

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

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## Senate Committees and Subcommittees

- **Senate Executive Committee**
  - Nominating and Governance Subcommittee
  - University Honours Subcommittee
- **Academic Planning and Policy Committee (AP&P)**
  - Library Advisory Subcommittee
  - Student Awards Subcommittee
  - Graduate Scholarships Subcommittee
- **Committee on Indigenous Education (CIE)**
- **Committee on Undergraduate Petitions (CUP)**
- **Graduate Studies Committee (GSC)**
- **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 and Learning Advisory Committee (T&L)**
  - Teaching Awards Subcommittee
- **Undergraduate Studies Committee (USC)**

## General Principles

- Unless otherwise indicated, faculty members and committee Chairs are appointed by the Faculty Board Nominating Committee. Where possible, faculty representation will be from across the university.
- 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, May 2022, May 2023)

#### **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. (May 1977, May 2011)

#### **Composition\***

President and Vice-Chancellor, or designate (Chair)

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

2 Deans, chosen by the Provost, who are not already members of Senate Executive

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

- Academic Planning and Policy Committee (AP&P)
- Graduate Studies Committee (GSC)
- Undergraduate Studies Committee (USC)
- Research Policy Committee (RPC)
- 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**

President and Vice-Chancellor (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 and Policy Committee (AP&P)**

(revised Feb 2003, July 2007, Oct 2008 merger Academic Planning and Senate Budget Committees, Mar 2012, Nov 2012, January 2015, May 2017, May 2019, May 2022, May 2023)

### **Terms of Reference**

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

- To support the ongoing process of academic planning and policy at the University
- To provide advisory feedback on reports and proposals, and recommend actions the University can take to strengthen its academic programming and educational environment
- To develop and revise academic policies at the University level (e.g., admissions, academic integrity), and make recommendations to Senate
- To review proposals for new degree and graduate diploma programs, including the associate budgets. Review and acceptance of monitoring reports for new programs;
- 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

### **Composition**

Provost and Vice President Academic - Chair

Dean

Dean, Graduate Studies

Dean and Head, Trent University Durham

University Librarian

4 Faculty, 1 with graduate experience

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

## **Library Advisory Subcommittee** (revised May 2017, 2022)

### **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 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)

Manager, Finance and Administration (Library) (secretary, non-voting)

### **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 and Budget Committee, reporting to the Academic Planning and 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

**Graduate Scholarships Subcommittee**

(Formerly subcommittee of Graduate Studies Committee – March 2012, May 2019)

**Terms of Reference**

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

- To review and recommend to the Academic Planning and Budget 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 Humanities, Education, Nursing, Science and Social Sciences

Graduate Finance Officer (secretary, non-voting)

## **Senate Committee on Indigenous Education (est. October 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 and 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

3 students (named by TCSA and TDSA)

## **Graduate Studies Committee (GSC)** (revised December 2004, February 2015, May 2019) (formerly Curriculum and Regulations Subcommittee)

### **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 in the context of Ontario Council of Graduate Studies (OCGS) bylaws 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 and 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

4 Program Directors (1 PhD graduate Director, 1 thesis-based Masters graduate Director, 1 Director from a Professional program, 1 Director at large)

2 faculty who are not Program Directors\*

1 Master and 1 PhD graduate student (named by TGSA)

Graduate Records & Registration Officer (non-voting)

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

### **Consultants**

Program Directors who are not members

University Librarian (or designate)

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

(Replaces Program Quality Assurance Committee) (January 2015, revised May 2017, April 2019, May 2023)

### **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 Final Assessment Reports for approval by the Provost; receiving and acceptance of Implementation Reports from academic units, and preparing Reports for Senate.

