



ACADEMIC COUNCIL REPORT

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| SESSION: | | ACTION REQUESTED: | |
| Public | <input checked="" type="checkbox"/> | Decision | <input type="checkbox"/> |
| Non-Public | <input type="checkbox"/> | Consultation | <input checked="" type="checkbox"/> |
| | | Information | <input type="checkbox"/> |

TO: Academic Council

DATE: April 23, 2019

FROM: Governance & Nominations Committee (GNC)

SUBJECT: Terms of Reference Review – Curriculum & Program Review Committee (CPRC)

COMMITTEE MANDATE:

Section 1(a) of the GNC Terms of Reference lists one of the responsibilities of the committee as advising Academic Council on the establishment, terms of reference, composition, membership and retirement of its committees, including its own.

In accordance with the By-law No. 2 Implementation Plan presented to Academic Council in October 2018, the GNC has started reviewing the terms of reference & appointment procedures for the standing committees of Academic Council.

The GNC is seeking Academic Council’s feedback on the proposed changes to the Terms of Reference for the CPRC.

BACKGROUND/CONTEXT:

The proposed Terms of Reference (ToR) for CPRC reflect consultation with CPRC, the Associate Dean, Quality Enhancement, and CIQE. The updated ToR includes CPRC taking on some of the role of the Admissions & Scholarship Committee.

Key Recommended Changes & Rationale:

COMMITTEE NAME –

- Recommend changing the name of the committee to clarify the committee's mandate

MEETING DATE AND TIMES -

Proposed:

- Removal of prescribed date and time.

Rationale:

- CPRC has not been meeting at the time in the ToR for the past two years. We recommend removing the prescribed date and time to allow flexibility for CPRC to base dates and times of meetings on an annual basis based upon operational needs. Additionally, when reviewing Terms of Reference from other Ontario universities, very few had meeting dates and times in their ToR.

MEMBERSHIP -

- It is suggested that the Chair be the Senior Administrator responsible for Quality Enhancement as this will ensure consistency if titles may change. It is suggested that the number of students be increased by one to now have two students. As undergraduates makes up the largest portion of the student body this will allow for greater representation on the committee and also an opportunity to engage students in governance.
- To reduce the amount of turnover on the committee and to ensure adequate representation each year we suggest that the Chair of the undergraduate curriculum committee in each Faculty hold membership on CPRC.
- A manager from the RO was also added to act as a resource due to the items relating to admissions and scholarship coming under the purview of this committee.

TERMS OF REFERENCE -

Rationale:

- The updates to the ToR reflect changes in procedures relating to our IQAP.
- We removed reference to resource approval as it is not within CPRCs purview to approve resources and funding.
- Annual reports of Faculty Councils are no longer required and Faculties report monthly to CPRC.
- 'Undergraduate' has also been added in areas to make this clearer.
- In addition, areas relating to admissions and scholarship have also been included to reflect the migration of these roles to CPRC from the Admissions and Scholarship Committee.

Proposed:

- Delegation of authority to CPRC to establish, oversee, review and revise academic, admissions, and scholarship procedures.

Rationale:

- Align the governance processes of Academic Council and Board of Governors - Board committees have the delegated authority to approve procedures under the Policy Framework.
- Align with Academic Council's Governance & Nominations Committee, which has the delegated authority to establish, oversee, and periodically review the governance procedures, guidelines, and directives of Academic Council and revise when appropriate.
- Improve efficiency of Academic Council & focus Academic Council discussions on higher level strategic academic matters.

NEXT STEPS:

1. The feedback from Academic Council will be considered by the GNC at the meeting on May 21 and incorporated into the CPRC Terms of Reference, as appropriate.
2. The updated CPRC Terms of Reference will return to Academic Council on May 28 meeting for recommendation for approval by the Board of Governors at the meeting on June 26.

