

Report of the  
*ad hoc* Committee of University Council for the  
Review of Academic Decision-Making  
&  
Standing Committee Structure

September 25, 2006

The *ad hoc* Committee of Senate<sup>1</sup> for the Review of Academic Decision-Making and Standing Committee Structure was established by Council at its meeting on January 23, 2006. The membership includes Mark Evered (Chair), Bruce Baugh, Kristine Gardner, Penny Powers, Larry Prins, Bernie Crawford & David Twynam. The Committee thanks Deborah Sproull for her excellent secretarial support.

The Committee respectfully submits the following report. Part A describes recommendations for standing committees of Senate. Part B outlines a proposal for revisions to the approval procedures for curricular changes. Part C is a set of motions for Senate's consideration. Pertinent excerpts from the Thompson Rivers University Act and the BC University Act are included in Appendix A.

## Part A

### PROPOSED STANDING COMMITTEES OF SENATE

The *ad hoc* Committee began its deliberations by reviewing the Thompson Rivers University Act and the sections of the University Act that apply to the roles and responsibilities of Senate at TRU (see Appendix A). The Committee also reviewed the committee structure of the Senate or equivalent governance body at other Canadian universities, including all those in the western provinces. Guided by this review and the legislation, the *ad hoc* Committee developed a set of fourteen standing committees. Table 1 lists these proposed standing committees and the sections of the legislation pertinent to each.

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<sup>1</sup> In this document, we refer to University Council as Senate, in accordance with the motion approved at the February 27, 2006 meeting.

**Table 1:** The proposed standing committees of Senate and the sections of the TRU and BC University Acts pertinent to each.<sup>2</sup>

| Standing Committee                        | TRU Act                               | University Act |
|-------------------------------------------|---------------------------------------|----------------|
| ✓ Steering                                | 9(1), 9(2a)                           | 27(2f)         |
| ✓ Academic Planning and Priorities        | 10(a,b,d,e,k)                         | 27(2i,j,r)     |
| ✓ Budget                                  |                                       | 27(2d,e,l,r)   |
| ✓ Educational Programs                    | 9(2b,c,d,e,f,g,h,k),<br>10(b,c,d,h,l) |                |
| ✓ Research                                |                                       | 27(2k)         |
| Instructional Development                 |                                       |                |
| Instructional Support                     | 10(g)                                 |                |
| Educational Programs Evaluation           | 10(f)                                 |                |
| Student Experience                        |                                       |                |
| Awards and Honours                        | 9(2b,i)                               | 27(2k)         |
| Academic Discipline and Appeals           | 9(2j), 10(j)                          |                |
| First Nations and Aboriginal Affairs      |                                       |                |
| International Affairs                     |                                       |                |
| ✓ Promotion, Tenure and Faculty Standards | 10(i)                                 |                |

<sup>2</sup> See appendix A for extracts of the sections of the Acts referred to here. The Table indicates where the primary responsibility would be assigned. Some but not all overlapping responsibilities are indicated. For example, the Table does not indicate the many situations where consultation with one or more of the other standing committees would be advisable or required to address the responsibilities described in the Acts.

The Committee also reviewed the committee structure of the former Education Council (a structure that was continued by resolution of Senate on January 23, 2006 until new standing committees were established). **Table 2** lists the current committees and the committees that would take over their responsibilities in the proposed structure.

**Table 2:** *The current standing committees of Senate (from the former Education Council) and the proposed standing committees of Senate that would assume their roles and responsibilities.*

| <b>Standing Committees of Education Council</b> | <b>Proposed Standing Committees of Senate</b>                                                |
|-------------------------------------------------|----------------------------------------------------------------------------------------------|
| Awards Committee                                | Awards & Honours Committee                                                                   |
| Academic Honesty Committee                      | Academic Discipline & Appeals Committee                                                      |
| Academic Policy & Regulations Committee         | Steering Committee, with some responsibilities distributed to other standing committees      |
| Appeals                                         | Academic Discipline & Appeals Committee                                                      |
| Education Planning & Program Review Committee   | Educational Programs Committee, with some responsibilities moving to the Academic Divisions  |
| Library Advisory Committee                      | Instructional Support Committee                                                              |
| Research Ethics: Animal Subjects Committee      | <i>Not a Senate Committee. Continues, but reports to AVP Research &amp; Graduate Studies</i> |
| Research Ethics: Human Subjects Committee       | <i>Not a Senate Committee. Continues, but reports to AVP Research &amp; Graduate Studies</i> |
| Scholarly Activity Committee                    | Research Committee                                                                           |

Note that it is proposed that two of the former standing committees of Education Council, the two research ethics committees, no longer report directly to Senate. It is proposed that these report directly to the Associate Vice-President, Research & Graduate Studies. This is consistent with the reporting relationship at other universities and with regulatory expectations of the three national granting councils.

## **PROPOSAL TO ESTABLISH FIVE STANDING COMMITTEES IMMEDIATELY**

Of the 14 standing committees proposed in this report, the *ad hoc* Committee recommends that Senate establish five of them immediately. These are the **Steering Committee**, the **Academic Planning and Priorities Committee**, the **Budget Committee**, the **Educational Programs Committee** and the **Research Committee**.

