

Senate Committee on

TERMS OF REFERENCE

Establishment of and Revisions to Academic Programs

1. To review, and approve for recommendation to Senate, proposals for the establishment of new programs, degrees, modules and/or subject areas and for their revision, discontinuation or renaming.
2. To review, and approve for recommendation to Senate, proposals to revise the admission requirements for existing modules and programs that involve a change to the average required for admission to the module/program.

Establishment of and Revisions to Undergraduate Courses

3. To review and consider any proposal referred to the Committee by SOC in respect of any of the following:
 - (a) the establishment, revision and discontinuation of undergraduate courses;
 - (b) revisions to the admission requirements of established undergraduate modules and programs that involve changes to the courses required for admission; and
 - (c) revisions to established undergraduate modules and programs that involve course substitution, amendment or addition/withdrawal and that do not impact

Academic Curriculum and Awards (ACA)

GENERAL PROCESS FOR SENATE COMMITTEES AND BOARDS

Designates: Per Senate By-Law VI. 8. a), an *ex officio* member may designate two persons to act on their behalf. The designates shall occupy official positions in the same unit and be able to fully represent the *ex officio* member at the meeting. The Secretariat's Office must be notified about the names of the designates by September 1 each year.

Terms: Per Senate By-Law VI. 10. a), unless otherwise specified, the terms of office for elected members shall be one year (renewable) for students and two years (renewable) for faculty/others.

Quorum: Per Senate By-Law VI. 11. a), quorum shall be one-half of the voting members, including at least one-half of the elected or appointed members, during September to May, and one-third of the voting members, including one-third of the elected or appointed members, during June, July and August.

Quorum September to May: 12 members,
including 7 elected/appointed

Quorum June to August: 8 members,
including 6 elected/appointed