### **Composition**

Designate of the Provost (normally a Dean or Associate Dean) - Chair

Dean or Associate Dean - Graduate Studies

4 faculty

3 students (named by TCSA, TGSA and TDSA)

Office of the Provost (secretary, non-voting)

### **Consultants**

Deans

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

## **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 & Innovation

(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 & Innovation (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)

A representative of the

Office of Research & Innovation (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)

A representative of the Office of Research and Innovation

(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)

A representative of the Office of Research and Innovation (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, January 2021)

### **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 REB shall:

- I. Conduct ethics reviews of proposals from members of the university, and others who conduct research involving human participants under the auspices of Trent University, to determine conformance with the whole of the Tri-Council Policy Statement 2 (2018): “Ethical Conduct for Research Involving Human Subject”;
- II. Delegate course-related, non-funded, minimal risk research activities for pedagogical purposes to the relevant Department, School, or Graduate Program ethics review body for review and approval and oversee that review process;
- III. Suspend or terminate any research which deviates from its approved protocol, exposes research participants to unanticipated risks, has not been approved by the relevant review body, or continues research with human participants beyond the end date of its approval;
- IV. Ensure that Departments, Schools, and Graduate Programs are familiar with, and adhere to this Senate Policy;
- V. Act as an advisory body for the University, educating the community on ethics in research and providing guidance on the ethics review process;
- VI. Report at least once a year to Senate on its activities, and provide Senate the number of protocols reviewed, approved, and rejected;
- VII. Ensure that Departments, Schools and Graduate Programs advise students about the relevant aspects of ethics in research and the paramount need to treat participants ethically and respectfully.

### **(b) Composition**

The composition of the REB shall reflect the University’s commitment to gender equity. The term of service for members on the REB is a minimum three years, with approximately one-third of the

membership appointed each year, thereby ensuring continuity and consistency of membership. Members of the REB shall be appointed by the Faculty Board Nominating Committee.<sup>1</sup>

The REB is composed of the following:

- Voting Faculty Members:
- 1 REB Chair: Appointed by the Research Ethics Board Chair Selection Committee which is composed of the VP Research and Innovation, a former REB member, and a Dean.
- At least 6 faculty members appointed to ensure expertise in relevant research disciplines, fields, and methodologies covered by the REB; of whom at least 1 faculty member is knowledgeable in ethics;

The committee also includes:

- 1 graduate student (voting member);
- 1 community representative who has no affiliation with the institution (voting member);
- 1 ad hoc member who is knowledgeable in relevant law (voting member: mandatory for Biomedical Research; advisable but not mandatory for other areas of research);
- 1 Ex-officio Non-Voting Member: The Certifications and Regulatory Compliance Officer (secretary).

Ethics Subcommittees:

- Indigenous Ethics Committee: members of this committee will review all undergraduate, graduate, and faculty research involving Indigenous participants (see IEC terms of reference for this committee), and

Delegated Review Committee: All minimal risk applications will be reviewed by this 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)

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<sup>1</sup> Representation on the REB will aim to reflect the disciplines of submitted proposals.

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

4 students (2 named by TCSA, 1 named by TGSA and 1 named by 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, April 2019)

### **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**

Associate Dean, Teaching and Learning (Chair)  
Dean of Education  
5 faculty  
3 students (named by TCSA, TGSA and /TDSA)  
Administrator Coordinator (secretary, non-voting)

**Consultants**

Associate Vice-President of Information Technology  
Associate-Vice President Students  
University Librarian

**Teaching Awards Subcommittee** (revised Feb & May 2005, July 2007, May 2017, April 2019)**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 member (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 Studies Committee (USC)** (revised Feb 2003, July 2007, January 2015, May 2017, April 2019, May 2023) (formerly Academic Development Committee)**Terms of Reference**

A standing committee of Senate, reporting to Senate

- USC is responsible for reviewing undergraduate curriculum and regulations and requirements at the course and program levels
- To review and make recommendation to Senate on major modifications to undergraduate curriculum, including the introduction of new courses, emphases, specializations, minors, certificates, diplomas, articulation agreements, and changes to undergraduate regulations
- To review undergraduate academic regulations and requirements at the course and program levels,

and make recommendations to Senate

- To report minor curricular changes to Senate for information
- To review new undergraduate degree programs, specifically degree requirements and curriculum
- To direct issues for consideration as appropriate to the Academic Planning & Policy Committee, e.g., admission requirements

### **Composition**

Designate of the Provost (normally a Dean or Associate Dean) – Chair

1 Associate Dean

6 faculty

3 students (named by TCSA (2) and TDSA (1))

University Registrar, or designate (non-voting)

Academic Coordinator, Office of the Provost (secretary, non-voting)

### **Consultants**

Deans

University Librarian or designate

One Academic Advisor