

# Senate Committees and Sub-committees: Terms of Reference and Composition

**Revised:** Feb 11 2003, April 6 2004, Sept 28 2004, Dec 7 2004, Aug 31 2005, Sept 12 2006, Oct 31 2006, July 1 2007, Oct 30 2007, Oct 28 2008, Dec 2 2008, Sept 22 2009, May 10 2011, Mar 6 2012, Nov 6 2012, Feb 11 2014, Jan 13 2015, Feb 10 2015, May 2 2017

## Senate Committees and Subcommittees

- **Senate Executive Committee**
  - Nominating and Governance Subcommittee
  - University Honours Subcommittee
- **Academic Planning and Budget Committee (AP&B)**
  - Library Advisory Subcommittee
  - Student Awards Subcommittee
- **Committee on Indigenous Education (CIE)**
- **Committee on Undergraduate Petitions (CUP)**
- **Graduate Studies Committee (GSC)**
  - Graduate Scholarships Subcommittee
  - Curriculum and Regulations Subcommittee
- **Cyclical Program Review Committee (CPRC)**
- **Research Policy Committee (RPC)**
  - SSHRC Research Grants Subcommittee
  - Natural Sciences Research Grants Subcommittee
  - Distinguished Research Award Subcommittee
  - Health Studies/Sciences Research Grants Subcommittee
  - Research Ethics Board
  - Research Ethics Appeal Board
- **Special Appeals Committee (SAC)**
- **Teaching & Learning Advisory Committee (T&L)**
  - Teaching Awards Subcommittee
- **Undergraduate Academic Policy Committee (UAPC)**
- **Undergraduate Studies Committee (USC)**

## General Principles

- Unless otherwise indicated, faculty members and committee Chairs are appointed by the Faculty Board Nominating Committee.
- Committees are encouraged to add expertise to their discussions through consultation with individuals and groups as appropriate.
- Committees are free to strike ad hoc working groups as needed to explore specific issues in detail.
- Standing committees of Senate are expected to submit a report on the committee's activities to Senate at least once a year and are required to direct all recommendations concerning changes to the educational policy of the University to Senate, through Senate Executive. Subcommittees are expected to report to their umbrella Senate committee and, in some

instances, provide advice to members of the administration and other committees as indicated.

- It is understood that it is within Senate's authority to seek advice or direct to the attention of either Senate or Advisory Committees, or the appropriate university administrator, issues that arise in its deliberations that have educational policy implications relative to the mandates of those committees or individuals

## **Terms of Reference and Composition**

### **Senate Executive Committee**

(established by Senate By-laws) (revised May 2017)

#### **Terms of Reference**

A standing committee of the Senate, reporting to Senate

- To receive and review reports and proposals prior to presentation to Senate in order to prepare the agenda of Senate
- To consult on the work of Senate and Senate committees
- Through its Nominating and Governance subcommittee, to
  - act as nominating committee for the membership of special committees of Senate when so requested by the Chair of Senate
  - act as nominating committee for the Chancellorship
  - recommend proposals to Senate with respect to governance practices of Senate and Senate committees, changes to the Senate by-laws, Senate composition and structure, and terms of reference and composition of Senate committees
- Through its subcommittee on University Honours, to recommend to Senate recipients of honorary degrees and eminent service awards
- To make recommendations to Senate on issues of social responsibility within Senate's authority
- To deal with such other matters as the Senate may from time to time delegate to it
- During summer recesses of Senate, the members of Senate Executive shall possess and may exercise all or any of the powers or authorities and discretion vested in, or exercised by, the Senate. This summer authority power extends to include regular meetings of Senate in May and June should quorum for Senate not be achieved.

