MEMORANDUM

Office of the Provost and Vice-Principal (Academic)

To: Lon Knox, University Secretary

From: Laeeque K. Daneshmend, Deputy Provost

Date: November 12, 2013

Subject: **Proposed amendments to SCAD's Terms of Reference and Composition**

At the November 6, 2013 SCAD meeting the following Motion was approved unanimously:

> **It was moved by J. Hutchinson, seconded by J. Emrich, and agreed, that the amended Terms of Reference and Composition of SCAD be referred to the Senate Governance and Nominating Committee for its consideration and recommendation to Senate.**

Could you please let the Secretary of SCAD know the approximate timeline when the Senate Governance and Nominating Committee will review the attached revised terms of reference and composition of SCAD and make its recommendation to Senate. Peggy Watkin can be reached at watkinm@queensu.ca.

Attachment

Appendix A (Minutes) Senate Committee on Academic Development
Terms of Reference and Composition (DRAFT)

Current Terms of Reference	Proposed Terms of Reference
To formulate and recommend to the Senate principles, policies, and priorities for the academic development of the University;	**No Change**
To advise the Senate on the establishment of any faculty, school, centre, institute, department, or chair;	To **make recommendations to** ~~advise~~ the Senate on the establishment of any faculty, school, centre, institute, department, or **endowed or named chair/ professorship and approve minor changes to the academic terms of reference of such chair/ professorship on behalf of the Senate from time to time**;
To advise the Senate on proposals from faculties, schools, centres, and institutes, for new programs of study leading to a degree, diploma, or certificate;	To **make recommendations to** ~~advise~~ the Senate on **the academic quality and financial implications of** proposals from faculties, schools, centres, and institutes, for new programs of study leading to a degree, diploma, or certificate;
To advise the Senate on proposals from faculties, schools, centres, and institutes, for changes in the conditions of admission to, or in the standards and qualifications required for completion of, existing programs of study;	To **make recommendations to** ~~advise~~ the Senate on proposals from faculties, schools, centres, and institutes, for changes ~~in the conditions of admission to, or in the standards and qualifications required for completion of,~~ **that substantially alter** existing programs of study;
To advise the Senate on any adjustments which may be necessary to co-ordinate proposals from faculties, schools, centres, and institutes;	To **make recommendations to** ~~advise~~ the Senate on ~~any~~ **amendments to Queen's University Quality Assurance Processes (*QUQAPs*)** ~~adjustments which may be necessary to co-ordinate proposals from faculties, schools, centres, and institutes;~~
To advise on the coordination of the admissions procedures of the	**Delete**

different faculties, and schools;	
NEW	**To make recommendations to the Senate on proposed names, or changes thereto, of academic units, academic degrees and/ or academic programs/ plans.**
To advise the Senate on the proposed annual enrolment plan developed by the University Registrar.	To **make recommendations to** ~~advise~~ the Senate on the proposed ~~annual~~ enrolment plan**s** developed by the ~~University Registrar.~~ **Strategic Enrolment Management Group**
Current Composition	**Proposed Composition**
Ex Officio (2): Principal or Delegate Academic Colleague	**No Change**
Elected Members (8): 4 Faculty 2 Undergraduate Students 1 Graduate Student 1 Staff Member	**No Change**
	At least one member of SCAD must be a Senator