

# Lakehead

UNIVERSITY

## MEMORANDUM

**TO:** Karen Roche, Secretary of Senate  
**FROM:** Gillian Siddall, Chair  
**RE:** Senate Academic Committee  
**DATE:** Report of the Senate Academic Committee (SAC)  
March 18, 2010

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Please accept my report with respect to the regular meeting of Senate Academic Committee held on March 18, 2010.

### 3.1 (i) Kinesiology Regulations

The report of the Academic Regulations Sub-Committee, dated March 8, 2010 is attached. Regulation 4 (Failed Year) has been referred back to the School of Kinesiology for further review.

The committee passed motions with regard to Regulations 2 and 5.

Regulation 2:

**Senate Academic Committee recommends that Senate approve the revision to Regulation 2. Continuation in Program, replacing the words “cumulative average” with “overall average”.**

Regulation 5:

**Senate Academic Committee recommends that Senate approve the revision to Regulation 5. First Class Standing, replacing the words “at the time of application to graduate” with “at the time of graduation”.**

### 3.1 (ii) Policy Review – Academic: Courses Outside Canada – Guidelines

A sub-committee has been struck to develop a university policy pertaining to study abroad, which will include a protocol for both academic and business related procedures. The new policy is intended to replace the existing policy.

A motion was passed **recommending to Senate that the September 29, 2000 policy respecting Courses Outside Canada – Guidelines be withdrawn.**

### 5.5 Articulation Agreements: College/University Policy and Procedure

Feedback was received subsequent to the February 12<sup>th</sup> meeting of SAC in which the Articulation Agreements: College/University Policy and Procedure was approved. A revised Policy and Procedure was reviewed by the committee on March 18<sup>th</sup>, removing reference which restricted advanced credit standing to the articulated program only.

A motion was passed rescinding the motion taken on February 12, 2010, recommending Senate approval.

The committee made recommendations for further edits to the document and a motion was passed ***recommending that Senate approve the Articulation Agreements: College/University Policy and Procedure, as edited.*** The revised policy is attached.

Respectfully submitted,  
G. Siddall

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## MEMORANDUM

**TO: J. Taylor, Acting Director, School of Kinesiology**  
**FROM: B. McLaren, Chair**  
**Academic Regulations Sub-Committee**  
**RE: Kinesiology Regulations**  
**DATE: March 8, 2010**

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The regulations subcommittee reviewed three of the five changes submitted by Dr Lori Livingston on behalf of Dr Jane Taylor and the Kinesiology program. Recommendations on the first proposed change, related to admission requirements, and the fifth change, related to Camp School, were separately reviewed by the Senate Undergraduate Studies Committee.

The second proposed change regarding Continuation in Program was acceptable and is recommended to SAC, with the minor modification to replace the words "cumulative average" with the standard "overall average."

The third proposed change regarding the Failed Year was not clear. While the subcommittee recognizes that the proposal for change arises, like for the other proposed changes, from a general clean-up of the calendar to match practice, and that the third proposed change is a balance between advancing students and having them take make up classes for failed required courses with good class size management, the recommendation from Dr Livingston is unclearly related to the Failed Year. We heard from Dr Taylor, for example, that some courses are being made up in a student's final year, making it difficult to describe special examinations in these courses and repeated courses in that year as part of a failed year. We recommend that the School of Kinesiology reexamine Regulation 4 (Failed Year) in its entirety, making references to the Year Level Requirements published in the calendar and to the intent of a failed year.

The fourth proposed change was acceptable and is recommended to SAC, with the important modification from "at the time of application to graduate" to "at the time of graduation," intending that the degree audit take place and recognize First Class Standing after final examinations, as is normal practice.

Respectfully submitted,

B. McLaren, Chair

Academic: **Articulation Agreements: College/University**

Effective Date: **(Revision March 18, 2010)**

Approved by Senate:

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## Articulation Agreements

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For the purposes of this policy Articulation Agreement will be defined as:

A joint academic program agreement struck between a Faculty/program of Lakehead University and a Faculty/program of an accredited community college.

The Agreement recognizes, supports, and promotes the benefits for students of such a partnership between a college diploma program and a Lakehead University degree program. The foundation of such agreements is recognition for the course content and course credit weight, and for the standards of pedagogy and rigor of the community college program. In addition, the articulation provides students with an opportunity to complement their College studies with the completion of a specific degree program at Lakehead University.

### **PROCESS FOR THE DEVELOPMENT OF A NEW ARTICULATION AGREEMENT**

1. A Lakehead University Dean who is interested in the development of a College/University articulation agreement between fundamentally similar and complementary academic programs of study will meet with the community college representative(s) to initiate discussions and the development of a proposal.
2. The Lakehead University Dean will prepare Part 1 of the *Proposal for an Articulation Agreement* that outlines the rationale and benefits, objectives, and demand for such an articulation. Part 1 of the proposal requires the signatures of both the University Chair/Director and the University Faculty Dean.
3. Part 1 of the proposal will be submitted by the Dean to Senate for referral to the Chair of the Senate Academic Committee (SAC) for review by the Quality Assurance Sub-Committee.
4. Following Senate Academic approval, the Chair of the Senate Academic Committee will notify the Dean to proceed with Part 2 of the *Proposal*

*for an Articulation Agreement.* Part 2 details the terms of the articulation and should be developed in consultation with the Office of Admissions and Recruitment and the Registrar.