#### **Composition\***

President and Vice-Chancellor, or designate (Chair)

Provost and Vice-President Academic [Chair of AP&B]

Chairs of the following Senate Committees (one vote per individual)

- Graduate Studies Committee (GSC)
- Undergraduate Studies Committee (USC)
  - Teaching & Learning Advisory Committee (T&L)
  - Research Policy Committee (RPC)
  - Undergraduate Academic Policy Committee (UAPC)
- Cyclical Program Review Committee (CPRC)

6 faculty senators (representation across the university)

3 student senators, normally 1 graduate student, 2 undergraduate students

University Registrar (non-voting)

Associate University Secretary (Senate) (secretary, non-voting)

\*the members of Senate Executive are elected by and from among the members of Senate  
**Nominating and Governance Subcommittee (N&G)** (revised May 2017)

### **Terms of Reference**

A standing subcommittee of Senate Executive, reporting to Senate Executive

- To review nominations for the Chancellorship and make recommendations to Senate Executive
- To make recommendations to Senate Executive for the membership of special Senate committees, when so requested by the Chair of Senate
- To make recommendations to Senate Executive concerning the governance practices of Senate and its committees
- To approve minor changes (such as changes to position titles) to composition of committees
- To periodically review the by-laws and composition of Senate, and the structure, terms of reference and composition of Senate committees and make recommendations to Senate Executive

### **Composition**

President and Vice-Chancellor, or designate (Chair)

Provost and Vice-President Academic (Vice-Chair)

1 Dean

2 faculty members of Senate Executive \*

1 student member of Senate Executive \*

Associate University Secretary (Senate) (secretary, non-voting)

\*named by Senate Executive

### **University Honours Subcommittee (UHS)** (revised May 2017)

#### **Terms of Reference**

A standing subcommittee of Senate Executive, reporting to Senate Executive

- To call annually for nominations for honorary degree and eminent service award recipients and make recommendations to Senate Executive
- To serve in an advisory role to the Manager of Convocation on ceremonial aspects of Convocations

#### **Composition**

Chancellor (Chair)

President and Vice-Chancellor (Vice-Chair)

1 member of the Board, nominated by the Board

1 member of the alumni, nominated by the alumni

2 faculty from Senate Executive\* (rotated representation across the university)

1 student from Senate Executive\*

1 staff member (non-academic)

Manager, Convocation & University Functions (non-voting)

Associate University Secretary (Senate)(secretary, non-voting)

\*named by Senate Executive

**Academic Planning & Budget Committee (AP&B)** (revised Feb 2003, July 2007, Oct 2008 merger Academic Planning and Senate Budget Committees, Mar 2012, Nov 2012, January 2015, May 2017)

## **Terms of Reference**

A standing committee of Senate, reporting to Senate and advisory to the Provost and Vice-President Academic.

- To engage in an on-going process of long-range academic planning in an integrated planning and multi-year budgetary context,
- To provide advisory feedback on reports on budgetary issues, and on proposals from academic administrative offices and Senate committees with significant budgetary implications for the educational program
- To develop and review, as necessary, policies supporting long-range academic planning
- In accordance with the Institutional Quality Assurance Policy and Procedures (IQAP), to review proposals for new degree programs (including the Full Proposal, the External Reviewer(s)' Report, the Working Group's Response, and the Dean's Letter of Support) and recommend new degree programs to Senate; to review proposals for for-credit graduate diplomas and recommend new for-credit graduate diplomas to Senate; to receive one-year follow-up monitoring reports on new programs; to reassess proposals for new programs that were not approved by the Quality Council
- To review proposals for terminating academic programs and recommend terminating academic programs to Senate
- To review proposals to create or change the status of academic units (departments/programs/schools) and make recommendations to Senate
- To recommend actions the University can take to strengthen its educational environment (including its teaching, learning and research capacity)

## **Composition**

Provost and Vice President Academic (Chair)

One Dean\*

Dean of Graduate Studies\*

University Librarian

5 Faculty (one to chair the Library Advisory Subcommittee)\*\*

Head, Trent University Durham

3 students (named by TCSA, TGSA and TDSA)

Manager, Office of the Provost (secretary)

## **Consultants**

Deans who are not members

Associate Vice-President, Finance

University Registrar

\* Who will serve as Vice-Chair

\*\* Faculty members to typically serve in three-year staggered terms, with at least one member from each division and at least two members with graduate teaching and supervisory experience.

