Academic Standards Committee

Terms of Reference

1. PURPOSE

The Academic Standards Committee (ASC; referred to hereafter as the Committee) is a standing committee of the Senate that provides advice and recommendations to Senate on matters relating to academic standards, academic policies and procedures, and academic quality assurance in support of Senate's responsibilities under the Yukon University Act[1].

2. DUTIES OF THE COMMITTEE

1. Through review and revision of academic policies and procedures, the Committee will provide advice to the Senate with respect to the following:
   a. All matters relating to the academic and other qualifications required of applicants for admission as students to the university or to any faculty[2].
   b. Conditions under which persons must be received for examination, to appoint examiners and to determine the conduct of all examinations[3].
   c. Quality assurance policies and procedures for academic matters[4].
   d. Requirements for granting degrees, including honorary degrees, diplomas, and certificates[5].
   e. Policies and procedures for appeals from students in matters of academic discipline[6].
   f. Other matters concerning academic quality criteria.
   g. Other duties or authorities as delegated by the Senate.

2. To support the development and revision of academic policies and procedures, once conceptually approved by Provost Council, by providing advice on governance processes, establishing ad hoc working groups where appropriate (including their mandate, membership, scope, and timelines), pursuant to section 3.2(c) of the PO 1.1 Policy on Policies and Procedures of the Policy Framework and monitoring progress toward Senate consideration.

[1] YukonU Act, s. 31(2)(b)
[2] YukonU Act, s. 31(2)(c)
[3] YukonU Act, s. 31(2)(d)
[4] YukonU Act, s. 31(2)(e)
[5] YukonU Act, s. 31(2)(g)
[6] YukonU Act, s. 31(2)(k)

3. APPROVAL AUTHORITY

The Committee's authority is limited to providing advice and recommendations to the Senate.

All recommendations of the Committee are submitted to Senate for consideration and final approval.

4. MEMBERSHIP

The Committee shall have the following membership:

Voting members (8):

a) Provost and Vice-President, Academic or designated alternate
b) Registrar and Associate Vice-President, Student Life or designated alternate
c) The Dean of one Faculty[7]
d) Five faculty members (60% of the Committee voting members) elected as follows:
   Applied Arts – 2
   Applied Science and Management - 2
   Open seat – 1 which may be filled by any faculty member.

The Committee shall strive to have its membership include at least 30% Indigenous persons from Yukon or elsewhere in Canada.

Non-voting resource members:

a) Every other Dean who is not a voting member of the committee [7]
b) University Secretary and General Counsel

Term of office**:**

Faculty members shall be appointed for terms of not less than one year and not more than three years, commencing July 1 and ending June 30.

There is no limit to the number of terms a member can serve.

5. COMMITTEE OPERATIONS

Meetings

a. The Committee shall meet once a month from September to May every academic year.
b. Additional meetings may be convened and working groups established as required.

[7] On a rotational basis, alternating each year - one of the deans will serve as a voting member, while the other as a non-voting member. A non-voting Dean can act as voting when a voting Dean is absent from the meeting.

c. Meetings are open to observers, except for in-camera items.

Committee Co-chairs

The Committee shall be co-chaired by the Provost and Vice-President, Academic, and a voting faculty member of the Committee who is elected by the Committee for the duration of their Committee term.

There is no limit to the number of terms a co-chair can serve as long as they are a member of the Committee.

Electronic Voting

At the direction of Committee Co-chairs, the University Secretariat may make provisions for Committee meetings or voting to be conducted electronically. For electronic votes, the first member to indicate support of the recommendation shall serve as the mover, and the second member shall serve as the seconder.

Quorum and Voting Majority

a. To conduct business - a quorum of majority of the voting members, including a majority of the faculty voting members.
b. To carry a motion - a majority of the voting members present.
c. The Committee shall strive to achieve consensus in decision-making.

Meeting Minutes

Minutes will be recorded by the University Secretariat and once approved by the Committee, made available through the University's approved governance document repository.

Member Responsibilities

a. All members, both voting and non-voting, are responsible for maintaining the confidentiality of private and/or sensitive materials.
b. Members are expected to review meeting materials in advance of each meeting.

Co-chair duties

a. Review draft meeting agendas as prepared by the University Secretariat.
b. Chair committee meetings.
c. Review draft minutes for accuracy.

Submission requirements

Agenda items and supporting documentation submitted to the Committee shall comply with the Senate Submission Guidelines (Appendix B in Senate Bylaws) and any additional submission requirements established by the University Secretariat.

6. REVIEW OF THE TERMS OF REFERENCE

These Terms of Reference will be reviewed by the Committee every 2 years.

It is the jurisdiction of the Senate Executive Committee to review Senate committee terms of reference and recommend changes to the Senate for approval.

Document History

Include all updates as approved by Senate Date

Date	*Update*
December 11, 2019	Internal Academic Governance Committee (IAG) ToR established by Academic Council
2020 - 2022	Annual revision by Senate
June 2022	Annual revision by Senate; approved under the new committee's name - Academic Standards Committee
June 2024	Annual revision by Senate
November 2024	New provision under Section 4 Membership "a non-voting Dean can act as voting when a voting Dean is absent from the meeting"
October 2026	Revised and approved by Senate