



**Senate Academic Committee  
Quality Assurance Sub-Committee Terms of Reference**

Approved by Senate: November, 2009; January 20, 2012

Approved by the Senate Academic Committee: November 5, 2018

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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. Deputy Provost (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; two-year term (renewable)

## **Organization**

1. Deputy Provost to serve as Chair
2. Secretary: to be provided by the Office of the Provost & Vice-President (Academic)
3. Administrative Office - Office of the Provost & Vice President (Academic)

## **Terms of Reference**

1. To oversee the review of new and continuing for-credit and non-for-credit undergraduate and graduate degree/diploma programs - whether offered in full, in part, or conjointly by Lakehead University. This responsibility also extends to programs offered in partnership, collaboration or other such arrangements with other postsecondary institutions including colleges, universities, or institutes in accordance with the Policy for the Review and Approval of Academic Programs and the Lakehead University Institutional Quality Assurance Process (IQAP).
2. To review, revise, and develop where necessary, internal policies and procedures pertaining to the review and approval of new undergraduate and graduate programs.
3. To review, revise, and develop, where necessary, internal policies and procedures pertaining to the cyclical review and approval of undergraduate and graduate programs.
4. To review and revise the IQAP for approval by SAC.

5. To evaluate any new undergraduate programs and major modifications to undergraduate programs (including but not limited to specializations, minors, concentrations) against specific criteria outlined in the Lakehead University (IQAP).
6. To evaluate any new graduate programs and major modifications to graduate programs (including but not limited to new collaborative programs, new for-credit graduate diplomas, new fields) against specific criteria outlined in the Lakehead University IQAP.
7. To evaluate any new undergraduate diplomas (for-credit or not-for-credit) against specific criteria outlined in the Lakehead University IQAP.
8. To evaluate any new transfer pathways (domestic and international), articulation agreements or multilateral agreements against specific criteria outlined in the Lakehead University IQAP.
9. To provide a written report to the Senate Academic Committee highlighting the results and recommendations arising from the review of any new program, major modification and/or any program reviewed under the protocol for expedited programs.
10. To provide a written report to the Senate Academic Committee following the completion of the Institutional Review and Follow-up steps required as part of the cyclical review process.
11. Review and select reviewers from the list of proposed reviewers submitted for new, expedited and cyclical program reviews involving a site visit or external desk audit, in accordance with the Lakehead University IQAP.