SUPPORTING REFERENCE MATERIALS:

- Blacklined and clean versions of proposed CPRC Terms of Reference
- Environment Scan summary

CURRICULUM AND PROGRAM REVIEW COMMITTEE

I. MEETING DATES AND TIMES

— Meetings shall be held on the last Wednesday of each month throughout the year from 9:00 -11:00 am unless otherwise determined by the Chair.

II. ACADEMIC COUNCIL **Undergraduate Studies Committee**

MEMBERSHIP

- Associate Provost, Academic (Chair)
- Seven (7) core faculty members
- Associate Registrar, Records and Registration
- One (1) student representative, elected from study body at large

1. III. TERMS OF REFERENCE

1. The Undergraduate Studies Committee (“Committee”) is a standing committee of the university’s Academic Council whose mandate is to consider and make recommendations to Academic Council on matters pertaining to the appropriateness, merit and quality of the university’s undergraduate academic programs. The context for the Committee’s mandate is provided by the university’s strategic and academic plans as these may from time to time be established by the Academic Council and/or the university’s Board of Governors.

Specifically, the Committee will have the following responsibilities:

- a) to examine proposals for new undergraduate ~~degree and non-degree~~ programs and major changes to existing programs and to recommend their approval, as appropriate, to the ~~Executive Committee and then to~~ Academic Council;
- b) ~~a. to~~ approve minor program adjustments and report them to Academic Council for information;
- c) to be informed of changes to individual undergraduate courses;
- d) in reviewing ~~programs~~the proposals, the Committee ~~takes responsibility for ensuring:~~
 - will ensure the academic quality of the proposal ~~and the adequacy of the plan for resources to support it.;~~
 - ~~b. The Committee should look for evidence~~will ensure that the proposal has emerged from unit planning processes and will meet the standards established by relevant external bodies including the Quality Assurance Framework.;
 - ~~c. The Committee should encourage, wherever possible,~~ cooperation and consultation among academic units including the promotion of complementary programming.;and

- ~~d. The Committee should flag for the Executive Committee's~~ Academic Council's attention matters bearing on academic policy.
- ~~2. To receive and review annual summaries prepared by Faculty Curriculum Committees of the each Faculty Council's deliberations and actions in relation to curricular changes including all new undergraduate courses, the deletion of undergraduate courses, and changes to existing undergraduate courses and programs;~~
- ~~b)e)~~ 3. To receive and review reports, recommendations to approve Final Assessment Reports (FARs) and action plans arising out of the cyclical review of undergraduate programs and report to Academic Council on the outcomes of reviews conducted during the academic year, the implementation of recommendations from previous reviews, and the schedule of reviews for the next academic year;
- ~~4. To formulate policy and make recommendations to Academic Council on all matters concerning the improvement of teaching and learning in the University;~~
- ~~e)f)~~ 5. To coordinate and oversee all matters in the university relating to undergraduate academic standards; and
- ~~d)g)~~ 6. To examine policy issues related to undergraduate curriculum and instructional development;
- h) to establish, oversee, and periodically review the undergraduate academic, admissions, and scholarship procedures, guidelines, and directives, and revise when appropriate, and provide regular updates to Academic Council; and
- i) to review and recommend to Academic Council changes to undergraduate academic, admissions, and scholarship policy, including terms of reference for all undergraduate scholarships, bursaries, and awards.

2. MEETINGS

Meetings will be held monthly from September to June unless otherwise determined by the Chair.

3. MEMBERSHIP

The Committee will be composed of:

Ex-officio voting

- Senior academic administrator responsible for Quality Enhancement (or designate) as Chair
- Chair of the undergraduate curriculum committee for each Faculty (or equivalent)
- Registrar (or designate)

Elected

- Two (2) undergraduate students elected from the student body

Non-Voting

-
- Representative from the School of Graduate and Postdoctoral Studies (or successor)
 - Manager from the Office of the Registrar, as designated by the Registrar
 - Manager of the Centre for Institutional Quality Enhancement (or designate)
 - Secretary of Academic Council (or designate)

4. QUORUM

Quorum requires that a majority of the Committee members entitled to vote be present.

