

MEMORANDUM

**TO: Ms Karen Roche
University Secretary**

**FROM: Dr. Wayne Melville
Chair, Senate Undergraduate Studies Committee**

SUBJECT: Report of Senate Undergraduate Studies Committee, Part II

DATE: 17 January 2011

.....

SENATE UNDERGRADUATE STUDIES COMMITTEE TERMS OF REFERENCE

At the request of the ad hoc Senate Calendar Change Process Committee, the Senate Undergraduate Studies Committee reviewed its terms of reference and wishes to make the following revisions, for consideration by the Senate Organization Committee:

CURRENT:

1. To review regularly the University's academic regulations and admission requirements for all undergraduate programs, and to make recommendations to Senate in this regard.
2. To review and advise the Senate on new undergraduate courses and/or programs which the faculty councils/academic units present to Senate for approval.
3. To review and advise the Senate on revised undergraduate courses and/or programs which the faculty councils/academic units present to Senate for approval. To exert a positive influence on all matters that appertain to undergraduate studies and function as a liaison between other bodies concerned with undergraduate studies.

PROPOSED:

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 function as a liaison between internal and external bodies (e.g. accreditation) concerned with undergraduate studies.
7. To develop an annual Action Plan for the Committee.
8. To undertake other tasks as referred by Senate.

WM/ma


Dr. Wayne Melville, Chair