



MEMORANDUM

To: Ms. Barbara Eccles, Secretary of Senate

From: Dr. Richard Maundrell, Chair, Senate Academic Committee

Senate Meeting: April 20, 2020

Subject: Senate Academic Committee Report

The Senate Academic Committee (SAC) met on April 3, 2020

1. Calendar Changes Efficiencies – Housekeeping versus Senate Approved Changes
 - 1.1 MOVED to recommend that the attached document outlining housekeeping vs Senate-approved calendar changes be approved.

2. Temporary Grading Scheme under Exceptional Academic Measures
 - 2.1 MOVED that the Temporary Grading Scheme under Exceptional Academic Measures Year-Long 2019/20 and Winter 2020 Courses be amended to include the following provision:

Students can request a Special Letter from Enrolment Services that provides further explanation of the temporary grade scheme, as well as if necessary, the numeric grade the student originally received before converting the grade.

3. Senate Academic Committee - Regulations subcommittee
 - 3.1 MOVED to recommend that the Senate approve the following calendar change requests:
 - Bachelor of Administration College Transfer Program for graduates of a 2 year college diploma (2019-BUS-7173-B)
 - Admission_modification_GR_Psychology (2019-HBS-7213)
 - Admission-Requirement LU-CC Computer Science program (2019-SCI-7139)
 - Admission Requirements-Major Modification-GR-English (2019-SOC-7211)
 - School of ORPT Changes to General Regulations (2019-SOC-7217)

- REGULATIONS-MODIFICATION-PHD-ECE-change to reflect new course process (2020-ENG-7246)
- Modifications to Master's Program Regulations (2020-FGS-7259)
- Modification to PHD Regulations (2020-FGS-7270)
- Undergrad nursing regulation changes (2020-HBS-7253)

4. Joint Senate Academic Committee / Ogimaawin-Aboriginal Governance Council (SAC/O-AGC) subcommittee

4.1 MOVED to recommend that the Senate approve the following calendar change requests:

- Course-Modification-UG-Biology- change the title of BIOL-3012 (2019-SCI-7124)

5. Senate Academic Committee Terms of Reference

5.1 MOVED to recommend that the attached, proposed amendments to the Senate Academic Committee Terms of Reference be referred to Senate Organization.

Respectfully submitted,

Dr. Richard Maundrell
Chair, Senate Academic Committee

MEMORANDUM

Date: 6 April 2020

To: Dr. Richard Maundrell, Chair, Senate Academic Committee

From: Dr. Rhonda Koster, Deputy Provost and Vice Provost Teaching & Learning

Subject: **Calendar Change Efficiencies – Housekeeping versus Senate Approved Changes**

In light of the conversation that occurred at Senate January 20th, 2020 when the changes to the timing of calendar submissions was tabled for discussion, I met with the Associate University Secretary and the secretary for SUSC to examine ways to increase efficiencies in the calendar change submission process. These were presented to the SAC at their meeting on March 11, where it was determined that the proposed changes should be brought to Senate for information and an opportunity for feedback prior to the next meeting of the SAC (on April 3). The feedback received following the Senate meeting on March 30th was discussed at the meeting of the SAC on April 3rd, and resulted in minor changes, as reflected in the table (in bold) included in this document.

SAC has recommended to distinguish between those calendar changes that could be considered as housekeeping and those that require Senate approval, as outlined in Table 1. The process for making a housekeeping change to the Academic Calendar would involve the following, if approved by Senate:

- a) Enrolment Services is contacted by the academic unit Chair/Director or Administrative Assistant (copying the Chair/Director) regarding the change that they would like to make.
- b) Enrolment Services will make the change to the Academic Calendar. Housekeeping changes will only be made to the current Academic Calendar and not to any previous calendars.
- c) Enrolment Services will track all housekeeping changes on a document that will be available upon request.

Note: If Enrolment Services thinks that the change requested is not a housekeeping change, they will consult the Deputy Provost and the University Secretariat for confirmation. If it is confirmed that the change is not a housekeeping change the department will be required to submit the change through Curriculum Navigator so that it goes through the Senate approval process.

