

Lakehead

UNIVERSITY

MEMORANDUM

TO: Karen Roche, Secretary of Senate
FROM: Gillian Siddall, Chair
RE: Senate Academic Committee
DATE: Report of the Senate Academic Committee
October 13, 2011

The following is my report from the regular SAC meeting of October 7, 2011.

1. Academic Planning Update

The Deputy Provost circulated and reviewed an updated timeline for the 2011 Academic Planning process.

Dr. McPherson reported that, following feedback received in various forms between May and July, a second draft of chapters 1 and 2 was posted in early August and a second period of University wide consultation was launched. An Open Discussion Forum with participation on both campuses was held on September 2nd.

Following the Open Session, Action Plans were developed and posted on the Provost and Vice-President (Academic) website. The University community has been invited to help the Planning Committee build and complete the Action Plans. Specific invitations have also been sent to the Chairs of Senate Standing and other University Committees and Offices.

SAC will discuss the Action Plans at its next meeting on November 3rd.

A framework for Unit Academic Planning will also be discussed at the next meeting. A Guide will be ready to distribute to units over the next couple of weeks.

2. Completion of the Undergraduate Program Review, Department Of Geography

The Deputy Provost presented a summary of the report prepared following completion of the review of the Department of Geography in accordance with the Undergraduate Program Review and Audit Committee Guidelines (UPRAC). The summary addressed the review process, details of the procedures followed during the preparation of the review materials, selection of the reviewers, and the site visit activities. An overview of the strengths and weaknesses identified by the reviewers and the response to these by the Department were included. A follow-up meeting with the Dean and the Department Chair was conducted in order to review the actions taken based on the recommendations arising from the review.

Since the response to the reviewers' report, the Department of Geography has addressed a number of curricular and programmatic changes. The detailed report has been approved and

filed with the Department Chair, the Dean of the Faculty of Science and Environmental Studies, and in the Office of the Provost and Vice-President (Academic).

3. Proposed changes to Regulation VIII (f) Missed Examinations

At the June 24th meeting the SAC accepted and recommended that Senate approve the amendments to Regulation VIII (f) Missed Examinations. The companion Health Certificate form was to be created and reviewed at the first meeting of SAC in the fall 2011.

At the October 7th meeting SAC reviewed the Health Certificate form which covers all licensed/registered health practitioners. Use of the form will allow for standardization for the variety of reasons students may need to provide a Health Certificate. SAC accepted the Health Certificate form, with small edits and recommended that Senate approve it.

4. Proposed changes to Psychology Academic Regulations

M. Richardson, Chair of the Academic Regulations Sub-Committee reported that a number of concerns were identified and that the item was returned to the Department of Psychology for further consideration.

5. Writing Across the Curriculum

B. McLaren, Chair of the WAC Sub-Committee reported on the secondment of Anthea Kyle as Writing Coordinator for the 2011/12 Academic Year. Dr. McLaren referenced the recent communication which provided details on the Writing Centre operations. The position will be reviewed and subject to renewal in April 2012.

Respectfully submitted,
Gillian Siddall

VIII Deficiency

(f) Missed Examinations Due to Illness

In cases where a student misses a formal examination due to illness, the student may **have the Health Certificate (...link...) completed by a Health Care Provider and submit the completed form to the Registrar** within two weeks of the time at which the examination was to have been written. Upon receipt of the **Health Certificate**, the Registrar will notify the instructor who will arrange for the student to write the missed examination. The final grade will be submitted to the Registrar as soon as possible after the missed examination has been written.

Lakehead University STUDENT HEALTH CERTIFICATE

I. TO BE COMPLETED BY STUDENT:

I, _____, hereby authorize this licensed/registered health practitioner to provide the following information to Lakehead University relating to my petition for special consideration. I understand that the decision on my petition will be made by the Registrar's Office.

STUDENT SIGNATURE

STUDENT NO

DATE

II. TO BE COMPLETED BY THE HEALTH PRACTITIONER: (Please check applicable categories and indicate the applicable start and end dates)

✓	Degree of Incapacitation	Start Date	End Date
	Severe Completely incapacitated in relation to functioning of any academic level (e.g., completely restricted mobility, unable to attend any classes or write any tests/examinations)		
	Serious Unable to fulfill academic obligations with significant impact on performance (e.g., unable to attend classes, unable to write a test/examinations)		
	Moderate Able to fulfill some academic obligations but performance will be considerably affected (e.g., able to attend classes, unable to concentrate for long periods, assignments may be late)		
	Slight Able to fulfill academic obligations, but performance will likely be sub-optimal (e.g., able to attend classes, able to read)		
	Negligible Unlikely to have any significant effect on ability to fulfill academic obligations		
	This is a chronic condition		
	Patient has fully recovered from illness at this time		

III. HEALTH PRACTITIONER COMMENTS: (Please complete the following)

The degree of incapacitation is based on an examination performed on _____ (date).

Comments:

IV. VERIFICATION BY THE LICENSED/REGISTERED HEALTH PRACTITIONER:

NAME (Please print)

ADDRESS (stamp, business card or letterhead acceptable)

REGISTRATION NO.

TELEPHONE NUMBER

DATE

SIGNATURE

NOTE: Any cost for completing this certificate must be paid by the patient

The student must submit the original Student Health Certificate to the Office of the Registrar within ten (10) business days of the missed work/exam.

Information is collected on this form under the authority of section 14 of the Lakehead University Act to assist the Registrar's Office in assessing the petition of the student named herein for special consideration due to health concerns. After all identifiers have been stripped from it the information may also be used for statistical analysis and review of University services but otherwise, unless disclosure is compelled by law or the student consents to additional disclosure, will be kept strictly confidential. Questions regarding the collection of this personal information should be directed to the Registrar at Lakehead University, 955 Oliver Road, Thunder Bay, Ontario P7B 5E1, telephone: (807) 343-8675.