The terms of reference and responsibilities of the proposed **Steering Committee** include those currently assigned to the *ad hoc* Committee, and it is recommended that the Steering Committee, as a formal standing committee of Senate, take over those responsibilities as soon as possible. The creation of a **Budget Committee** was given high priority by Senate at its meeting on May 17, 2006, when it was resolved to establish a budget committee by September 2006 "to ensure that Senate is part of the Thompson Rivers University budget development process". The *ad hoc* Committee believes that the **Academic Planning and Priorities Committee**, the **Educational Programs Committee** and the **Research Committee** should also be established right away, given that teaching, research and scholarly work are the primary functions of the University, and that each of these, plus the budget committee, form important links in the proposed structure for academic decision-making, planning and priority-setting.

If Senate approves these five standing committees, the current **Academic Policy and Regulations Committee**, **Education Planning and Program Review Committee** and **Scholarly Activity Committee** should cease as standing committees, as their duties would be assumed by the new committees.

The following describes the responsibilities and membership proposed for the five standing committees that the *ad hoc* Committee recommends be established right away.

### **1) Steering Committee of Senate**

Responsibilities of the Steering Committee:

- Advise Senate on all matters related to the ways it conducts the business of Senate, its meetings and its proceedings
- Review at least once every three years the configuration of standing committees of Senate, their membership, terms of reference, and their consultation and reporting relationships, and propose to Senate any recommendations for change
- Review regularly the by-laws of Senate and recommend revisions to Senate

- Advise Senate on matters related to duties of members and conflict of interest
- As directed by Senate, nominate members to serve on Senate committees
- Advise Senate on procedures for the recommendation and selection of candidates for president, deans, librarians, the registrar and other senior academic administrators designated by the Board.
- As directed by Senate, nominate members to serve on review and appeal committees, selection committees and hearings
- Advise Senate on matters related to Senate elections
- Coordinate the work of Senate committees, especially where consultation between standing committees is required
- Coordinate the development of policies, programs and practices that involve more than one Senate Committee
- Establish such subcommittees as needed to fulfil the Committee's responsibilities
- Other duties as assigned by Senate

#### **Membership:**

##### Chair:

- A voting member of the Committee, nominated by the Committee and approved by Senate

##### Voting Members:

- Five members of Senate, approved by Senate
- One Dean approved by Senate
- One staff member approved by Senate
- One student nominated by TRUSU and approved by Senate.

##### Ex Officio Non-Voting Members:

- Associate Vice-President Legal Affairs
- Registrar

##### Secretarial Support:

Office of the Associate Vice-President, Legal Affairs

## **2) Academic Planning & Priorities Committee of Senate**

#### **Responsibilities of the Academic Planning & Priorities Committee:**

- Advise Senate on the mission statement and the educational goals, objectives, strategies and priorities of the University
- Following consultation with the Educational Programs Committee and the Budget Committee, advise Senate on the establishment, revision or

discontinuance of educational programs and other curricular changes requiring Senate approval

- Following consultation with the Educational Programs Committee and the Budget Committee, advise Senate on the priorities for implementation of new programs leading to certificates, diplomas and degrees
- Following consultation with the Educational Programs Committee and the Budget Committee, advise Senate on the establishment or discontinuance of Faculties, Schools, Divisions and Departments of the University
- Following consultation with the Research Committee and the Budget Committee, advise Senate on the establishment, revision or discontinuance of research centres, institutes, and research chairs and professorships, and other research-related matters requiring Senate approval
- Following consultation with other relevant standing committees, review and advise Senate on the terms of affiliation, articulation and other contractual agreements with other post-secondary institutions
- Following consultation with the Educational Programs Committee, the Budget Committee, and any other relevant standing committees, advise senate on the number of students that may be accommodated by the university and policies for enrolment management
- Advise Senate on policies and processes for the development, review, implementation and communication of educational plans that support the priorities of the University
- Advise the Budget Committee of Senate on the academic priorities for the allocation of funds
- Review the reports and recommendations of the Educational Programs Evaluation Committee and advise Senate on actions
- Establish such subcommittees as needed to fulfil the Committee's responsibilities
- Other duties as assigned by Senate

### Membership:

#### Chair:

- Provost & Vice-President, Academic (*ex officio*, voting)

#### Voting Members:

- Chairs of the following standing committees of Senate: Budget, Educational Programs, and Research
- Six additional members of Senate, approved by Senate, selected to ensure that the composition of the Committee reflects the diversity of disciplines at the University.
- One staff member approved by Senate
- Two undergraduate students nominated by TRUSU and approved by Senate.
- One graduate student nominated by TRUSU and approved by Senate.

Ex Officio Non-Voting Members:

- Vice-President, Open Learning
- Associate Vice-President, Planning & Human Resources
- Associate Vice-President, Research & Graduate Studies
- Associate Vice-President, Student Affairs
- Associate Vice-President, International
- Advisor to the President, First Nations

Secretarial Support:

University Secretariat

### **3) Budget Committee of Senate**

The Budget Committee of Senate serves two important roles. Its responsibilities include: 1) those related to its role as an advisory body to Senate on matters within the jurisdiction of Senate, and 2) those related to its role as an advisory body to the President and Vice-Presidents on budgetary policy, processes and allocations.

