

COMMITTEE ON ACADEMIC POLICY AND PROGRAMS

TERMS OF REFERENCE

1. MEMBERSHIP

1.1 Composition

Total membership is approximately 31, of whom 6 are students. The membership is broadly representative of the academic divisions. Two assessors, selected by the President, are members *ex officio*.

The composition of the Committee on Academic Policy and Programs is as follows:¹

| | GOVERNING COUNCIL | NON-GOVERNING COUNCIL | TOTAL |
|------------------------|--------------------------|------------------------------|----------------|
| Administrative Staff | 0-1 | 1-0 | 1 |
| Alumni and | 0-1 | 0-1 | 1 |
| LGIC Appointees | 0-1 | | 1 ² |
| Teaching Staff | 0-2 | 16-14 | 16 |
| Students | 1 | 5 | 6 |
| Presidential Assessors | | | 2 |
| <i>Ex Officio</i> | | | |
| Chancellor | 1 | | 1 |
| Chairman | 1 | | 1 |
| Vice-Chair | 1 | | 1 |
| President | 1 | | 1 |
| TOTAL | | | 31 |

The Secretary of the Governing Council is a non-voting *ex officio* member of the Committee. 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 11).

¹ 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 total size of the Committee may be varied slightly, up or down, with the approval of the Chair of Governing Council.

² If no LGIC Appointee wishes to serve, a second alumni member, from Governing Council or the Academic Board should be appointed.

3. FUNCTION

The Committee, which reports to the Academic Board, has general responsibility for policy on, and for monitoring, the quality of education and the research activities of the University.

In fulfilling this responsibility, the Committee oversees policy matters such as admissions, awards, academic regulations, grading practices, research and the products of research, and academic services. Some policy issues concern only one academic division. Others are matters of University-wide concern.

The Committee is responsible for reviewing and, at times, approving, changes to admission and program regulations, curriculum, degree requirements and academic regulations. Much of the Committee's work concerning curriculum and regulations arises from deliberations of divisional councils. The Committee will not normally amend such a proposal forwarded by a divisional council unless the amendment(s) is/are deemed by the Chair or the senior Presidential assessor to be minor. Rather, a proposal requiring amendment will be referred back to the divisional council.

The determination of whether a proposal is major or minor is made by the Chair of the Committee, on the advice of the agenda planning group, based on documentation from the division.

4. AREAS OF RESPONSIBILITY

4.1 Admissions policies and practices

Minor changes to individual programs or to divisional practices and policies are normally approved by the Committee on Academic Policy and Programs.

New divisional policies and practices or amendments to existing ones which affect the whole division or amendments to University-wide policies are considered by the Committee on Academic Policy and Programs and forwarded to the Academic Board for consideration.

4.2 Awards policies and practices

The establishment, termination or major amendment of policies on student awards are considered by the Committee on Academic Policy and Programs and forwarded to the Academic Board for approval. Minor amendments may be approved by the Committee on Academic Policy and Programs.

4.3 Academic regulations

The Committee on Academic Policy and Programs has authority for approval of changes to academic regulations and other matters affecting divisional calendars, for example, but not limited to, appeal procedures and standards of professional behaviour.

4.4 Academic program proposals

The Committee on Academic Policy and Programs considers academic program proposals which may be forwarded by the Committee to the Academic Board for approval, approved by the Committee, or received for information of the Committee, depending on the nature of the proposal. [The administration forwards such changes to the Planning and Budget Committee for a review of resource implications.]

Academic program proposals, including new degree programs, which involve new academic directions or anticipated significant new directions for a Faculty are recommended to the Academic Board for consideration.

The *Guidelines for Divisional Submissions* (attached) further outlines the criteria by which the decision to receive, to approve or to forward to Academic Board for approval is made.

4.5 Examinations and Grading practices

The establishment, amendment or repeal of University-wide policy with respect to grading practices and examinations is normally considered by the Committee on Academic Policy and Programs and forwarded to the Academic Board for consideration.

Major amendments to divisional practices and policies or amendments requiring an exception to University-wide policy are forwarded by the Committee to the Academic Board for consideration.

Major amendments to divisional practices and policies which are consistent with the University-wide policy but have a major impact on the division will be approved by the Committee.

[Minor amendments to divisional practices consistent with the University's policy are approved by the divisional councils and reported to the Vice-President and Provost.]

4.6 Policy on academic services

Policy matters with respect to academic services (included but not limited to the Library, computing services, student record systems) fall within the terms of reference of the Committee on Academic Policy and Programs. Recommendations are considered by the Committee and forwarded to the Academic Board for consideration.

4.7 Earned degrees, diplomas and certificates

Policy matters affecting earned degrees, diplomas and certificates, including their design, are considered by the Committee on Academic Policy and Programs and forwarded to the Academic Board for consideration.

4.8 Research policy

Policy on research is considered by the Committee on Academic Policy and Programs and forwarded to the Academic Board for consideration. Research policies deal with such matters as the use of human and animal subjects, intellectual property, publication of research results, inventions and innovations.

4.9 Monitorial responsibilities

The Committee is responsible for monitoring academic matters as may be required by general policy, as specified herein or by resolution of the Academic Board, the Executive Committee or the Governing Council. The Committee receives annual reports on matters within its purview, including reports on the following:

- Reviews of Academic Units and Programs;
- Connaught Committee activities;
- Student Financial Support;
- Research and international activities;
- Student awards.

5. PROCEDURES

The Committee on Academic Policy and Programs usually meets in open session.

In order to carry out its mandate, the Committee receives for its approval proposals from the academic divisions of the University which have been approved by the relevant divisional councils.³

In establishing agendas for meetings of the Committee, the Chair normally will be advised by a planning group that includes the Vice-Chair, 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 10, 2002

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³ Divisional proposals are reviewed by the Senior Assessor to the Committee. All proposals are submitted to the Committee through the Office of the Vice-President and Provost, which recommends items to the Committee through the Senior Assessor to the Committee.