

XVI Senate Undergraduate Studies Committee

Approved by Senate

September 2002

Revised by Senate: February 2004; January 26, 2007; Dec. 04, 2009; April 15, 2011, September 23, 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: Quorum is a simple majority of voting members, at least three of whom shall be faculty members. Committee members whose positions are listed as ** shall not be included in the total when quorum is counted.

Composition

1. **Provost & Vice-President (Academic) & ~~Provost~~ (non-voting)****
2. **Deputy Provost [non-voting, except in the absence of the Provost & Vice President (Academic)]****
2. Faculty Deans (or delegates)(non-voting) **
3. University Registrar
4. University Librarian (non-voting)
5. Director of Admissions and Recruitment (non-voting)
6. Director of Student Success Centre (non-voting)
7. Director of the Office of Continuing Education & Distributed Learning (non-voting)
8. Six full-time faculty members elected by Senate on the recommendation of the Senate Nominations Committee
9. Two students elected by Senate on the recommendation of LUSU
10. Calendar/Graduate Records Officer (non-voting)

Terms of Office

- 1 to 7 ex officio
- 8 three-year terms (renewable)
- 9 one-year terms (renewable)
- 10 ex officio

Organization

1. Chair: to be elected annually by the Committee from among those members holding academic appointment
2. Secretary: Calendar/Graduate Records Officer
3. Administrative Office: Office of the Registrar

Terms of Reference

- 1) To review and advise the Senate on new and/or revised undergraduate courses presented to Senate for approval.
- 2) To review new and/or revised undergraduate program calendar submissions in accordance

with approved academic regulations and admission requirements.

3) To ensure that University regulations and admission requirements are consistently reflected in all new and revised undergraduate course and program calendar submissions.

4) To address actions presented in Lakehead University's Academic and Strategic Plans specifically directed to the Senate Undergraduate Studies Committee.

5) To advise and liaise with other Senate Committees on matters pertaining to undergraduate studies.

6) To develop an annual Action Plan for the Committee.

7) To undertake other tasks as referred by Senate.