Senate Academic - Quality Assurance Committee

(Revised November 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. ~~Associate Vice-President Academic~~**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 one-year term (renewable)

Organization:

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

Terms of Reference:

1. To oversee **the review of new and continuing** undergraduate **and graduate degree/diploma** program**s 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 ~~reviews~~ in accordance with the **Policy for the Review and Approval of Academic Programs and the** ~~Provincial Undergraduate Program Review Audit Committee Guidelines.~~**Lakehead University Institutional Quality Assurance Procedures (IQAP).**

2. To review, revise, and develop where necessary internal policies pertaining to the review and approval of new undergraduate **and graduate** programs.
3. To review, revise, and develop where necessary internal policies pertaining to the ~~periodic~~**cyclical** review and approval of undergraduate **and graduate** 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~~ **(IQAP)**.
~~4.~~**5.** **To evaluate any proposals for new collaborative programs, new for-credit graduate diplomas, major modifications to existing programs, and for the addition of new Field(s) in a graduate program against specific criteria outlined in the Lakehead University IQAP.**
6. To provide a written report to the Senate Academic Committee **highlighting the results and recommendations** ~~following~~**arising from** the review of any new program **and of programs reviewed under the protocol for expedited programs.** ~~proposal highlighting results and recommendations.~~
~~5.~~**7.** **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.**
~~6.~~**8.** ~~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 programs.~~**Review and select reviewers from the list of proposed reviewers submitted for program reviews involving a site visit or external desk audit, in accordance with the Lakehead University IQAP.**