#### **Responsibilities of the Budget Committee:**

- Advise Senate and its committees on the budgetary implications of matters within the jurisdiction of Senate and its Committees, including proposals for new educational, research or other programs or initiatives, as required by Senate and its committees
- On behalf of Senate, and in consultation with the Academic Planning & Priorities Committee of Senate, advise the President and Vice-Presidents on the review and development of academic budgetary priorities, major capital plans, and the allocation of funds.
- At the request of the President, Board of Governors and Senate, provide advice on matters related to the University's property, buildings and structures
- Assist the President and Vice-Presidents in the development of budgetary policies, guidelines, processes and models
- Assist the President and Vice-Presidents with the development of consultation and communication strategies related to budgetary matters
- Present the annual University budget to Senate
- Establish such subcommittees as needed to fulfil the Committee's responsibilities
- Other duties as assigned by Senate

## Membership:

### Chair:

- Vice-President, Administration & Finance (*ex officio*, voting)

### Voting Members:

- Ten members, approved by Senate, at least two of whom shall be members of Senate. Normally, there shall be one member from each of the academic divisions (Faculties/Schools/Division) reflecting the diversity of disciplines at the University
- Two Deans approved by Senate
- Two Directors approved by Senate
- One staff member approved by Senate
- One student nominated by TRUSU and approved by Senate.

### Ex Officio Non-Voting Members:

- Provost & Vice-President, Academic (or designate)
- Vice-President, Open Learning (or designate)
- Associate Vice-President, Planning & Human Resources
- Associate Vice-President, Finance
- Director, Budget Development
- Director, Williams Lake Campus

### Secretarial Support:

Office of the Vice-President, Administration & Finance

## 4) Educational Programs Committee of Senate

### Responsibilities of the Educational Programs Committee:

- Advise Senate on all matters related to the educational programs of the University, including graduate programs
- Advise Senate on policies, practices and criteria for the admission, evaluation and promotion of students except for those matters within the jurisdiction of the Planning Council for Open Learning
- Advise Senate on the criteria for awarding certificates, diplomas and degrees
- Advise Senate on policies concerning student withdrawal from courses, programs or the University
- Approve the processes for review and approval of curricular changes by the Councils of academic divisions<sup>3</sup>

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<sup>3</sup> In this document, academic division refers to a Faculty, School or the Division of Student Development.



- For those curricular matters delegated by Senate for decision by the Councils of the academic divisions, review the reports of the Councils and inform Senate
- Resolve disputes between departments and academic divisions arising from the Instructional Programs Consultation Process and report the decisions to Senate
- Consult the Budget Committee of Senate for advice on the budgetary implications of proposals for curricular changes when additional resources are required
- For those curricular matters delegated by Senate for decision by the Educational Programs Committee, review for approval on behalf of Senate the proposals from the Councils of academic divisions and inform Senate
- Review, consult with the Budget Committee and advise the Academic Planning & Priorities Committee on proposals for curricular change that require Senate approval
- Periodically review the policies and practices for review and approval of curricular changes to ensure consistency and compliance with the goals of the University and with the powers and responsibilities of Senate and the Board
- Submit to Senate an annual report of the University's curricular changes
- Advise Senate on the annual academic schedule
- Establish such subcommittees as needed to fulfil the Committee's responsibilities
- Other duties as assigned by Senate

#### **Membership:**

##### Chair:

- A voting faculty member of the Committee, nominated by the Committee and approved by Senate

##### Voting Members:

- Ten members, approved by Senate, at least two of whom shall be members of Senate. Normally, there shall be one member from each of the Academic Divisions (Faculties/Schools/Division) reflecting the diversity of disciplines at the University
- Two Deans approved by Senate
- One Academic Advisor
- One staff member approved by Senate
- Two undergraduate students nominated by TRUSU and approved by Senate.
- One graduate student nominated by TRUSU and approved by Senate.

##### Ex Officio Non-Voting Members:

- Provost & Vice-President, Academic (or designate)

- Vice-President, Open Learning (or designate)
- Vice-President, Administration & Finance (or designate)
- Associate Vice-President, Research & Graduate Studies (or designate)
- Associate Vice-President, Students (or designate)
- Associate Vice-President, International (or designate)
- Registrar (or designate)
- Director of Libraries (or designate)

Secretarial Support:  
University Secretariat

## **5) Research Committee of Senate**

Responsibilities of the Research Committee:

- Advise Senate on policies and programs that promote, support and celebrate high quality research and scholarly work and its dissemination
- Advise Senate on policies and practices on ethical, regulatory and other issues related to the conduct of research and scholarly work and its dissemination
- Advise senate on opportunities and challenges associated with external funding of research and scholarly work
- Advise Senate on policies and procedures for the allocation and awarding of University funds for research and scholarly work
- Review, consult with the Budget Committee and advise the Academic Planning & Priorities Committee on proposals to establish new research centres or institutes or new research chairs or professorships
- Review annually the activities of the University's research centres or institutes
- Review annually the University's Strategic Research Plan and make recommendations to the Senate
- Report annually to Senate on the University's research and scholarly activities
- Establish such subcommittees as needed to fulfil the Committee's responsibilities
- Other duties as assigned by Senate