## **Library Advisory Subcommittee** (revised May 2017)

### **Terms of Reference**

A standing subcommittee of the Academic Planning and Budget Committee advisory to the University Librarian

- To report to Senate through the Academic Planning and Budget Committee on library policies and practices that relate to teaching, learning and research. To provide advice to the University Librarian on a full range of academic support and budgetary matters for the library

### **Composition**

3 faculty (each of whom represent different divisions or schools) , 1 to Chair\*  
University Librarian  
2 representatives of the professional librarians  
1 representative of the library support staff, chosen by the library support staff  
3 students (named by TCSA, TGSA and TDSA)  
Library Manager of Administration and Communications (secretary, non-voting)  
\* the Chair also sits on the Academic Planning and Budget Committee

### **Consultants**

Associate Vice President Information Technology or delegate  
Associate Vice-President Students or delegate  
Vice-President Research and Innovation or delegate

**Student Awards Subcommittee** (est. April 2004, revised July 2007, May 2017)  
(formerly Admissions, Enrolment and Student Awards)

### **Terms of Reference**

A standing subcommittee of the Academic Planning & Budget Committee, reporting to the Academic Planning & Budget Committee

- To adjudicate major undergraduate scholarships and strike *ad hoc* committees to adjudicate scholarship appeals
- To receive recommendations from the University Registrar and recommend to AP&B / Senate policies for scholarships, awards, and bursaries
- To recommend to Senate through the University Registrar the names of undergraduate medal winners
- To receive recommendations from the Associate Vice-President, International for policies governing scholarships, awards, and bursaries for international students

### **Composition**

Designate of the Provost and Vice-President Academic (normally a Dean) (Chair)  
3 faculty (representation across the university)

### **Consultants**

University Registrar,  
Enrolment Management Assistant  
Associate Vice-President, International  
Manager, Stewardship & Events

**Committee on Indigenous Education (CIE)** (approved October 31, 2017)

### **Terms of Reference**

A standing committee of Senate, reporting to Senate and advisory to the Provost and Vice-President Academic. The committee, which will continue the work of the previous Special Committee on Indigenous Education (SCIE), will report on an annual basis the results of the previous year's activities (including monitoring progress on implementing the recommendations of the SCIE) and setting out the plan for future activities.

The work of the committee will address three aspects of Indigenous education (the education and support of Indigenous students, the education of non-Indigenous students so that they better understand Indigenous Knowledge, culture and history and respectful engagement with, and integration of, Indigenous people and knowledges) and will involve key areas of curriculum,

approaches to teaching and learning, faculty and student engagement, organizational structures, university processes and protocols. It will involve cross cultural dialogue to come to an understanding and acceptance so that we may take action. Our way forward requires action across the university. The committee will foster and support:

- Indigenous culture as creative, performing and forward looking;
- Indigenous Knowledge (IK) and Ways of Knowing;
- Further a stronger reconciliation component.

### **Composition**

Provost and Vice-President Academic (Chair)

Director, Chanie Wenjack School for Indigenous Studies

Two Elders-one Metis and one from a local First Nation

Chair, or designated community member, from the Aboriginal Education Council

Two students-one named by the Trent Central Student Association and the other named by the Trent Graduate Student Association

Two faculty members from outside the Chanie Wenjack School for Indigenous Studies

One Indigenous scholar

Director, First Peoples House of Learning

Associate Secretary (Senate) (Secretary)non-voting

### **Consultants**

As/when required.

**Committee on Undergraduate Petitions (CUP)** (revised July 2007, Oct 2007, May 2017)  
(formerly Committee on Undergraduate Standings & Petitions – CUSP)

### **Terms of Reference**

A standing committee of Senate, reporting to Senate and advisory to the Provost

- To provide advice to the Provost concerning the application of academic policy in individual cases
- To adjudicate individual undergraduate student petitions for exceptions to academic policy involving, but not limited to: registration in special programs, program changes after registration, academic penalties and complaints arising out of alleged irregularities
- To approve Individualized Studies (formerly Special Concentration) programs
  - Where appropriate, the committee shall draw the attention of relevant University committees or individuals to any regulations, policies or practices that are giving rise to student petitions so that they may be examined

