

II Senate Academic Committee

Approved by Senate

September 19, 2002

Last Revised: April 1, 2005; Nov. 7, 2008, **Nov 2011**

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. ~~Vice-President (Academic) & Provost~~**Provost and Vice-President (Academic)**
2. ~~Associate Vice-President (Academic)~~**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 of the GSA.

Terms of Office

- | | |
|---------|------------------------------|
| 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: ~~Administrative~~ **Executive** Assistant to the Vice-President (Academic) & Provost
4. Administrative Office: ~~Office of the Vice-President (Academic) & Provost~~ **Provost and 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 in order to operationalize the University's Strategic and Academic Plans.
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 oversee the cyclical review of undergraduate **and graduate** programs in accordance with the Lakehead University ~~policy and procedures and the Provincial Undergraduate Program Review Audit Committee Guidelines~~ **Institutional Quality Assurance Procedures (IQAP)**.
6. To review new undergraduate program proposals in accordance with the ~~Academic Plan, the Lakehead University Approval Process for New Undergraduate Programs, and the Provincial Undergraduate Program Review Audit Committee Guidelines~~. **Lakehead University Institutional Quality Assurance Procedures (IQAP)**.
7. To undertake other tasks as referred by Senate.
8. To develop an annual Action Plan for the Committee.