50,000, in total, and funded by a unit, approved by the unit and reported to the Accommodations and Facilities Directorate. For small projects costing less than \$3,000 the projects are, for reporting purposes, pooled and identified as small projects, with the total cost of such projects provided.
- (b) **Infrastructure Renewal Projects**
- Infrastructure Renewal projects with a projected cost of more than \$2-million - Governing Council approval on the recommendation of the Academic Board and the Planning and Budget Committee.
 - Infrastructure Renewal projects with a total cost between \$50,000 and \$2-million - Accommodations and Facilities Directorate approval.
 - A listing of all Infrastructure Renewal projects requiring attention shall be forwarded annually for information to the Governing Council through the Academic Board and the Planning and Budget Committee.

4.3.2 Annual operating budget

The Committee considers for inclusion in the proposed Operating Budget the major components of the Budget, such as changes to Policies and Procedures for Budget Preparation, Contractual Obligations and Policy Commitments, allocation of Funds, General University Expenses, and Facilities Renewal Funds.

The annual budget is considered by the Committee for recommendation to the Academic Board. [Once the budget is recommended by the Academic Board, the concurrence of the Business Board is sought in regard to fiscal soundness before it is forwarded to Council.]

The Committee receives regular reports on the status of long range budget guidelines, projections, and the strategic budget model.

4.3.3 Designated funds

The Committee is responsible for recommending to the Academic Board for consideration the creation and allocation of general University Funds established in the Operating Budget, Capital Renewal Fund or elsewhere.

4.4. Academic units and programs

4.4.1 The Committee recommends to the Academic Board on plans and proposals to establish, disestablish, or significantly restructure academic units, here defined as "faculties, schools, colleges, departments, centres and institutes with teaching, or teaching and research functions, undergraduate degree programs, and graduate degree programs", regardless of the source of funds.

4.4.2 The Committee advises the Academic Board on the planning and resource implications of plans and proposals to establish, disestablish or significantly restructure academic programs. Those implications might include significant planning and budgetary changes within the division or significant effects on other divisions, the University as a whole and the public. [The Committee on Academic Policy and Programs has responsibility for considering the curricular aspects of academic program proposals.]

[Changes within a degree program that do not meet the above definition and do not require the allocation of additional resources from sources outside the division are considered by the Committee on Academic Policy and Programs and do not require the attention of the Committee. Examples of such changes would include the addition or deletion of a specialist, major or minor program in the Faculty of Arts and Science or changes within such programs where the change can be accommodated without additional budget appropriations, substantial reallocations among departments or significant effects outside of the department(s) offering the program.]

4.5 Policy submissions to and agreements with external bodies

4.5.1 Submissions that establish new policy positions will be reviewed first by either the Committee or by another Governing Council body approved by the Executive Committee. In the case of the latter, the Committee shall be informed of the nature of the submission.

Submissions to external agencies that summarize existing policies and practices are the responsibility of the President and should be submitted for information to the appropriate body of Governing Council.

4.5.2 The Committee recommends to the Academic Board for consideration templates for agreements with external bodies. Individual agreements that do not conform to the template are reviewed by the Committee for recommendation to the Academic Board and confirmation by the Executive Committee. [Agreements that conform to the template are approved by the Vice-President and Provost.]

4.6 Incorporation of associated organizations and research ancillaries

The Committee recommends approval, in principle to the Academic Board. [The Business Board is responsible for matters concerning the arrangements for incorporation.]

4.7 Chairs and professorships

The Committee is responsible for making recommendations with respect to the *Policy on Endowed Chairs, Professorships, Lectureships and Programs*. Approval of the establishment of individual chairs, etc., which fully conform to the *Policy*, is delegated to the President, with annual reports to the Committee on approvals given. The Committee considers, for recommendation to the Academic Board, proposals that do not conform to the *Policy*.

4.8 Priorities for fundraising

The Committee recommends to the Academic Board, for concurrence with the Business Board, on the ranking of priorities for major fundraising campaigns. [Policy concerning University development and fundraising campaigns is within the authority of the Business Board. Plans for fundraising campaigns are approved by the Governing Council on the recommendation of the Business Board.]

5. PROCEDURES

The Committee usually meets in open session but may, pursuant to clause 33 of By-Law Number 2, meet in closed session or *in camera* when : matters may be disclosed at the meeting of such a nature, having regard to the circumstances, that the desirability of avoiding open discussion thereof outweighs the desirability of adhering to the principle that meetings be open to the public; or (ii) intimate financial or personal matters of any person may be disclosed at the meeting or any part thereof.

In establishing agendas for meetings of the Committee, the Chair normally will be advised by a planning group that includes the Vice-Chair, two other members of the Committee, recommended by the Academic Board Striking Committee and approved by the Academic Board, and the voting and non-voting assessors. The proposed agenda for a meeting, together with background documentation, is reviewed at an agenda planning group meeting scheduled ten to fourteen days prior to the Committee meeting. The Chair of the Committee, with the advice of the Committee's agenda planning group and subject to the duly established authority of the Agenda Committee of the Academic Board, the Academic Board, and the Executive Committee of Governing Council, has the

authority to interpret the terms of reference of the Committee with respect to whether an item should be placed on the Committee's agenda (for approval or discussion) or should be circulated for information and/or comment apart from the Committee's agenda.

May 28, 2002
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