Membership:

Chair:

- A voting faculty member of the Committee, nominated by the Committee and approved by Senate

Voting Members:

- Ten members, approved by Senate, at least two of whom shall be members of Senate. Normally, there shall be one member from each of the Academic Divisions (Faculties/Schools/Division), reflecting the diversity of disciplines at the University.
- Two Deans approved by Senate
- One staff member approved by Senate
- One undergraduate student nominated by TRUSU and approved by Senate.
- One graduate student nominated by TRUSU and approved by Senate.
- Associate Vice-President, Research & Graduate Studies

Ex Officio Non-Voting Members:

- Provost & Vice-President, Academic (or designate)
- Vice-President, Administration & Finance (or designate)

Secretarial Support:

Office of Research and Graduate Studies

## PROPOSAL TO CONSIDER NINE OTHER STANDING COMMITTEES

The *ad hoc* Committee proposes that nine other standing committees (see **Table 1**) be established as quickly as possible. Although draft terms of reference and membership lists have been developed for each, the Committee recognizes that additional consultation and discussion on their terms of reference and the relationships between them is warranted. The Committee also recognizes that Senate may wish to consider some of these as subcommittees of the standing committees proposed above, rather than as standing committees themselves. Therefore, it is recommended that the newly-established **Steering Committee** of Senate review the recommendations of the *ad hoc* Committee for additional standing committees and report back to Senate as soon as possible. In the meantime, it is recommended that the **Awards Committee**, **Academic Honesty Committee**, **Appeals Committee**, and the **Library Advisory Committee** continue as they are currently functioning.

The following is a brief description of the rationale for and major responsibilities of the nine additional committees recommended.

### INSTRUCTIONAL DEVELOPMENT COMMITTEE

This Committee would advise Senate on policies, programs and practices to promote, support and celebrate high quality instruction. It would also advise Senate on policies and practices for the systematic measurement of the quality of instruction, and on the promotion of research on teaching and learning.

### **INSTRUCTIONAL SUPPORT COMMITTEE**

It is recognized that a number of services contribute to the success of our educational programs and are essential to the support of faculty teaching, research and scholarly work. These include the library, information technology services and media services. Although Senate currently has a Library Advisory Committee, there is no formal representation of the other services. Rather than recommend the creation of three separate committees, and recognizing the high degree of overlap in interests and technologies in these services, it is recommended that a single Committee be established to advise Senate and to act on Senate's behalf in the further development, integration and coordination of these important services. It is proposed that this would replace the current Library Committee.

### **EDUCATIONAL PROGRAMS EVALUATION COMMITTEE**

Regular review of the quality and demand for each of our educational programs is critical to our continuing success as a university and the responsible use of our resources. This is also a requirement for continuing membership in AUCC and for achieving "exempt" status from DQAB. It is proposed that this Committee serve as an advisory body to Senate on policy and practices for program review, as well as manage the program review process on behalf of Senate.

### **STUDENT EXPERIENCE COMMITTEE**

The University is committed to a quality experience for all students, regardless of program or method of delivery. It is important that we develop an integrated, coordinated approach. This Committee would advise Senate on all matters related to student support and service, including the alignment of student services, educational programs and University priorities.

### **AWARDS AND HONOURS COMMITTEE**

This Committee would replace the current Awards Committee and advise Senate on policies, procedures and criteria for awards, scholarships and honours, including honorary degrees.

### **ACADEMIC DISCIPLINE AND APPEALS COMMITTEE**

This Committee would assume the responsibilities of the current Appeals Committee and the Academic Honesty Committee and would advise Senate on ~~other related~~ responsibilities as defined in the legislation and summarized in Table 1.

### **FIRST NATIONS & ABORIGINAL AFFAIRS COMMITTEE**

The University is committed to working in partnership with First Nations and other Aboriginal communities to promote, support and celebrate the success of students of Aboriginal ancestry. This Committee would ensure linkage and alignment with the other academic, planning and priority-setting activities of Senate and the University.



### **INTERNATIONAL AFFAIRS COMMITTEE**

The importance of maintaining a strong international presence and focus is well recognized. Activities in this area currently involve a number of academic and service divisions. This Committee would ensure linkage and alignment with academic, budgetary and other priorities and procedures of Senate.

### **PROMOTION, TENURE AND FACULTY STANDARDS COMMITTEE**

This Committee would serve two important roles. In addition to its responsibilities as an advisory body to Senate on all policy and program matters related to faculty standards and credentials, it would also serve as the University Promotion and Tenure Committee as defined in the new Collective Agreement between TRU and TRUFA.

## **GENERAL ISSUES AND PROPOSED BYLAWS CHANGES**

The *ad hoc* Committee recommends that Senate consider changes to its bylaws to address the following issues and proposed rules for standing committees.

