

Academic Planning and Oversight Committee (APOC): Terms of Reference

1. Mandate and Role of the Committee

The Academic Planning and Oversight Committee maintains quality assurance of academic programs and academic concerns relating to the University as a whole. It oversees long-term academic plans and considers their implications for the university's academic, financial, and facilities development. It assesses major curriculum changes and recommends cyclical program reviews to GFC. The Committees is also responsible for extra-institutional academic matters.

The Committee may be called upon to discuss or recommend to GFC on any academic matter within its mandate and has delegated authority from GFC to provide advice to the Board of Governors on budgetary matters.

2. Areas of Responsibility

- a. Review, develop, and monitor the Academic Plan
- b. Strikes and oversees subcommittees that are responsible for the implementation of the Academic Plan Review and evaluate new program proposals and make recommendations to GFC with regards to the creation, modification, suspension, and termination of all academic programs
- c. Supervise program reviews from the School Councils and recommend them to GFC (26.1.b, 26.1.c - con ed, 26.1.l, 26.1.o)
- d. Review and monitor transfer and articulation agreements
- e. Develop and maintain pathways and partnership programs
- f. Maintain quality assurance (for example, through cyclical program analysis and review)
- g. Provide advice to the Board of Governors on budgetary matters
- h. Manage strategic enrolment
- i. Review academic and research implications of the annual budget, excluding budgets for ancillary units

3. Composition

Voting Members (14)

- Chair: Dean, Academic Programs
- Associate Dean, Research, Internationalization and Graduate Studies
- Associate Dean, Undergraduate Studies
- Dean, Innovation, Learning and Development
- Director, Learning & Instructional Services
- Registrar
- Four (4) School Directors
- Four (4) full-time academic staff members, one from each School, appointed by the Dean, Academic Programs for a term of no less than two academic years.

Non-Voting Members (3)

- Dean of Students
- Studio manager
- Secretary, General Faculties Council

4. Quorum

At least 50% of the voting members of the committee, one of whom must be the Committee Chair.

5. Terms of Office

- a. Directors of Schools will hold membership for the duration of their appointment.
- b. Academic staff member from each School Council, appointed by the Dean, Academic Programs for a term of no less than two academic years.

6. Delegated Authority from General Faculties Council

Academic Units and Academic Service Units

- a. Approve name changes to departments and divisions

Enrolment Management

- a. Approve revisions to the Enrolment Management Procedure

Responsibilities Additional to Delegated Authority

- a. Taking whatever action is required to fulfill the mandate of this Committee; and
- b. Executing other tasks as directed by General Faculties Council.

7. Limitations to Authority

8. Reporting to GFC

The Committee shall submit its minutes to GFC.

Approved by General Faculties Council:

April 22, 2020

September 15, 2021

May 18, 2022