

Senate Academic Committee Terms of Reference

Approved by Senate: September 19, 2002; April 1, 2005; Nov. 7, 2008; February 26, 2010; January 20, 2012; January 18, 2013; November 30, 2015

Seven (7) 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.

Quorum

Unless otherwise stated in the approved terms of reference, quorum for Senate and all Senate committees is a simple majority of all filled positions.

Composition:

1. Provost & Vice President (Academic)
2. Deputy Provost
3. Vice-President (Research and Innovation) or delegate
4. Vice-Provost (Student Affairs)
5. Vice-Provost (Aboriginal Initiatives)
6. Deans - only four (4) of the Deans count towards the Committee's quorum
7. Associate Vice-Provost (Enrolment) and Registrar
8. University Librarian
9. Director of Continuing Education and Distributed Learning
10. Vice-Provost (Institutional Planning and Analysis)
11. Chair of each of the following Senate Committees:
 - Budget
 - Library
 - Research
 - Teaching & Learning
 - Undergraduate Studies
12. Nine full-time faculty members including two faculty members who are Senators, elected by Senate on the recommendation of the Senate Nominations Committee, a minimum of one member shall be a full-time faculty member appointed at the Orillia Campus.
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

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|---------|------------------------------|
| 1 to 11 | ex officio |
| 12 | three-year terms (renewable) |
| 13 & 14 | one-year terms (renewable) |

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 progress made by each of the Senate Committees towards the achievement of actions stated in 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, University-wide academic regulations, including but not limited to the Academic Schedule, Registration, Programs of Study, Examinations, Reappraisal, and Academic Dishonesty.
 5. To ensure based, on the work of the SAC-QA subcommittee, that the review and approval of the new **and existing** programs, whether offered in full, in part, on conjointly by Lakehead University, are conducted in accordance with the Policy for the Review and Approval of Academic Programs and the Lakehead University Institutional Quality Assurance Procedures (IQAP).
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Joint Sub-Committee of the Senate Academic Committee Ogimaawin-Aboriginal Governance Council (SAC/O-AGC)

Upon reasonable notice, the Committee will meet once in each of the fall and winter terms, and as necessary thereafter.

Quorum

Unless otherwise stated in the approved terms of reference, quorum for Senate and all Senate committees is a simple majority of all filled positions.

Composition

1. Vice-Provost (Aboriginal Initiatives)
2. One representative from the O-AGC Advisors Committee
3. Two members from the Senate Academic Committee, which may include a student representative
4. Two members from the Ogimaawin-Aboriginal Governance Council, which may include a student representative
5. The Director or designate of the Instructional Development Centre.

Terms of Office

1, 2 & 5: Ex officio

3 & 4: One-year terms (renewable)

Organization

1. Chair: To be elected by the Committee
2. Secretary: To be elected by the Committee
3. Administrative Office: Office of the Provost & Vice-President (Academic)

Terms of Reference

1. To include Aboriginal perspectives in relevant academic decision-making.
2. To identify common elements in the O-AGC Strategic Plan and the Academic Plan.
3. To develop a plan to facilitate and monitor implementation of the common elements in the O-AGC Strategic Plan and the Academic Plan.
4. To ensure that relevant items from the O-AGC are considered within further strategic and academic planning.

5. To review Calendar change proposals from Academic Units pertaining to the Indigenous Content Requirement and make recommendations to Senate Academic Committee.
6. To develop and manage the evaluation criteria including, but not limited to a set of Learner Outcomes, under the direction of Senate Academic Committee.

Senate Academic - Quality Assurance Sub – Committee

Seven (7) 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.

Quorum:

Unless otherwise stated in the approved terms of reference, quorum for Senate and all Senate committees is a simple majority of all filled positions.