### **Membership and Terms of Appointment of Members:**

- That, whenever possible, membership of standing committees should reflect the diversity of interests and disciplines of the campus.
- That at least two members of a standing committee be members of Senate.
- That students will normally be appointed to standing committees for a term not exceeding one year, with the possibility of renewal for one additional year.
- That the term of appointment for all other members of standing committees will normally be three years.
- That no member of a standing committee, other than *ex officio* members, shall serve more than two consecutive terms.

### **Terms of Appointment of Chairs:**

- That the term of appointment for the Chair of a standing committee not exceed two years.
- That no person, other than those holding the position *ex officio*, shall serve more than two consecutive terms as Chair of a standing committee.

### **Quorum and Attendance:**

- That quorum for standing committees be a simple majority of voting members.

- That the rules of attendance for standing committees should be the same as for Senate.

President's Membership on Standing Committees:

- That, in accordance with the Act, the President is, *ex officio*, a voting member of all standing committees of Senate, except the Academic Discipline and Appeals Committee.
- That the President not be counted in the calculation of quorum, recognizing that it is unlikely that the President will be able to attend very many of the meetings of the standing committees.

Reporting by Committees:

- That all Committees submit an annual report that summarizes the activities of the committee.
- That all standing committees submit the approved minutes of all meetings to Senate.
- That approved minutes and reports of all standing committees be published on the Senate website once they have been formally received by Senate.

Regular Review of Terms of Reference:

- That each standing committee, once formed, review its terms of reference and membership on a regular basis (at least every three years) and recommend to the Steering Committee of Senate any changes that would facilitate or better serve its needs and those of Senate.

## **Part B**

### **PROPOSED APPROVAL PROCEDURES FOR CURRICULAR CHANGES**

The *ad hoc* Committee of University Senate for the Review of Academic Decision-Making and Standing Committee Structure was also asked to review the current approval process for curricular changes and to propose improvements. The general principles that guided the development of the proposal are as follows.

The authority and expertise of faculty members in their disciplines, and the powers and duties of their departments and academic divisions<sup>4</sup> for the management and delivery of educational programs, are recognized and respected. It seems reasonable and efficient that changes to curriculum that have little or no impact on the rest of the University should be approved at the level of the academic division. Wherever possible, the University's approval processes should be sufficiently responsive and expeditious to facilitate faculty innovation in course and program development, not hinder it.

Nevertheless, it is also recognized that departments and academic divisions often rely on the contributions of other units for the delivery of their programs, and that students frequently incorporate elements of the offerings of other departments or academic divisions in their programs. Care must be taken to ensure that students are not disadvantaged by changes that inadvertently affect their programs of study. Also, the resources of the University are limited, so unnecessary duplication must be avoided and changes must be consistent with the priorities of the academic divisions and the University. Finally, although courses and programs may be developed by individuals, departments or academic divisions, once approved they become part of the offerings of the University, for which the institution is collectively accountable and liable.

The ad hoc Committee recommends a significantly different set of procedures that distributes the authority for approving curriculum change according to the academic and budgetary impact of the change, yet still provides for university-wide oversight and collegial decision-making, and ensures that changes are consistent with the priorities of the University for use of its limited resources. The following is an outline of those procedures. If Senate approves, at least in principle, it is recommended that a complete proposal be developed that includes a more detailed description of the steps of the process, the criteria and standards for approval, and the support mechanisms for facilitating the process. It is also recognized that any changes in process must respect the authority of the Board of Governors in these matters, and consultation with the Board will also be required.

## **Approval by the Council of the Academic Division**

All curricular changes, regardless of how they were initiated or where final approval lies, must first have the approval of the Council of the Academic Division that delivers or will deliver the courses or programs. This more collegial approach, replacing the current "sign-off" by the Chair and Dean, provides a mechanism to ensure that all academic units in the home Division have been consulted and that the curricular changes proposed are consistent with the goals and priorities of that Division. For interdisciplinary courses or programs that

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<sup>4</sup> In this document, academic division refers to a Faculty, School or the Division of Student Development.

involve significant contributions from more than one academic division, the councils of all divisions involved must approve the proposal.

Councils are advised to confirm before approving curricular changes that any other department, cognate discipline or academic division likely to be affected by the change, or whose students may be affected by the change, have been consulted and any concerns addressed.

It is proposed that the internal approval processes used by academic divisions and their councils be submitted to the Educational Programs Committee for approval, to ensure consistency of standards and procedures throughout the University while respecting the unique characteristics and challenges of some divisions (e.g. accreditation requirements, contractual expectations).

## **Final Approval of Some Changes by the Council of the Academic Division**

For minor changes that have very little or no impact on any other academic unit, the *ad hoc* Committee believes that no further approval should be required. It is proposed that final authority for the kinds of changes listed below should rest with the Council of the Academic Division responsible for the course or program. It is understood that all costs associated with these changes will be covered within the Academic Division. If that is not the case, then approval must be sought from Senate.

