

SENATE

Academic Standards Committee



Terms of Reference

1. PURPOSE

The Academic Standards Committee (referred to hereafter as the Committee) is a standing committee of Senate that provides advice to Senate on matters regarding academic policies, procedures, and regulations to support Senate in carrying out its functions¹.

2. DUTIES OF THE COMMITTEE

Through review and revision of academic policies, procedures, and regulations to provide advice to Senate regarding:

- 1) all matters relating to the academic and other qualifications required of applicants for admission as students to the university or to any faculty²;
- 2) conditions under which persons must be received for examination, to appoint examiners and to determine the conduct of all examinations³;
- 3) quality assurance policies and procedures for academic matters⁴;
- 4) requirements for granting degrees, including honorary degrees, diplomas and certificates⁵;
- 5) policies and procedures for appeals from students in matters of academic discipline⁶;
- 6) other matters concerning academic quality criteria;
- 7) other matters as assigned by Senate.

3. APPROVAL AUTHORITY

Approval authority is limited to providing input, ideas, and recommendations to Senate.

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)

4. MEMBERSHIP

The Committee shall have

Voting members (8):

- a) Vice-President, Academic and Provost
- b) Dean⁷
- c) Registrar & Dean of Enrolment or designate
- d) Faculty⁸ members (60%) – five (5) elected:
 - 2 - Applied Arts Faculty Council – 2
 - 2 - Applied Science and Management Faculty Council
 - 1 - open seat for eligible non-affiliated faculty members of YRC⁹, Library Services, Student Success Division.

Non-voting members (3):

- a) Dean⁷
- b) Associate Vice-President, Governance and External
- c) Governance Officer

Term of office:

Faculty member – min. 1 and max. 3 years., July 1 – 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 scheduled and working groups formed as needed.
- c. Meetings are open to visitors, except for in-camera items.

Committee Co-chairs

The Committee shall be co-chaired by the Vice-President, Academic and Provost, and a faculty voting member as selected internally by the Committee.

Electronic Voting

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.

⁷ On a rotational basis, one of the deans will be a voting member, while the other a resource person (non-voting member); term – 1 year.

⁸ As defined in the Senate Terms of Reference

⁹ YukonU Research Centre

Quorum and Voting Majority

- a. To conduct business - a quorum of majority of the members with a majority of faculty.
- b. To carry a motion - a majority of the members present.

Meeting Minutes

Minutes will be recorded by the Governance Office and once approved by the Committee, posted on the Senate SharePoint page.

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 meetings.

Co-chair duties

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

6. REPORTING TO SENATE

Senate Committees' update is a standing Senate agenda item.

The Committee shall provide a monthly update based on its activities and discussions as captured in meeting minutes.

7. REVIEW OF THE TERMS OF REFERENCE

This Terms of Reference will be reviewed annually.

It is the jurisdiction of the Senate Executive Committee to “annually review all Senate committee terms of reference and recommend changes to Senate for approval”¹⁰.

Document History

Include all updates here as approved by Senate

<i>Date</i>	<i>Update</i>
<i>Nov 16, 2022</i>	<i>ASC ToR membership: Registrar's designate inclusion</i>

¹⁰ Executive Committee Terms of Reference, Duties.