

Senate Academic Committee

Terms of Reference

Approved by Senate: September 19, 2002; April 1, 2005; Nov. 7, 2008; February 26, 2010; January 20, 2012; January 18, 2013

Seven (7) days notice shall be given for all meetings except that a meeting may be held at any time without due notice if all members of the Committee are able to be present and/or consent thereto.

Quorum

Unless otherwise stated in the approved terms of reference, quorum for Senate and all Senate committees is a simple majority of all filled positions.

Composition:

1. Provost & Vice President (Academic)
2. Deputy Provost
3. Vice-President (Research) or delegate
4. Vice-Provost (Student Affairs)
5. Vice-Provost (Aboriginal Initiatives)
6. Deans - only four (4) of the Deans count towards the Committee's quorum
7. University Registrar
8. University Librarian
9. Director of Continuing Education & Distributed Learning
10. Director of Institutional Analysis and Government Relations
11. Chair of each of the following Senate Committees:
 - Budget
 - Library
 - Research
 - Teaching & Learning
 - Undergraduate Studies
12. Nine full-time faculty members including two faculty members who are Senators, elected by Senate on the recommendation of the Senate Nominations Committee, a minimum of one member shall be a full-time faculty member appointed at the Orillia Campus.
13. Two undergraduate students elected by Senate on the recommendation of LUSU.
14. One graduate student elected by Senate on the recommendation from LUSU in consultation with the Graduate Student Commissioner.

Terms of Office

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|---------|------------------------------|
| 1 to 11 | ex officio |
| 12 | three-year terms (renewable) |
| 13 & 14 | one-year terms (renewable) |

Organization

1. Chair - to be elected annually by the Committee from among those members

- holding academic appointment
- 2. Vice-Chair - to be elected annually by the Committee from among those members holding academic appointment
- 3. Secretary - Executive Assistant to the Provost & Vice President (Academic)
- 4. Administrative Office - Office of the Provost & Vice President (Academic)

Terms of Reference

1. To lead a process of academic planning that ensures input from stakeholders across the academic community.
2. To monitor and report annually on the progress made by each of the Senate Committees towards the achievement of actions stated in the Academic Plan.
3. To review, revise, or develop, as necessary, policies pertaining to University-wide academic issues.
4. To review, revise, or develop, as necessary, University-wide academic regulations, including but not limited to the Academic Schedule, Registration, Programs of Study, Examinations, Reappraisal, and Academic Dishonesty.
5. To ensure based on the work of the SAC-QA subcommittee, that the review and approval of the new programs, whether offered in full, in part, on conjointly by Lakehead University, are conducted in accordance with the Policy for the Review and Approval of Academic Programs and the Lakehead University Institutional Quality Assurance Procedures (IQAP).

Joint Sub-Committee of the Senate Academic Committee Ogimaawin-Aboriginal Governance Council (SAC/O-AGC)

Upon reasonable notice, the Committee will meet once in each of the fall and winter terms, and as necessary thereafter.

Quorum

Unless otherwise stated in the approved terms of reference, quorum for Senate and all Senate committees is a simple majority of all filled positions.

Composition

1. Vice-Provost (Aboriginal Initiatives)
2. One representative from the O-AGC Advisors Committee
3. Two members from the Senate Academic Committee, which may include a student representative
4. Two members from the Ogimaawin-Aboriginal Governance Council, which may include a student representative

Terms of Office

1 & 2: Ex officio

3 & 4: One-year terms (renewable)

Organization

1. Chair: To be elected by the Committee
2. Secretary: To be elected by the Committee
3. Administrative Office: Office of the Vice-President (Academic) & Provost

Terms of Reference

1. To include Aboriginal perspectives in relevant academic decision-making.
 2. To identify common elements in the O-AGC Strategic Plan and the Academic Plan.
 3. To develop a plan to facilitate and monitor implementation of the common elements in the O-AGC Strategic Plan and the Academic Plan.
 4. To ensure that relevant items from the O-AGC are considered within further strategic and academic planning.
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Senate Academic Committee - Quality Assurance Committee

Seven (7) days notice shall be given for all meetings except that a meeting may be held at any time without due notice if all members of the Committee are able to be present and/or consent thereto.

Quorum: Unless otherwise stated in the approved terms of reference, quorum for Senate and all Senate committees is a simple majority of all filled positions

Composition:

1. Associate Vice-President Academic (Non-voting)
2. Dean of Graduate Studies
3. One other Dean – appointed from SAC
4. Chair of SAC
5. Four full-time tenured faculty members nominated by SAC. A minimum of one of the four members shall be a member of SAC. A minimum of one of the four members shall be a full-time tenured faculty member appointed at the Orillia Campus.
6. One undergraduate and one graduate student appointed by SAC

Terms of Office:

- | | |
|---------|----------------------------|
| 1, 2, 4 | ex officio |
| 3 | two -year term (renewable) |
| 5 | two -year term (renewable) |
| 6 | one-year term (renewable) |

Organization:

1. Associate Vice-President Academic to serve as Chair
2. Administrative Assistant to the Vice-President (Academic) & Provost to serve as Secretary
3. Administrative Office - Office of the Vice-President (Academic) & Provost

Terms of Reference:

1. To oversee undergraduate program reviews in accordance with the Provincial Undergraduate Program Review Audit Committee Guidelines.
2. To review, revise, and develop where necessary internal policies pertaining to the review and approval of new undergraduate programs.
3. To review, revise, and develop where necessary internal policies pertaining to the periodic review and approval of undergraduate programs.

4. To evaluate any new undergraduate program against specific criteria outlined in the Lakehead University policy and procedures for review and approval of new programs.
5. To provide a written report to the Senate Academic Committee following the review of any new program proposal highlighting results and recommendations.
6. Oversee the site visit process, including selecting external and internal consultants in accordance with the internal policies for the periodic review and approval of undergraduate

Writing Initiatives Committee

Authority: This is a Standing Sub-Committee of the Senate Academic Committee.

Purpose: In accordance, with the priorities of the Lakehead University 2012 Academic Plan, the purpose of the Sub-Committee is to investigate and foster writing practices and initiatives focused on the development of student writing skills. The Sub-Committee will also serve in an advisory capacity to the SSC Writing Centre.

Composition

- Four tenured or tenure-track faculty members nominated by the Senate Academic Committee. Cross-Faculty representation is desired. Deans may be included in this category.
- Chair, Senate Teaching and Learning Committee
- Director, Student Success Centre
- Director, Instructional Development Centre
- Director, Continuing Education and Distributed Learning
- A student representative, named by the Lakehead University Students' Union (LUSU)

Terms of Reference

The Writing Initiatives Committee will survey and examine how writing is currently incorporated into the curriculum across academic units, communicate current best-practices, and develop recommendations related to teaching and learning. Building upon prior work, the Committee will undertake activities including, but not limited to, the following:

- Survey academic units on how writing is developed across their degree curricula.
- Consider alternate methods of delivering writing support and development to online and distance learners.
- Develop a database of best practices.
- Conduct an analysis of how different disciplines are meeting the University degree level expectations related to writing.
- Develop recommendations related to the prevention of plagiarism and the promotion of academic integrity.
- Provide the Coordinator of the Writing Centre with recommendations that will help focus the Centre's writing support efforts.
- Develop recommendations for ongoing instructional development.
- Develop and present an annual report of the activities and outcomes of the work completed by the Committee.