It is proposed that final authority rest with the Council of an Academic Division for:

- A minor change to a course title.
- A minor change to the Calendar description of a course.
- Minor changes in course content that do not significantly change the nature of the course.
- Changes to methods of evaluation.
- Change to the total number of credit units for a course, if it does not affect the students or programs or other Academic Divisions.
- Change to the hours assigned to components of a course (vectoring), if it does not affect the students or programs of other academic units.
- Change to the prerequisites or co-requisites for a course, if it does not affect the students or programs of other academic units.
- Change to the scheduling of a course, if it does not affect the students or programs of other academic units.
- Change in the admission quota for a course (cap), if it does not affect the quota for an educational program within the academic division or students or programs of other academic units.



Upon approval of any of these changes, the Academic Division must notify the Registrar's Office and the Educational Programs Committee of Senate. All other academic units should be informed also, through posting on the Instructional Programs Consultation website as described in the next section. The Educational Programs Committee will report the decisions to Senate. As is currently the case, any change should not be implemented until students have had sufficient time to become aware of the change and to enable them to make any required changes to their programs of study without disadvantaging their progress.

## **All Other Changes: The Instructional Program Consultation Process**

All other curricular changes approved by an academic division's Council should next be submitted for information and review by other units of the University community. The process recommended will be referred to in this proposal as the Instructional Program Consultation Process. It is recommended that this process be managed electronically, through an internal portal system set up specifically for this purpose.

Once a Council-approved submission has been posted on the website, notice will automatically be delivered to every academic division, the library, and other service units, notifying them of the posting. This step is intended to provide a mechanism by which units that may be affected by a change in courses or programs of other Academic Divisions can raise their concerns and contribute to the decision-making. Any department or academic, service or administrative unit wishing to comment on the proposal may do so. Again, it is recommended that appropriate mechanisms be set up to permit these responses to be submitted and posted electronically. It is proposed that responses must be posted within three weeks of the submission of a proposal, balancing the need to provide sufficient time for respondents with the need to expedite the review.

The Educational Programs Committee will establish forms and guidelines for the submission of proposals and responses.

An attempt to address concerns raised by respondents must be made first by the academic division that submitted the proposal. Issues that cannot be resolved in this way must be submitted to the Educational Programs Committee of Senate for resolution. The secretary of the Educational Programs Committee will monitor the submissions and responses and inform the Chair of issues that may require the Committee's attention. The Educational Programs Committee will have the authority to determine which items are brought forward for resolution.

## **Approval by the Educational Programs Committee, on Behalf of Senate, following Completion of the Instructional Program Consultation Process**

It is proposed that approval will automatically be granted by the Educational Programs Committee for the following kinds of changes, if, following completion of the Instructional Program Consultation Process, there is no challenge to the proposed changes to a course or program, or if any issues or concerns have been resolved, and if all costs associated with the changes will be covered within the Academic Division submitting the proposal:

- New courses
- Course deletions.
- Changes to course content that significantly change the focus of the course.
- Changes to the method of delivery of a course, especially if it affects students or programs of other academic units
- Changes to the level at which the course is offered (e.g. from 2nd year to 3rd year).
- Change to the total number of credit units for a course that affects the students or programs or other Academic Divisions.
- Change to the hours assigned to components of a course (vectoring) that affects the students or programs of other academic units.
- Change to the scheduling of a course that affects the students or programs of other academic units.
- Changes to prerequisites or co-requisites for a course or program that affects students or programs of other academic units.
- Minor program changes (for example, substitution of a different course or courses for an existing course or courses in an approved program).
- Addition or deletion of a requirement within an approved program.
- Change to the approved electives for a program.
- Addition of a new Field of Specialization at the Minor Level of concentration if there is already a Major in the same field of specialization
- Addition or deletion of non-credit programs or programs offered under service contracts, if the costs associated with these will be covered by the academic unit making the proposal
- Any other changes delegated by Senate to the Committee for approval

The Educational Programs Committee would then notify the Registrar's Office of the approval of these changes and inform all other academic units through posting on the Instructional Programs Consultation website. The Educational Programs Committee would also report the decisions to Senate.

## Changes requiring Senate Approval

All other curricular changes will continue to require the approval of Senate, especially those that will require DQAB approval before implementation and those that will require additional University resources to support them. Examples include:

- Any course or program revisions that requires new resources beyond those provided by the Academic Division responsible for the program
- New Degree-Level programs
- Program Deletions
- New fields of specialization at the Major or Honours Level of concentration, or at the Minor level if there is not already an approved Major in the area of specialization
- Deletion of a field of specialization at the Major or Honours Level of concentration
- Changes to the majority of courses in an approved program
- Changes in requirements for admission to programs, promotion or graduation, especially those likely to significantly affect enrolments (respecting the authority of the Planning Council for Open Learning for open learning programs)
- Changes in admission quotas
- Change to the residency requirement for a program (respecting the authority of the Planning Council for Open Learning for open learning programs)
- Addition or deletion of non-credit programs or programs offered under service contracts, when there are resource implications for the University

For these kinds of curricular change, the Educational Programs Committee will seek the advice of the Budget Committee on the financial impact. The Educational Programs Committee will then submit its recommendations to the Academic Planning & Priorities Committee of Senate. The Academic Planning and Priorities Committee will review the proposals, the costs of implementing them, and their alignment with the Universities plans and priorities, and submit its recommendation for implementation to Senate.

