

## Academic Planning and Priorities Committee Terms of Reference

### Responsibilities

*The Academic Planning and Priorities Committee is responsible for:*

- In consultation with the Senate's standing committees, facilitating the Senate's process of establishing and approving its long-term goals and priorities within the context of the University's strategic and operational planning related to educational policy;
- Monitoring the Senate's progress towards its long-term goals and priorities, with input and regular updates from the standing committees;
- Advising the Senate on:
  - the educational goals, objectives, strategies, and priorities of the University, and proposed amendments thereto;
  - policies and strategic goals related to enrolment management and the admission of students;
  - the number of students that may be accommodated by the University and policies for enrolment management;
  - the establishment or discontinuance of faculties, schools, divisions, and departments of the University;
- In consultation with the Quality Assurance Committee, advising the Senate on the establishment, suspension, or discontinuance of educational programs;
- In consultation with other relevant standing committees, reviewing and advising the Senate on the terms of affiliation, articulation, and other contractual agreements with other post-secondary institutions and educational bodies;
- Reviewing the annual reports from the Senate's standing committees on their accomplishments;
- Providing recommendations and leadership for the execution of those decisions of the Senate that have not been referred to other standing committees of the Senate;
- Establishing such subcommittees as needed to fulfill their responsibilities and reporting mechanisms for these subcommittees; and
- Other duties as assigned by the Senate.

## Membership and Terms of Office

*The Academic Planning and Priorities Committee will be composed of:*

- Eleven (11) voting members, including:
  - Vice President Academic (Chair, *ex officio*)
  - Two (2) faculty members elected by the Senate, including one (1) from Arts, Communication and Social Sciences (ACSS) and one (1) from Graduate (2-year term)<sup>1</sup>
  - One (1) Program Chair (2-year term)
  - One (1) Staff, Member of the Senate (1-year term)
  - One (1) Student, Member of the Senate (1-year term)
  - Director, Student Affairs & Services (*ex officio*)
  - Director, Academic Operations and Support Services (*ex officio*)
  - Director, Institutional Accountability (*ex officio*)
  - Associate Vice President, Administration (*ex officio*)
  - Registrar (*ex officio*)
- Non-voting members, including:
  - Senate Secretary (also the Secretary of the Committee)

Total Membership: 12 (11 voting members)

## Chair and Vice-Chair

The VPA is the Chair of the Committee. The Committee will elect a Vice-Chair from its ranks at the first meeting, who will serve for a term of one (1) year.

*The Chair is responsible for:*

- Chairing the meetings of the Committee;
- Preparing the agenda for meetings of the Committee;
- Reporting the recommendations of the Committee to the Senate; and
- Ensuring that the Senate policies and procedures are up-to-date and distributed to the University Community.

*The Vice-Chair must be a voting member of the Senate and is responsible for:*

---

<sup>1</sup> Two (2) faculty members must be elected to the Committee by Senate, in accordance with the Senate Bylaws.

- Chairing the meetings of the Committee in the Chair's absence; and
- Assisting the Chair in the fulfillment of their duties to the Committee

## Meetings

Meetings of the Committee are normally closed. A Committee may determine that the whole or part of any Committee discussion or document presented to the Committee must be held in confidence.

Meetings are usually open to visitors whom the Chair recognizes to speak about specific issues.

## Meeting Schedule

The Committee meets on an as-needed basis, with a minimum of two meetings per year.

## Quorum

Six (6) voting members.

## Tie votes

The Chair may vote to break the tie in the event of a tie.

## Reports to the Senate

The Committee will provide an annual report on its activities to the Senate in time for the November regular meeting and when requested by the Senate.

Approved and Revised by the Senate:

**2022.10.13**