

Senate Academic Committee

Approved by Senate
September 19, 2002

Last Revised: April 1, 2005; Nov. 7, 2008; February 26, 2010; January 20, 2012

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. Provost & Vice President (Academic)
2. 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 from LUSU in consultation with the Graduate Student Commissioner.

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 - Executive Assistant to the Provost & Vice President (Academic)
4. Administrative Office - Office of the Provost & 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 **and report annually on** ~~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'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 Institutional Quality Assurance Procedures (IQAP).~~
 6. ~~To review new undergraduate program proposals in accordance with the Lakehead University Institutional Quality Assurance Procedures (IQAP).~~
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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).