### **Composition**

Designate of the Provost and Vice-President Academic (Chair)

3 faculty

2 students (named by TCSA and TDSA)

**Graduate Studies Committee (GSC)** (revised December 2004, February 2015)

### **Terms of Reference**

A standing committee of Senate, reporting to Senate and advisory to the Dean of Graduate Studies:

- To review and make recommendations to Senate on matters of educational policy and planning for graduate studies including new courses, minor and major modifications to existing programs, collaborative programs, not-for-credit graduate diplomas, general

and program-specific regulation changes and alterations in educational policy at the graduate level;

- To make recommendations to Academic Planning & Budget Committee on the degree requirements and curriculum of proposed new graduate degree programs and for-credit graduate diplomas;
- To appoint ad hoc sub-committees to hear graduate student academic petitions, as necessary.

### **Composition**

Dean of Graduate Studies – Chair

All graduate program directors

Three additional faculty members who are currently, or have been within the past five years, actively involved in graduate supervision or instruction, and no more than one from each of education, humanities, social sciences and sciences.

Two graduate students, one M.A., M.Ed. or M.Sc. and one Ph.D., selected by the Trent Graduate Students Association

Manager, Office of the Dean of Graduate Studies (secretary, non-voting)

### **Graduate Scholarships Subcommittee**

(new subcommittee of Graduate Studies Committee – March 2012)

### **Terms of Reference**

A subcommittee of the Graduate Studies Committee of Senate, reporting to the Graduate Studies Committee:

- To review and recommend to the Graduate Studies Committee, policies regarding graduate student scholarships;
- To develop effective procedures for the implementation of graduate scholarship policies;
- Within each category, SSHRC, NSERC, Vanier, Trillium, Queen Elizabeth II, CIHR, OGS and other awards categories as established from time to time, select or recommend candidates for graduate scholarships and medals in accordance with the terms and procedures outlined by the appropriate granting agency;
- To award, select or recommend candidates for graduate scholarships in accordance with the terms and procedures outlined by the appropriate donor or award.

### **Composition:**

Dean of Graduate Studies or designate (Chair)

10 members, all graduate faculty, with representation from the Sciences, Social Sciences and Humanities

Graduate Finance Officer (secretary, non-voting)

### **Curriculum and Regulations Subcommittee**

### **Terms of Reference**

A standing subcommittee of the Graduate Studies Committee, reporting to the Graduate Studies Committee and advisory to the Dean of Graduate Studies

- To review proposals for new programs and courses, and general and program-specific changes to regulations in the context of OCGS bylaws, and make recommendations to the Graduate Studies Committee

### **Composition**

Dean of Graduate Studies (Chair)

2 faculty who are not program directors  
1 program director  
1 graduate student  
Graduate Studies Officer (secretary, non-voting)

### **Cyclical Program Review Committee (CPRC)**

(Replaces Program Quality Assurance Committee) (January 2015, revised May 2017)

#### **Terms of Reference**

A standing committee of Senate, reporting to Senate and advisory to the Provost and Vice-President Academic

In accordance with the Institutional Program Quality Assurance Policy and Procedures (IQAP), responsible for the cyclical review of existing programs, including reviewing Self-Study documents, Review Committee Reports and Responses by academic units and Deans; preparing for approval by the Provost and Vice-President Academic Final Assessment Reports (including Implementation Plans and Executive Summaries); receiving Implementation Reports from academic units, and preparing Annual Implementation Reports for Senate.

#### **Composition**

Designate of the Provost and Vice-President Academic (normally a Dean) (Chair)

Dean of Graduate Studies

5 faculty\*

3 students (named by TCSA, TGSA and TDSA)

Manager, Office of the Provost (secretary, non-voting)

\* Faculty members to typically serve in three-year staggered terms, with: at least one member from each division; in years where a professional program is undergoing a site visit one member from another professional program; in years where a graduate program is under review at least three members will normally have graduate teaching and supervisory experience

#### **Consultants**

Undergraduate Deans

Head, Trent University Durham

### **Research Policy Committee (RPC)** (revised May 2017)

#### **Terms of Reference**

A standing committee of Senate, reporting to Senate and advisory to the Vice-President Research and Innovation

