

SENATE

Academic and Research Planning and Priorities Committee



Terms of Reference

1. PURPOSE

The Academic and Research Planning and Priorities Committee (hereafter referred to as the Committee) is a committee of Senate whose mandate is to advise Senate on academic and research planning and priorities.

The Committee undertakes consensus decision-making. A vote may be recorded when required for official purposes.

2. DUTIES OF THE COMMITTEE

1. Assist the President and Vice-Presidents in supporting the Board of Governors to develop the institutional strategic plan.
2. Advise Senate on the alignment of the academic and research plans to the educational goals, objectives, strategies and priorities of Yukon University.
3. Advise Senate on budget implications of matters within the jurisdiction of Senate and its committees, including proposals for new academic, research, or major capital projects.
4. Assist the President and Vice-Presidents to develop budget policies, guidelines, processes and models, and transparent communication strategies related to such.
5. Make recommendations to establish, change, review or discontinue, subject to the concurrence of the Board of Governors, any Faculty, school, institute, research centre, department, or academic or research Chairs.
6. Present the annual University budget to Senate and explain the academic implications of the document in clear terms to the Board of Governors.
7. Review, and in coordination with the Senate Curriculum and Program Review Committee (CPRC), make proposals for the establishment, modification, suspension, and discontinuation of programs to ensure suitability and feasibility (see Appendix for the approved roles).
8. Review and report annually on the status of the University's centres and institutes and on their alignment to the University's strategic plan.
9. Review and report annually on the University's Research Ethics Board, Animal Care Committee, their activities and status of related policies.
10. Review, report on, and recommend to Senate the terms of affiliation, articulation or other academic and research contractual agreements with accredited post-secondary institutions, credentialing bodies and community partnerships.
11. Advise Senate on enrolments and enrolment targets.
12. Advise Senate on matters related to the University's property, buildings, structures, and assets.
13. Oversee the 5-year program-review cycle.
14. Submit a monthly report to Senate.
15. Other duties and decision-making as delegated by Senate.

Senate Academic and Research Planning and Priorities Committee

Terms of Reference

Approved by Senate: May 20, 2020

Revised: August 2020, June 2021

Next Revision: June 2022

3. APPROVAL AUTHORITY

1. Approval authority is limited to providing input, ideas and recommendations to Senate.
2. Any decisions made by the Committee must be reported to Senate monthly.

4. MEMBERSHIP

The Committee shall make best efforts to ensure that at least six (6) of its members are Indigenous persons from Yukon or elsewhere in Canada, and shall consist of

15 voting members, of which a minimum sixty percent (60%) must be faculty or researchers:

- a) Vice-President, Academic and Provost
- b) Associate Vice-President, Research
- c) Executive Director, Continuing Studies
- d) Dean, Applied Arts
- e) Dean, Applied Science and Management
- f) Student representative
- g) 9 faculty/researchers, three of which shall be Senators, at least one shall represent communities

Non-voting members (resource people):

- a) AVP, Research Operations
- b) Associate Vice-President, Indigenous Engagement and Partnership
- c) Dean, Enrolment Services and Registrar
- d) Vice-President, Finance and Administrative Services
- e) Associate Vice-President, Governance and External.

From time to time, voting members of the Committee may invite guests to meetings to speak to specific agenda items.

Student member

The student member serves a one-year term running from July 1 to June 30.
The student member may serve consecutive terms.

Faculty members

Each faculty member serves a three-year term from July 1 to June 30.
Faculty members may serve consecutive terms.

Co-Chairs

The Committee will have co-chairs appointed by the Committee for a one-year term from July 1- June 30, at least one of whom must be a senator and one of whom must be faculty. There is no limit to the number of terms a co-chair can serve as long as they maintain their eligibility.

5. COMMITTEE OPERATIONS

The Committee shall meet regularly, but at least four times a year. Additional meetings or working groups may be scheduled as needed to respond to planning cycles.

Quorum of seven (7)¹ voting members is required, of which a majority must be faculty.

Minutes of the meeting will be recorded by the Governance Office and once approved by Committee members, posted for Senate members to review.

At the direction of Committee Co-chairs, Governance Office shall make provision for a Committee meeting or vote to be held by electronic means. For an electronic voting, the first responder in support of the recommendation is the mover, and the second responder is the seconder.

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

Member responsibility:

- a. All members, voting and non-voting, are responsible for maintaining confidentiality of private and/or sensitive material.
- b. Members must review meeting packages prior to the meetings.

Co-chair role:

- a. To review draft agendas as prepared by the Governance Office.
- b. To chair committee meetings.
- c. To review draft minutes for accuracy before they are posted on-line.

¹ Approved by Senate, October 20, 2021

APPENDIX

ARPP Role	CPRC Role
ARPP will focus on strategic academic components of program establishment, modification, discontinuance, and suspension of programs.	CPRC will focus on the student, academic, and program impact of program establishment, modification, discontinuance, and suspension of programs.
<p>Guiding questions:</p> <ol style="list-style-type: none"> 1. What duration will a program be discontinued or suspended? 2. How does the proposal fit into the university achieving its strategic directions? 3. How does the proposal financially affect the university, faculty, and or/ school? 4. What is the implication for other programs? 5. Does the proposal require new teaching resources? 	<p>Guiding questions:</p> <ol style="list-style-type: none"> 1. What is the timeline for the proposal? 2. How many students are in associated courses and programs (domestic/international)? 3. Where do these students stand in the program? 4. What courses are included in this program? 5. Would courses be moved to another area or program? 6. What has been communicated to students? 7. How does this proposal impact other programs (do other programs use these courses)? 8. Is documentation provided to support the proposal (e.g., program review, program and services review)?

Approved by Senate, February 16, 2022