Composition:

1. Deputy Provost (Non-voting)
2. Dean of Graduate Studies
3. One other Dean - appointed from SAC
4. Chair of SAC
5. Four full-time tenured faculty members nominated by SAC. A minimum of one of the four members shall be a member of SAC. A minimum of one of the four members shall be a full-time tenured faculty member appointed at the Orillia Campus.
6. One undergraduate and one graduate student appointed by SAC

Terms of Office:

- 1, 2, 4: ex officio
- 3 two -year term (renewable)
- 5 two -year term (renewable)
- 6 one-year term (renewable)

Organization:

Deputy Provost to serve as Chair
Executive Assistant to the Provost & Vice-President (Academic)
Administrative Office - Office of the Provost & Vice President (Academic)

Terms of Reference:

1. To oversee the review of new and continuing undergraduate and graduate degree/diploma programs whether offered in full, in part, or conjointly by Lakehead University. This responsibility also extends to programs offered in partnership, collaboration or other such arrangements with other postsecondary institutions including colleges, universities, or institutes in accordance with the Policy for the Review and Approval of Academic Programs and the Lakehead University Institutional Quality Assurance Procedures (IQAP).
2. To review, revise, and develop where necessary internal policies pertaining to the review and approval of new undergraduate and graduate programs.
3. To review, revise, and develop where necessary internal policies pertaining to the cyclical review and approval of undergraduate and graduate programs.

4. To evaluate any new undergraduate program against specific criteria outlined in the Lakehead University IQAP.
5. To evaluate any proposals for new collaborative programs, new for credit graduate diplomas, major modifications to existing programs (**e.g. transfer pathways (domestic and international), articulation agreements, multilateral agreements, etc.**), and for the addition of new Field(s) in a graduate program against specific criteria outlined in the Lakehead University IQAP.
6. To provide a written report to the Senate Academic Committee highlighting the results and recommendations arising from the review of any ~~new program and of programs reviewed~~ **new program, major modification and/or any program reviewed** under the protocol for expedited programs.
7. To provide a written report to the Senate Academic Committee following the completion of the Institutional Review and Follow-up steps required as part of the cyclical review process.
8. Review and select reviewers from the list of proposed reviewers submitted for program reviews involving a site visit or external desk audit, in accordance with the Lakehead University IQAP.

Writing Initiatives Committee

Authority: This is a Standing Sub-Committee of the Senate Academic Committee.

Purpose: In accordance, with the priorities of the Lakehead University 2012 Academic Plan, the purpose of the Sub-Committee is to investigate and foster writing practices and initiatives focused on the development of student writing skills. The Sub-Committee will also serve in an advisory capacity to the SSC Writing Centre.

Composition

1. Four tenured or tenure-track faculty members nominated by the Senate Academic Committee. Cross-Faculty representation is desired. Deans may be included in this category.
2. Chair, Senate Teaching and Learning Committee
3. Director, Student Success Centre
4. Director, Instructional Development Centre (**or designate**)
5. Director, Continuing Education and Distributed Learning (**or designate**)
6. Writing Centre Coordinator
7. **University Librarian (or designate)**
8. A student representative, named by the Lakehead University Students' Union (LUSU)

Other individuals may be added to the Committee to provide expertise or information valuable to the achievement of the Committee's purpose.

Terms

The Writing Initiatives Committee will survey and examine how writing is currently incorporated into the curriculum across academic units, communicate current best practices, and develop recommendations related to teaching and learning. Building upon prior work, the Committee will undertake activities including, but not limited to, the following:

1. Survey academic units on how writing is developed across their degree curricula.
2. Consider alternate methods of delivering writing support and development to online and distance learners.
3. ~~Develop a database of best practices.~~ Identify best practices and make resources supporting their implementation available to faculty.
4. Conduct an analysis of how different disciplines are meeting the University degree level expectations related to writing.
5. Develop recommendations related to the prevention of plagiarism and the promotion of academic integrity.
6. Provide the Coordinator of the Writing Centre with recommendations that will help focus the Centre's writing support efforts.
7. Develop recommendations for ongoing instructional development.
8. Develop and present an annual report of the activities and outcomes of the work completed by the Committee.