Table 1: Housekeeping Changes vs Senate Approved Changes to the Academic Calendar

Type of Change	Housekeeping Changes	Senate Approved Changes
Courses**	<ul style="list-style-type: none"> • Spelling/grammar/formatting corrections • Changes to the course title • Minor changes to the course description • Changes to the offering (hours of instruction) in regards to the term the course could be offered • Adding/changing the course classification (excluding Type E: Indigenous Content) • Reinstating a course to the calendar without any changes going beyond mere housekeeping from the original version 	<ul style="list-style-type: none"> • Change to a course number • Revamping of entire course description • Adding/removing of offering hours (hours of instruction) • Adding/removing/modifying of course prerequisites • Adding/removing/modifying of course corequisites • Adding/removing/modifying course special notes or restrictions • Change to the grade scheme • Adding or removing a cross-list to an existing course • Creating a new course • Discontinuing a course • Reinstating a course to the calendar with significant changes from the original version • Adding/removing of the Type E: Indigenous Content classification from an existing course • Any changes to an existing Type E: Indigenous Content course
Programs (includes degree programs, certificate programs, and minor programs)	<ul style="list-style-type: none"> • Spelling/grammar/formatting corrections • Adjustments to language in program requirements in order to be consistent with standard calendar language 	<ul style="list-style-type: none"> • Change to the title of a program/major • Changes to the program requirements needed to complete the degree (major modification or less significant changes) • Removing a program from the calendar • Reinstating a program to the calendar • Creating a new degree/major, minor, for credit certificate, concentration/specialization • Offering the program at another campus
Regulations and Admission Requirements	<ul style="list-style-type: none"> • Spelling/grammar/formatting corrections • Changes to the title of the regulation or admission requirement • Points of clarification on existing regulations or admission requirements 	<ul style="list-style-type: none"> • Changes to the content of the regulation or admission requirement • Implementing the admission requirement at another campus • New regulation or admission requirement

**Any changes to a Type E: Indigenous Content course will continue to go through the Senate approval process.

II SENATE ACADEMIC COMMITTEE

Approved by Senate: September 19, 2002; April 1, 2005; November 7, 2008; February 26, 2010; January 20, 2012; January 18, 2013; November 30, 2015; April 11, 2017; October 30, 2017; January 14, 2019

Quorum: A simple majority of all filled positions.

Five business 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.

Composition:

1. Provost & Vice President (Academic)
2. Deputy Provost and Vice-Provost (Teaching and Learning)
3. Vice-President, Research & Innovation or delegate
4. Vice-Provost (Students) & Registrar
5. Vice-Provost (Aboriginal Initiatives)
6. Vice-Provost (Institutional Planning & Analysis)
7. Vice-Provost (International)
8. Deans - only four (4) of the Deans count towards the Committee's quorum
9. University Librarian
10. Chair of each of the following Senate Committees:
 - Budget
 - Research
 - Teaching & Learning
 - and:
 - Undergraduate Studies.
11. One full-time librarian elected by the librarians
12. Nine full-time faculty members elected by Senate on the recommendation of the Senate Nominations Committee. Of the nine full-time faculty members
- a minimum of one shall be from the Orillia campus;
- a minimum of one shall be from the Thunder Bay campus;
- and;

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- [a minimum of two shall be Senators](#)

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 ~~10~~; *ex officio*

~~1~~ & ~~12~~; three-year terms (renewable)

~~13~~ & ~~14~~; up to two-year terms (staggered, renewable)

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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 annually on the implementation of the Academic Plan.
3. To review, revise, or develop, as necessary, policies pertaining to University-wide academic issues.
4. To review, revise, or develop, as necessary, [and to make recommendations to the Senate, regarding](#) University-wide academic regulations including but not limited to the Academic Schedule [of Dates](#), Registration, Programs of Study, Examinations, Reappraisal, and Academic [Integrity](#).
5. [To make recommendations to the Senate regarding Calendar change proposals pertaining to new and revised admission policies and regulations.](#)
6. [To make recommendations to the Senate regarding Calendar change proposals pertaining to the Indigenous Content Requirement.](#)
7. [To make recommendations to the Senate regarding new program proposals and Calendar change proposals pertaining to new programs and major modifications in accordance with the Policy for the Review and Approval of](#)

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Academic Programs and the Lakehead University Institutional Quality Assurance Process (IQAP).

8. To entrust the ranking of external and internal reviewers for cyclical and new program reviews, from a selection of nominations provided by Academic Units, to the Senate Academic Quality Assurance Subcommittee, as outlined in the Policy for the Review and Approval of Academic Programs.
9. To approve the Final Assessment Report and Implementation Plan of cyclical program reviews and submit an Executive Summary to the Senate as an item of information, and for posting on the University website.
10. To review and revise the Institutional Quality Assurance Process.