## Notice of Intent

Finally, it is proposed that Senate require that notice of intent be submitted to the Academic Planning & Priorities Committee (APPC) before significant work is done on proposals for new programs or for major revisions to programs that are likely to require university resources. This would assist the APPC in planning its workload. More importantly, it would provide an opportunity for the APPC to consider early how well the proposal fits the academic priorities of the University and advise the academic division of challenges the proposal is likely to face, well before significant time and effort has been invested in the proposal.

## Part C

### MOTIONS TO SENATE

1. That Senate accept the report of the *ad hoc* Committee of University Senate for the Review of Academic Decision-Making and Standing Committee Structure.
2. That Senate establish a **Steering Committee** as a standing committee of Senate, with membership and responsibilities as described in the report of the *ad hoc* Committee of University Senate for the Review of Academic Decision-Making and Standing Committee Structure.
3. That Senate establish a **Budget Committee** as a standing committee of Senate, with membership and responsibilities as described in the report of the *ad hoc* Committee of University Senate for the Review of Academic Decision-Making and Standing Committee Structure.
4. That Senate establish an **Academic Planning and Priorities Committee** as a standing committee of Senate, with membership and responsibilities as described in the report of the *ad hoc* Committee of University Senate for the Review of Academic Decision-Making and Standing Committee Structure.
5. That Senate establish an **Educational Programs Committee** as a standing committee of Senate, with membership and responsibilities as described in the report of the *ad hoc* Committee of University Senate for the Review of Academic Decision-Making and Standing Committee Structure.
6. That Senate establish a **Research Committee** as a standing committee of Senate, with membership and responsibilities as described in the report of the *ad hoc* Committee of University Senate for the Review of Academic Decision-Making and Standing Committee Structure.
7. That the Research Ethics: Animal Subjects Committee and the Research Ethics: Human Subjects Committee cease as standing Committees of Senate and report to the Associate Vice-President, Research & Graduate Studies.
8. That the Academic Policy and Regulations Committee, Education Planning and Program Review Committee and Scholarly Activity Committee cease as standing committees of Senate.

9. That the Steering Committee review the recommendations of the *ad hoc* Committee of University Senate for the Review of Academic Decision-Making and Standing Committee Structure for the establishment of additional standing committees and develop detailed proposals for Senate's approval, giving highest priority to the proposal for a Promotions, Tenure and Faculty Standards Committee.
  
10. That Senate agrees in principle with the recommendations of the *ad hoc* Committee of University Senate for the Review of Academic Decision-Making and Standing Committee Structure for revisions to the approval procedures for curricular change and directs the Steering Committee, in consultation with the Educational Programs Committee, to develop a detailed proposal for Senate's approval.

## Appendix A

### **Sections of the “Thompson Rivers University Act” and the “University Act” Pertaining to the Roles and Responsibilities of Senate**

The *ad hoc* Committee of University Council for the Review of Academic Decision Making and Standing Committee Structure referred to the following excerpts of the “Thompson Rivers University Act” and the “University Act” in its deliberations.

#### **From the Thompson Rivers University Act**

##### **Application of *University Act***

4 (1) Part 4, sections 13, 14 (2) and (3), 16, 17, 19, 20, 21, 22, 23, 24, 25, 26, 27.1, 28, 29, 30, 31, 32, 33, 34, 36, 38, Parts 8 and 9, sections 48, 49, 50, 51, 52, 53, 54, 55, 56, 57 and 58, Part 11 and sections 68, 69, 70, 70.1 and 71 of the *University Act* apply for the purposes of this Act.

(2) For the purposes of subsection (1), a reference in the *University Act* to the "senate" is deemed to be a reference to the "university council".

(3) Despite subsection (2), a reference in section 36 of the *University Act* to

(a) "senate" is deemed to be a reference to "university council or Planning Council for Open Learning", and

(b) "section 35 (2) (h)" is deemed to be a reference to "section 8 (2) (h) or 11 (h) of the *Thompson Rivers University Act*".

(4) Despite subsection (2), a reference in section 38 of the *University Act* to "section 37 (1) (i), (p) and (u)" is deemed to be a reference to "section 10 (e) and (k) of the *Thompson Rivers University Act*".

##### **Powers and duties of the board**

7 (1) The management, administration and control of the property, revenue, business and affairs of the university, except those vested in the university council or the Planning Council for Open Learning, are vested in the board.

(2) Section 27 (2) to (7) of the *University Act* applies for the purposes of subsection (1).

(3) For the purposes of subsection (2), a reference in the *University Act* to the "senate" is deemed to be a reference to the "university council".

### **Powers of the university council**

**9 (1)** The university council must make bylaws for the conduct of the business of the university council, including bylaws specifying the duties of members of the university council in conflict of interest situations.