DRAFT

ACADEMIC COUNCIL Undergraduate Studies Committee

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Specifically, the Committee will have the following responsibilities:

- a) to examine proposals for new undergraduate degree programs and major changes to existing programs and to recommend their approval, as appropriate, to the Academic Council;
- b) to approve minor program adjustments and report them to Academic Council for information;
- c) to be informed of changes to individual undergraduate courses;
- d) in reviewing the proposals, the Committee:
 - will ensure the academic quality of the proposal;
 - will ensure that the proposal has emerged from unit planning processes and will meet the standards established by relevant external bodies including the Quality Assurance Framework;
 - should encourage cooperation and consultation among academic units including the promotion of complementary programming; and
 - should flag for the Academic Council’s attention matters bearing on academic policy.
- e) to approve Final Assessment Reports (FARs) and action plans arising out of the cyclical review of undergraduate programs and report to Academic Council on the outcomes of reviews conducted during the academic year, the implementation of recommendations from previous reviews, and the schedule of reviews for the next academic year;
- f) to coordinate and oversee matters in the university relating to undergraduate academic standards;
- g) to examine policy issues related to undergraduate curriculum and instructional development;
- h) to establish, oversee, and periodically review the undergraduate academic, admissions, and scholarship procedures, guidelines, and directives, and revise when appropriate, and provide regular updates to Academic Council; and

- i) to review and recommend to Academic Council changes to undergraduate academic, admissions, and scholarship policy, including terms of reference for all undergraduate scholarships, bursaries, and awards.

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Environment Scan

| University | Committee Name | Composition | Chair | TOR (link) |
|------------|--|---|---|---|
| Queens | Senate Committee on Academic Development | 2 Ex Officio <ul style="list-style-type: none"> • Principal or delegate • Academic Colleague 8 Elected <ul style="list-style-type: none"> • 4 Faculty • 2 of the Alma Mater Society • 1 SGPS • 1 Staff | Principal or delegate | https://www.queensu.ca/secretariat/senate/committees/academic-development-committee |
| Carleton | Senate Academic Program Committee | <ul style="list-style-type: none"> • President; • Provost and Vice-President (Academic) • Vice-Provost and Associate Vice-President (Academic), (vice-chair and secretary); • Dean of the Faculty of Graduate and Postdoctoral Affairs or designate; • The Clerk of Senate; • Chair of the Senate Committee on Curriculum, Admission and Studies Policy (non-voting) • Five members of faculty appointed by Senate to three-year terms with members chosen to be representative of the major divisions of the university; • Two graduate and two undergraduate students, appointed by Senate; • A representative of CUASA, who shall have non-voting membership. | Provost and VP Academic (Chair) Vice-Provost and AVP Academic (Vice-Chair) | https://carleton.ca/senate/standing-committees/academic-program/ |