5. Working with the University Dean, the Office of Admissions and Recruitment will be responsible for approving the credit transfer equivalency composition to ensure that the program and the admission and transfer of credit policies of Lakehead University are accurately reflected within the agreement.

6. The final draft of the full *Proposal for an Articulation Agreement* (Part 1 & 2 including all signatures) will be submitted to the Senate Undergraduate Studies Committee and Senate Budget Committee for review and approval prior to going to Senate for approval.

7. Upon approval by Senate, the Agreement will be approved and signed by the Executive Officers of each institution. The Agreement will be distributed to the following offices:

- Original document, Office of the Vice-President (Academic) and Provost;
- Duplicate Original, Community College;
- Copy, Office of the President;
- Copy, Dean of the Faculty;
- Copy, Department/School, as necessary;
- Copy, Office of Admissions and Recruitment.

**Note:** A file of all current College/University Articulation Agreements will be housed in the Office of the Vice-President (Academic) and Provost and a complete list of current agreements will be posted on the website.

## **ARTICULATION AGREEMENT PROPOSAL**

### **Part 1: Brief Introduction to the Proposed Articulation (1- 2 pages)**

- Title of specific community college diploma program and the articulated Lakehead University degree program
- Objectives of the articulation
- Rationale for the articulation
- Student demand
- Benefits to Lakehead University

**Signatures:** Head of the University Academic Unit, University Faculty Dean

- Submit to Senate for referral to Senate Academic Committee
- Seek approval to proceed with the development of the proposal

## **Part 2: Terms of Agreement**

1. State the dates covered by the agreement (not to exceed a period of five years). All articulation agreements will also be reviewed as part of the periodic appraisal of the home academic program.
2. Provide the detailed admission criteria including:
  - The minimum number of academic years or academic terms the college diploma is comprised of;
  - The minimum admission criteria that either match or surpass the minimum Lakehead University admission criteria for college diploma graduates;
  - Specific transfer evaluation information of college course(s)/credits;
  - Maximum number of course credits to be received by the student as part of the transfer if all terms of the agreement are fulfilled.
3. The terms shall also specify:
  - Any specific conditions related to the college transfer credits;
  - Effective date of agreement.

**Signatures:** Director of Admissions & Recruitment, College Representative, Heads of all University Academic Units with courses involved in the articulation, University Faculty Dean

- Submit to Chair of Senate Undergraduate Studies Committee, Chair of Senate Budget Committee for approvals, and then forwarded to Senate for approval.

## PROCESS FOR THE RENEWAL OF AN ARTICULATION AGREEMENT

1. The Dean of the Faculty associated with an existing Articulation Agreement is responsible for communicating with the Head of the associated Academic Unit and the Community College representative(s) to discuss the terms of the agreement and any revisions that may be required prior to the documented expiry date. Renewals of articulation agreements must be initiated prior to the agreement expiry date.
2. Working with the Dean, the Office of Admissions and Recruitment will be responsible for approving the proposed credit transfer equivalency composition (either the original or the revised version) to ensure the program and the admission and transfer of credit policies of Lakehead University are accurately reflected within the agreement.
3. The final draft of the Revised Articulation Agreement (Part 1 & 2 including all signatures) will be submitted to Senate for referral to the Senate Undergraduate Studies Committee and Senate Budget Committee for review and approval.
4. Upon approval by Senate, the Agreement will be approved and signed by the Executive Officers of each institution. The renewed Agreement will be distributed to the following offices:
  - Original document, Office of the Vice-President (Academic) and Provost;
  - Duplicate Original, Community College;
  - Copy, Office of the President;
  - Copy, Dean of the Faculty;
  - Copy, Department/School, as necessary;
  - Copy, Office of Admissions and Recruitment.

**Note:** A file of all current College/University Articulation Agreements will be housed in the Office of the Vice-President (Academic) and Provost and a complete list of current agreements will be posted on the website.

### ARTICULATION AGREEMENT (RENEWAL):

#### Part 1: Brief Introduction (1- 2 pages)

- Title of specific community college diploma program and the related Lakehead University degree program to which the articulation refers
- Period of time covered by the previous articulation agreement
- Objectives of the articulation
- Rationale for the articulation

- Past and future student demand
- Past and future benefits to Lakehead University

## **Part 2: Terms of Agreement (Renewal)**

1. State the dates to be covered by the revised agreement (not to exceed a period of five years). All articulation agreements will also be reviewed as part of the periodic appraisal of the home academic program.
2. Provide the detailed admission criteria including:
  - The minimum number of academic years or academic terms the college diploma is comprised of;
  - The minimum admission criteria that either match or surpass the minimum Lakehead University admission criteria for college diploma graduates;
  - Specific transfer evaluation information of college course(s)/credits;
  - Maximum number of course credits to be received by the student as part of the transfer if all terms of the agreement are fulfilled.
3. The terms shall also specify:
  - Any specific conditions related to the college transfer credits;
  - Effective date of agreement.

**Signatures:** Director of Admissions & Recruitment, College Representative, Heads of all University Academic Units with courses involved in the articulation, University Faculty Dean

- Submit to Chair of Senate Undergraduate Studies Committee, Chair of Senate Budget Committee for approvals, and then forwarded to Senate for approval.