

# Lakehead

UNIVERSITY

## MEMORANDUM

**TO:** Karen Roche, Secretary of Senate  
**FROM:** David Tranter, Chair  
Senate Academic Committee  
**RE:** Report of the Senate Academic Committee (SAC)  
**DATE:** September 25, 2008

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Please accept my report as Chair in respect of the regular meeting held on Wednesday, September 24, 2008.

### 1) Terms of Reference

The committee moved to recommend for review by the Senate Organization Committee, that the Senate Academic Committee Terms of Reference be amended as follows:

- a. The addition of the Associate Vice-President (Academic), ex officio
- b. The addition of the Director, Institutional Analysis and Government Relations, ex officio
- c. The committee organization to include a Vice-Chair, to be elected by the Committee from among those members holding academic appointment.

### 2) Development of Regulation, Peer Evaluation

The committee passed a motion to accept the following regulation related to peer evaluation. The regulation should be added to the university regulations, section V, Standing.

**University regulation on the maximum weight of peer evaluation as a component of the final grade:** "For courses that include a peer evaluation component, the maximum weight of the peer evaluation component will not exceed 15% of the final grade unless otherwise approved by the head of the academic unit and the Dean."

### 3) Proposed Graduate Calendar Change – Supervisory Responsibilities Regulation.

This item was referred back to the Faculty of Graduate Studies Council. It was the opinion of the committee that the proposed calendar change should be included in a graduate student handbook and was more of a guideline for committees, supervisors and students, than a graduate regulation.

4) Proposed Calendar Change – Business Minor mark

This item was referred back to the Faculty of Business Administration. It was the opinion of committee members that the calendar change should relate to all Business Minors, not just those in the HB Commerce.

5) Amendments to Senate Policy Regarding Academic Appeals

The Director of Risk Management and Access to information forwarded two amendment requests to the committee, relating to contradicting timelines cited in the policy to appeal to the Senate Academic Committee and an omission in the grounds section of Form B. (see attached)

The committee accepted those minor amendments to the policy.

Respectfully submitted,  
D. Tranter, Chair