- To develop and recommend policies and procedures to Senate on all aspects of research (e.g. strategic research plans)
- To receive reports from its subcommittees on the disbursement of research funds, matters concerning research with human subjects, and recommendations for the Distinguished Research Award
- To staff the standing Research Ethics Appeals Board as necessary to hear appeals from decisions of the Research Ethics Board, in accordance with the Tri-Council Policy Statement on "Ethical Conduct for Research Involving Human Subjects"

#### **Composition**

Vice-President Research & Innovation (Chair)



Chair of Natural Sciences Research Grants subcommittee  
Chair of SSHRC Research Grants subcommittee  
Chair of Research Ethics Board  
3 faculty from research centres and graduate programs (representation across the university)  
1 graduate student (named by TGSA)  
1 undergraduate student (named by TCSA)  
Director, Office of Research (secretary, non-voting)

### **SSHRC Research Grants Subcommittee** (revised April 2004; February 2014, May 2017)

#### **Terms of Reference**

A standing subcommittee of the Research Policy Committee, reporting to the Research Policy Committee and the Vice-President Research and Innovation

- To disburse funds for research in the social sciences and the humanities on behalf of the Research Committee
- To report on the disbursement of such funds to the Research Policy Committee and the Vice-President Research & Innovation

#### **Composition**

3 SSHRC holders or recent holders (one to be Chair) \*  
1 graduate student from social sciences or humanities, named by TGSA  
Director, Office of Research (secretary, non-voting)  
\* the Chair also sits on the Research Policy Committee and the Distinguished Research Awards Committee

### **Natural Sciences Research Grants Subcommittee** (revised February 2014, May 2017)

#### **Terms of Reference**

A standing subcommittee of the Research Policy Committee, reporting to the Research Policy Committee and the Vice-President Research & Innovation

- To disburse funds for research in the natural sciences on behalf of the Research Policy Committee
- To report on the disbursement of such funds to the Research Policy Committee and the Vice-President Research & Innovation

#### **Composition**

3 NSERC holders or recent holders (one to be Chair) \*  
1 graduate student from sciences (named by TGSA)  
Director, Office of Research (secretary, non-voting)  
\*the Chair also sits on the Research Policy Committee and the Distinguished Research Awards Committee

### **Health Studies/Science Research Grants Subcommittee** (approved February 2014, May 2017)

#### **Terms of Reference**

A standing subcommittee of the Research Policy Committee, reporting to the Research Policy Committee and the Vice-President Research & Innovation

- To disburse funds for research in health studies/sciences (using CIHR definition of eligible funding criteria) on behalf of the Research Policy Committee

- To report on the disbursement of such funds to the Research Policy Committee and the Vice-President Research and Innovation

### **Composition**

3 CIHR holders or recent holders or holders/recent holders of other peer reviewed funding related to health research (SSHRC, Ministry of Health and Long Term Care, Canadian Cancer Society, etc.) (one to be Chair) \*

1 graduate student from health studies/sciences (named by TGSA)

Director, Office of Research (secretary, non-voting)

\*the Chair also sits on the Research Policy Committee and the Distinguished Research Awards Committee

### **Distinguished Research Awards Subcommittee** (revised February 2014, May 2017)

#### **Terms of Reference**

A standing subcommittee of the Research Policy Committee (RPC), reporting to the RPC

- To recommend to the Research Policy Committee an annual winner of the Distinguished Research Award as outlined in the procedures for selection

#### **Composition**

Vice-President Research & Innovation (Chair - non-voting)

Director, Office of Research (secretary, non-voting)

Provost or designate (normally a Dean)

Chairpersons of the Internal Committees on Research

One Faculty Representative selected by all 5 Undergraduate Deans

1 graduate student, named by TGSA

### **Research Ethics Board (REB)** (revised April 2004; Oct 2006; February 2014, May 2017)

#### **Terms of Reference**

An independent Board of the Research Policy Committee of Senate, the Research Ethics Board (REB) contributes to the education of research ethics; conducts independent, multi-disciplinary review of research proposals; and oversees the ethics review conducted by the Faculty, Department, School and Graduate Program review bodies. The REB will advise Senate and the Vice-President Research and Innovation on all matters of research involving human participants at Trent University.