(2) The university council has the power and duty to do all of the following:

(a) regulate how its meetings and proceedings are conducted, including determining

(i) the quorum necessary for the transaction of its business, and

(ii) how a vice chair, who is to chair meetings in the absence of the president, is annually elected;

(b) set criteria for awarding certificates, diplomas and degrees, including honorary degrees;

(c) set curriculum content for courses leading to certificates, diplomas and degrees;

(d) set qualifications for admission;

(e) set policies concerning examinations and evaluation of student performance;

(f) set residency requirements for awarding credentials for courses and programs;

(g) set policies concerning student withdrawal from courses, programs or the university;

(h) set criteria for academic standing, academic standards and the grading system;

(i) set criteria for awards recognizing academic excellence;

(j) set policies and procedures for appeals by students on academic matters and establish a final appeal tribunal for these appeals;

- (k) set policies on curriculum evaluation for determining whether
  - (i) courses or programs, or course credit, from another university or body are equivalent to courses or programs, or course credit, at the university, or
  - (ii) courses or programs, or course credit, from one part of the university are equivalent to courses or programs, or course credit, in another part of the university.

### **Advisory role of university council**

**10** The university council must advise the board, and the board must seek advice from the university council, on the development of educational policy for the following matters:

- (a) the mission statement and the educational goals, objectives, strategies and priorities of the university;
- (b) the establishment, revision or discontinuance of courses and programs at the university;
- (c) the preparation and presentation of reports after implementation by the university without prior review by the university council of
  - (i) new non-credit programs, or
  - (ii) programs offered under service contract;
- (d) the priorities for implementation of new programs and courses leading to certificates, diplomas or degrees;
- (e) the establishment or discontinuance of faculties at the university;
- (f) the evaluation of programs and educational services;
- (g) the library and resource centres;
- (h) the setting of the academic schedule;
- (i) the qualifications for faculty members;
- (j) the adjudication procedure for appealable matters of student discipline;
- (k) the terms for affiliation with other post-secondary bodies;



(l) the consultation with community and program advisory groups concerning the university's educational programs;

(m) other matters specified by the board.

## **From the University Act**

### **Powers of board**

**27 (2)** Without limiting subsection (1) or the general powers conferred on the board by this Act, the board has the following powers:

(d) in consultation with the senate, to maintain and keep in proper order and condition the real property of the university, to erect and maintain the buildings and structures on it that in the opinion of the board are necessary and advisable, and to make rules respecting the management, government and control of the real property, buildings and structures;

(e) in consultation with the senate, to provide for conservation of the heritage sites of the university, including any heritage buildings, structures and land of the university;

(f) with the approval of the senate, to establish procedures for the recommendation and selection of candidates for president, deans, librarians, registrar and other senior academic administrators as the board may designate;

(i) to consider recommendations from the senate for the establishment of faculties and departments with suitable teaching staff and courses of instruction;

(j) subject to section 29 and with the approval of the senate, to provide for the establishment of faculties and departments the board considers necessary;

(k) to provide for chairs, institutes, fellowships, scholarships, exhibitions, bursaries and prizes the board and the senate consider advisable;

(i) to receive from the president and analyse and adopt with or without modifications the budgets for operating and capital expenditure for the university;

(r) with the approval of the senate, to determine the number of students that may in the opinion of the board, having regard to the resources available, be accommodated in the university or in any faculty of it, and to make rules considered advisable for limiting the admission or accommodation of students to the number so determined;

### **Approval by board**

**38 (1)** A certified copy of every resolution or order of the senate or council, providing for any of the matters or things mentioned in section 37 (1) (i), (p) and (u), must be sent to the board within 10 days of the resolution or order being passed.

(2) A resolution or order referred to in subsection (1) has no effect until approved by the board.

### **Powers and duties of faculty**

**40** A faculty has the following powers and duties:

(a) to make rules governing its proceedings, including the determining of the quorum necessary for the transaction of business;

(b) to provide for student representation in the meetings and proceedings of the faculty;

(c) subject to this Act and to the approval of the senate, to make rules for the government, direction and management of the faculty and its affairs and business;

(d) to determine, subject to the approval of the senate, the courses of instruction in the faculty;

(e) subject to an order of the president to the contrary, to prohibit lecturing and teaching in the faculty by persons other than appointed members of the teaching staff of the faculty and persons authorized by the faculty, and to prevent lecturing or teaching so prohibited;

(f) subject to the approval of the senate, to appoint for the examinations in each faculty examiners, who, subject to an appeal to the senate, must conduct examinations and determine the results;

(g) to deal with and, subject to an appeal to the senate, to decide on all applications and memorials by students and others in connection with their respective faculties;

(h) generally, to deal with all matters assigned to it by the board or the senate.

### **Approval of rules**

**41** A general rule made by a faculty is not effective or enforceable until a copy has been sent to the senate and the senate has given its approval.

### **Offices of president**

**63** The president

(b) is chair of the senate,

(c) is a member of all standing committees of the senate except the standing committee on appeals,

(d) is a member of each faculty

### **Registrar**

**64** (1) There must be a registrar, who must keep the records and perform the duties that the board or senate may require.

(2) The registrar is the secretary of convocation, the senate and of each of the faculties, but has no right to vote as such.

### **Acting registrar**

**65** If the registrar is unable to act or is absent, the board may appoint an acting registrar, who must perform the duties of the registrar and has all the powers of the registrar.

