



ACADEMIC COUNCIL REPORT

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

TO: Academic Council

DATE: May 28, 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.

We are recommending the attached updated CPRC Terms of Reference to Academic Council for recommendation to the Board of Governors for approval.

BACKGROUND/CONTEXT:

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

The Terms of Reference were initially presented to Academic Council for consultation at the April meeting. A summary of the comments received from Academic Council are:

- would like to see greater representation of Academic Council members on the standing committees

- consider electing a faculty member of the committee to serve as chair

The GNC considered the feedback at their meeting on May 21 and are recommending the addition of two (2) members of Academic Council to the updated CPRC, to be nominated from among the elected faculty members of Academic Council using the same expression of interest and nomination process used for the other standing committees. This will allow the AC members to serve as a conduit between the bodies and provide for consistency between CPRC and the updated GSC Terms of Reference.

After further discussion, the GNC is recommending that the senior academic administrator responsible for Quality Enhancement (or designate) serve as chair of the updated CPRC. The role of chair is to conduct the meetings and to preserve order and fairness throughout the meetings. The chair should be impartial and should generally not participate in discussions except to guide them. The GNC was concerned that by selecting a general faculty member of the CPRC to serve as chair, it would minimize that individual's contributions to the committee by removing them from the discussions.

Key Recommended Changes & Rationale reflected in updated Terms of Reference:

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.

MOTION:

That pursuant to the recommendation of the Governance and Nominations Committee, Academic Council hereby recommends the Terms of Reference for the Undergraduate Studies Committee (formerly Curriculum & Program Review Committee), as presented, for approval by the Board of Governors.

NEXT STEPS:

1. The recommended CPRC Terms of Reference will be presented to the Board of Governors for approval at the Board meeting on June 26.
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SUPPORTING REFERENCE MATERIALS:

- updated CPRC Terms of Reference (blacklined to show changes from April meeting)

ACADEMIC COUNCIL Undergraduate Studies Committee

1. TERMS OF REFERENCE

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 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.

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 (voting only in the event of a tie)
- Chair of the undergraduate curriculum committee for each Faculty (or equivalent)
- Registrar (or designate)

Academic Council members (voting)

- Two (2) members from among elected faculty members of Academic Council

Elected (voting)

- 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.