The Research Ethics Board shall:

- conduct ethics reviews of proposals from members of Trent University, and others who conduct research involving human participants at Trent, to determine conformance with the whole of the Tri-Council Policy Statement: "Ethical Conduct for Research Involving Human Subjects", within the context of the University's responsibility to ensure that research meets high scientific and scholarly standards
- delegate course-related, non-funded, minimal risk research to the relevant Department, School or Graduate Program ethics review body for review and approval; and oversee that review process
- terminate any research that it considers to be threatening or causing distress to the participants, deviates from the approved Protocol, or has not been approved by the appropriate body

- ensure that Departments, Schools, and Graduate Programs are familiar with, and adhere to the Trent University Senate Policy for Research Involving Human Participants
- act as an advisory body for the University, educating the community on ethics in research and providing guidance on the ethics review process
- report at least once a year to Senate on its activities, including a list of Protocols reviewed and approved
- ensure that Departments advise students about the relevant aspects of ethics in research and the paramount need to treat participants ethically and respectfully

### **Composition**

4 faculty (appointed to ensure representation from humanities/social sciences, psychology, indigenous studies, and physical/biological sciences including Nursing) – one to Chair\*

1 (other) faculty member, knowledgeable in ethics, if this knowledge is not possessed by at least one of the other faculty members

1 graduate student (named by TGSA)

1 undergraduate student (named by TCSA)

1 community representative who has no affiliation with the University

Certifications and Regulatory Compliance Officer (secretary, non-voting)

\* the Chair also sits on the Research Policy Committee

### **Research Ethics Appeal Board (EAB)** (revised Oct 2006; February 2014, May 2017)

#### **Terms of Reference**

An independent Appeals Board of the Research Policy Committee to be convened in the case of an appeal. Applicants whose research proposal is not approved by the Research Ethics Board or by the relevant Faculty, Department, School or Graduate Program ethics review body, may appeal that decision to the Trent Research Ethics Board (EAB). The decision of the EAB is final and binding on the Principal Investigator, subject to further procedures as may be provided through collective agreements.

The EAB shall:

- Hear appeals from Principal Investigators whose research Protocol has not been approved by the ethics review body or who object to the terms and conditions imposed by the ethics review body
- Report annually to Senate on appeals heard and the disposition of those appeals, including a summary of the reasons given for its decision

#### **Composition**

1 faculty member with previous experience on the REB (Chair)

1 other faculty member with previous experience on the REB

Chair (or designate) from the appellant's department

Certifications and Regulatory Compliance Officer (secretary, non-voting)

The term of service for members of the Ethics Appeal Board is three years, excepting the ad hoc member from the department of the appellant. Members and the Chair of the EAB shall be appointed by the Provost and Vice-President Academic following consultation with the Vice-President Research & Innovation)

### **Special Appeals Committee (SAC)** (revised May 2017)

#### **Terms of Reference**

A standing committee of Senate, reporting to Senate

- An impartial adjudicative appeal body of last resort for students on academic matters, whose decisions are final and without further appeal
- To judge whether the application of University regulations, policies or practices, has caused undue hardship on any student who appeals, and to prescribe appropriate\* relief, which may include asking a University body that has previously rejected a student appeal to reconsider the case
- The committee will hear appeals only after other appeal processes have been exhausted and will not hear cases that are currently before other University bodies
- The committee is authorized to adopt procedures to ensure that student appeals are dealt with fairly and expeditiously
- Where appropriate, the committee shall draw the attention of relevant University bodies or individuals to any regulations, policies or practices that are giving rise to student appeals so that they may be examined

\* Any relief offered to students in programs leading to a regulated profession may be constrained by professional accrediting bodies or placement agencies. Members of the SAC may not offer relief that would contravene or undermine externally determined standards or requirements that apply to students.

