

## MEMORANDUM

Tel: (807) 343-8226  
Fax: (807) 346-7853  
mark.gallagher@lakeheadu.ca

Date: Thursday, December 20, 2012

To: Ms. Karen Roche, University Secretary

From: Mark Gallagher, Chair, Senate Organization Committee

Subject: Report of the Senate Organization Committee

---

The Senate Organization Committee met on November 29<sup>th</sup>, December 12<sup>th</sup>, and December 19<sup>th</sup> to consider a number of items including:

1. Revisions to the composition of a number of Senate Committee's terms of reference to include the Deputy Provost and/or the Dean of the Faculty of Law. The Senate Org Committee recommends the following changes to composition of the following committees as follows:
  - a) Senate Research Committee:
    3. **Provost and** Vice-President (Academic) ~~& Provost~~ **[if the Provost is absent, the Deputy Provost may attend meetings as a voting member]\*\***
  - b) Senate Continuing Education and Distributed Learning Committee:
    1. **Provost and** Vice-President (Academic) ~~& Provost~~ \*\*
    2. **Deputy Provost (non-voting member except in the absence of the Provost)\*\***
    3. ~~2.~~ Director of Continuing Education & Distributed Learning
    4. ~~3.~~ University Registrar
    5. ~~4.~~ University Librarian
    6. ~~5.~~ Dean (to be appointed from and by the Deans' Council)\*\*
    7. ~~6.~~ Four full-time faculty members with experience in Continuing Education elected by Senate on the recommendation of the Senate Nominations Committee.
    8. ~~7.~~ Two part-time students, preferably one on-campus and one off-campus, with experience with continuing education or distance education delivery modes, elected by Senate on the recommendation of LUSU.
    9. ~~8.~~ E-Learning Specialist (non-voting).
  - c) Senate Library Committee:
    1. **Provost &** Vice-President (Academic) ~~& Provost~~ \*\*
    3. ~~Dean of Graduate Studies~~ **(to be appointed from and by the Deans' Council on a yearly rotating basis).**
  - d) Joint Senate Committee for NOSM:

1. Provost and Vice President (Academic) **[if the Provost is absent, the Deputy Provost may attend meetings as a voting member]**.
2. Changes to the Terms of Reference of the Senate Academic Committee (Referred from the November 23<sup>rd</sup> meeting of Senate). The Senate Org Committee recommends the following changes:  
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~~ **implementation of** the Academic Plan.
  3. To review, revise, or develop, as necessary, policies pertaining to University-wide academic issues ~~in order to operationalize the University Strategic and Academic Plans.~~
  4. To review, revise or develop, as necessary, University-wide 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 Institutional Quality Assurance Procedures (IQAP).~~
  6. ~~To review new undergraduate program proposals in accordance with the Lakehead University Institutional Quality Assurance Procedures (IQAP).~~
  5. **To ensure based on the work of the SAC-QA subcommittee, that the review and approval of new programs, major modifications, and the cyclical review of existing undergraduate and graduate programs, whether offered in full, in part, or 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).**
3. Senate Org approved a request from the Senate Budget Committee to vacate the position of Past-Chair for the 2012-2013 academic year.
4. Senate Org has begun a review of the Senate By-laws (Referred from the September 14, 2012 meeting of Senate) and hopes to come back to Senate with recommendations before the end of the academic year.

The Senate Organization Committee makes the following recommendations to Senate:

**MOVED that the changes to the membership of the Senate Research, Senate Continuing Education and Distributed Learning, and Senate Library Committees and the Joint Senate Committee for NOSM as outlined above be approved.**

**MOVED that the changes to the Terms of Reference of the Senate Academic Committee as outlined above be approved.**

Mark Gallagher, Chair.