

## **Memorandum**

**To:** Members of the Committee on Academic Policy and Programs

**From:** Louis Charpentier, Secretary of the Governing Council

**Date:** May 10, 2002

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### **Item Identification**

Revised Terms of Reference for the Committee on Academic Policy and Programs

Revised Guidelines on Divisional Submissions

### **Sponsor**

Louis Charpentier, Secretary of the Governing Council

### **Jurisdictional Information**

The Governing Council approves Terms of Reference for its Boards and Committee. The first step in this process is the approval of the Terms of Reference by the Committee itself.

### **Background Information**

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. Accordingly, the senior staff in the Office of the Governing Council has reviewed the current terms of reference with the intent of updating each to reflect current practice. Proposals for changed or rearranged wording, or additions/deletions are to clarify the particular function of each body and the relationships among the various bodies, or between a parent Board and its committee(s). In some instances, new wording is proposed to facilitate the functioning of the committee or board where new requirements for accountability could not have been foreseen when the current terms of reference were approved. Ideally, the changes proposed also will serve to remove ambiguity or vagueness from the terms of reference and will support both the Governing Council and the administration in the approval process.

### **Highlights**

Many changes are to comply with a consistent format or to reflect current terminology:

- the membership is displayed in an easy-to-read table;
- statements of quorum and terms have been added;
- footnotes have been added to clarify ambiguities in the terms where it does not make sense to add the clarifying statement into the body itself;
- the references to academic services have been changed to make them more generic; and
- a section on Committee procedures has been added, including a description of the Agenda Planning Group.

Square brackets have been placed around sections that, although they are useful for providing the overall picture, are not within the Committee's responsibility and which seem better placed within the text than in a footnote.

The following sections have been expanded to codify what has been normal practice consistent with the current Terms. These include:

- Section 3, page 2: clarification of the determination of 'major' or 'minor' proposals;
- Section 4.4, page 3: clarification of the approval process for academic program proposals; and
- Section 4.9, page 4: a new section outlining general and specific monitorial responsibilities of the Committee.

The Guidelines for Divisional Submissions have also been revised to clarify the approval process, consistent with the revised Terms of Reference. Included in these revisions are:

- The inclusion of joint programs with external institutions in the list of matters considered by the Committee;
- A description of the various levels of approval and the process by which the necessary level of approval is determined; and
- A reminder that programs may not be advertised until the appropriate approval has been received.

**Action Sought**

Approval of the following motions:

That the proposed revised Terms of Reference for the Committee on Academic Policy and Programs dated May 10, 2002 be recommended to the Academic Board for approval, effective July 1, 2002.

That the revised Guidelines for Divisional Submissions dated May 10, 2002 be recommended to the Academic Board for approval, effective July 1, 2002.