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| University of Ottawa | Council on Undergraduate Studies | <ul style="list-style-type: none"> • the Associate Vice-President, Academic Programs; • the Vice-Provost, Graduate and Postdoctoral Studies; • the Associate Vice-President, Student and International Affairs; • the Associate Vice-President, Teaching and Learning Support Services; • the Vice-Dean, Undergraduate Studies, or the equivalent, from each faculty; • the Director of the Quality Assurance Office; • a representative from Saint Paul University, named by Saint Paul University for a three-year term, renewable; • five regular full-time professors elected by the Senate for a three-year term, renewable, from candidates nominated by the executive committee of each faculty; • three full-time undergraduate students elected by the Senate for a two-year term, renewable, from candidates nominated by a nominating committee composed of the undergraduate student members of Senate and one member of the Student Federation of the University of Ottawa's executive named by the Federation (who may also be candidates); • the Director of the Student Academic Success Service; • the Registrar or a delegate; • the Director of the Co-operative Education Programs or a delegate; and • the Director of French Immersion Studies. | AVP Academic Programs | https://www.uottawa.ca/administration-and-governance/senate/committees/council-on-undergraduate-studies |
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| York University | Academic Standards, Curriculum and Pedagogy Committee | <ul style="list-style-type: none"> • Seven faculty members elected by Senate • One Librarian or Archivist elected by Senate • Two student Senators, normally one undergraduate and one graduate • One contract faculty member elected by Senate • President • Chair of Senate • Vice-President Academic and Provost (or delegate) • Vice-Presidents Students (or delegate) • The University Librarian (or delegate) • The University Registrar (or delegate) | Faculty member | http://secretariat.info.yorku.ca/senate/academic-standards-curriculum-and-pedagogy-committee/ascp-terms-of-reference/ |
| Ryerson | Academic Standards Committee | <ul style="list-style-type: none"> • Composition: Twenty-two (22) members to include: • Vice Provost Academic, who shall serve as chair (1); • the Vice President, Equity & Community Inclusion (1); • the Registrar (1); • twelve (12) faculty, two representatives from each faculty (one of these faculty shall serve as Vice-Chair); • two (2) representatives of The Chang School; • one (1) Librarian; • two (2) students. • • The Director, Curriculum Quality Assurance (1); and the Secretary of Senate (1) are non-voting members. • | Vice Provost Academic (Chair) Faculty member (vice-chair) | https://www.ryerson.ca/content/dam/senate/committees/standards.pdf |

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| U of T | Committee on Academic Policy and Programs | <ul style="list-style-type: none"> • Ex Officio • Chancellor • Chair • Vice Chair • President • 16 Teaching Staff • 1 Administrative Staff • 1 Alumni • 1 LGIC Appointee • 6 Students • 2 Presidential Assessors (non-voting) | Chair is appointed by the Academic Board | http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Boards+and+Committees/Committee+on+Academic+Policy+and+Programs/apptor.pdf |
| Brock | Undergraduate Program Committee | <ul style="list-style-type: none"> • two Full-Time Teaching or Professional Librarian members of Senate, one of whom shall serve as Chair and one as Vice-Chair; • a minimum of two additional Full-Time Teaching Staff or Professional Librarian members, such that Full-time Teaching Staff or Professional Librarians comprise the majority of the Committee, with members-at-large as necessary to ensure that each Faculty is represented; • two undergraduate students, at least one of whom shall be a Senator; <p>Ex Officio</p> <ul style="list-style-type: none"> • the Chair or Vice-Chair of Senate; • the President or Provost and Vice President, Academic or Vice-Provost and Associate Vice-President, Academic; • two Faculty Deans; • the Registrar, | Faculty member | <p>FAQs: https://brocku.ca/webfm_send/18462</p> <p>TOR: https://brocku.ca/university-secretariat/faculty-handbook/section-2/#9.9 Undergraduate Program Committee</p> |

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| | | <ul style="list-style-type: none"> • the Vice-Provost, Enrolment Management & International; • a BUFA Observer, non-voting. | | |
| Trent | Undergraduate Studies Committee | <ul style="list-style-type: none"> • Dean of Arts & Science (Chair) (normally from Humanities, Sciences, or Social Sciences) • 4 faculty with at least 1 from each division and 1 from Oshawa (if possible) • 2 students (named by TCSA and TDSA) • University Registrar, or designate (non-voting) • Administrative Assistant, Office of the Provost and Vice-President Academic (secretary, non-voting) | Dean of Arts & Science | https://www.trentu.ca/secretariat/senate_senatecommittees.php |
| Guelph | Board of Undergraduate Studies | <ul style="list-style-type: none"> • Associate Vice-President Academic • Associate Vice-President Student Affairs or designate • Director of Open Learning and Educational Support • Assistant Vice-President (IRP) & Registrar • one Dean • five faculty • four students (one of whom shall be the CSA Academic Commissioner and three shall be student Senators) • Non-voting members: • Chief Information Officer & Chief Librarian or designate • Director Academic Programs and Policy • Vice-Provost Guelph-Humber or designate | | https://www.uoguelph.ca/secretariat/office-services/senate/senate-boards-and-standing-committees/board-undergraduate-studies/board |

