

## IV Senate Continuing Education & Distributed Learning

Approved by Senate

April 1999

Last Revised February 2006, Dec. 4, 2009, Jan 28, 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. Committee members whose positions are listed as \*\* shall not be included in the total when quorum is counted.

### Composition

1. ~~Vice-President (Academic)~~ & Provost **& Vice-President (Academic)\*\***
- 2. Deputy Provost [as a non-voting member; except in the absence of the Provost & Vice-President (Academic), the Deputy Provost may vote]\*\***
- ~~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)

### Terms of Office

1 to ~~4~~ **5**, and ~~8~~ **9** ex officio

~~5~~ **6** two-year term (renewable)

~~6~~ **7** three-year term (renewable)

~~7~~ **8** one-year term (renewable)

### Organization

1. Chair: to be elected annually by the Committee from among those members holding academic appointment
2. Secretary: to be selected by the Committee
3. Administrative Office: Office of Continuing Education & Distributed Learning

## Terms of Reference

1. To promote the role of continuing education and distributed learning, internally and externally.
2. To establish and review policies related to continuing education and distributed learning, activities and programming in accordance with the University's Strategic Plan and Academic Plan.
3. To review and approve non-credit programming which does not require Senate approval.
4. To review and approve credit and non-credit certificate programs which do not require Senate approval.
5. To report to Senate on a regular basis on Continuing Education & Distributed Learning activities.