### **Composition**

7 faculty (representation across the university\*) - including Chair

5 students (2 named by TCSA, 1 named by TGSA and TDSA)

Associate University Secretary (Senate) (secretary, non-voting)

\*Including representation from the Schools of Nursing and Education where possible.

## **Teaching and Learning Advisory Committee (T&L)** (revised April 2004; July 2007, May 2017)

### **Terms of Reference**

A standing committee of Senate, reporting to Senate

- To provide advice to Senate and the administration on all policies and programs relating to teaching and learning support for students and faculty, including programs to recognize excellence in teaching and professional development for faculty and staff
- To review recommendations from its subcommittee (Teaching Awards) and make recommendations to Senate and the administration as appropriate
- To report the names of the teaching award winners to advise and receive reports and recommendations from the Office of the Registrar, web-based academic programming (Trent Online), the Centre for Teaching and Learning, Student Accessibility Services, and the Academic Skills Centre on matters pertaining to teaching and learning support
- To strike ad hoc working groups as needed to explore specific issues in detail

### **Composition**

Director of the Centre for Teaching and Learning (Chair)

Dean of Education

5 faculty

3 students (named by TCSA, TGSA and /TDSA)

TBA (secretary, non-voting)

### **Consultants**

Associate Vice-President of Information Technology

## **Library Advisory Subcommittee moved to Academic Planning and Budget Committee**

### **Teaching Awards Subcommittee** (revised Feb & May 2005, July 2007, May 2017)

#### **Terms of Reference**

A standing subcommittee of the Teaching and Learning Advisory Committee, reporting to the Teaching and Learning Advisory Support Committee

- To seek and select candidates for the Symons Award for Excellence in Teaching, the Award for Educational Leadership and Innovation and the Award for Excellence in Teaching Assistance in accordance with the guidelines for the awards and to seek nominations and select recipients for other internal teaching awards as appropriate
- To provide advice on future teaching awards to the Teaching and Learning Support Committee
- As requested, to provide support and advice to the Centre for Teaching and Learning regarding external teaching awards

#### **Composition**

4 faculty, one to Chair\* (3 full-time; 1 part-time named by CUPE 3908)

3 students (named by TCSA, TGSA and TDSA)

1 alumni rep

Centre for Teaching and Learning staff member67120

(secretary, non-voting)

\* the Chair also sits on the Teaching and Learning Advisory Committee

The three full-time faculty members shall normally be past recipients of either internal or external teaching awards; any committee member nominated for an internal teaching award shall either decline the nomination or recuse themselves from all deliberations related to that award.

### **Undergraduate Academic Policy Committee (UAPC)** (est. July 2007, revised May 2017)

#### **Terms of Reference**

A committee of Senate, making recommendations to Senate

- To make recommendations to Senate concerning academic policies governing undergraduate programs and undergraduate students including Trent in Oshawa and part-time programs
- To refer academic policies that might apply to graduate students to the Graduate Studies Committee
- To direct issues for consideration as appropriate to the Academic Planning & Budget Committee
- To review undergraduate student admissions policies and requirements

#### **Composition**

Designate of the Provost and Vice-President Academic to Chair (normally a Dean)

Head, Trent in Durham

3 faculty

University Registrar, or designate (non-voting)

2 students (named by TCSA and TDSA)

Associate University Secretary (Senate) (secretary, non-voting)

**Consultants**

Dean of Graduate Studies  
One Academic Advisor

**Undergraduate Studies Committee (USC)** (revised Feb 2003, July 2007, January 2015, May 2017) (formerly Academic Development Committee)

**Terms of Reference**

A standing committee of Senate, reporting to Senate

- To make recommendations to Senate for major modifications to undergraduate curriculum, including the introduction of new courses, emphases, specializations, minors, certificates, diplomas, articulation agreements, and changes to degree program regulations
- To report to Senate for information on minor curricular changes that do not require Senate approval
- To make recommendations to the Academic Planning & Budget Committee (AP&B) on the degree requirements and curriculum of proposed new undergraduate degree programs

**Composition**

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)

**Consultants**

Deans who are not members

Head, Trent University Durham

University Librarian or designate

One Academic Advisor