

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. The Committee is also responsible for extra-institutional academic matters.

The Committee may be called upon to discuss or recommend to GFC 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. Evaluate new program proposals and make recommendations to GFC with regards to the creation, modification, suspension, and termination of all degree programs.
- c. Evaluate and approve the creation, modification, suspension, and termination of all concentrations/minors.
- d. Review and approve the creation and deletion of and changes to undergraduate and graduate courses.
- e. Review and approve proposals for the creation or alteration of non-credit Certificates of Achievement, Professional Micro-credentials, and Professional Certificates.
- f. Quality assurance
 - i. Receive and discuss quality assurance reports for academic programs, and approve Program Action Plans
 - ii. Recommend to GFC policies and procedures pertaining to curriculum approval and review.
- g. Review and approve the Academic Schedule.
- h. Review and approve admission requirements and academic regulations.
- i. Review and recommend other changes to the Academic Calendar.
- j. Review and approve School and other academic unit name changes.
- k. Review and recommend the establishment, merger or dissolution of Schools and other academic units.
- l. Review and monitor transfer and articulation agreements.
- m. Develop and maintain pathways and partnership programs.
- n. Review and provide advice on academic and research implications of the annual budget, excluding budgets for ancillary units.

The Committee may delegate any of its listed responsibilities to a sub-committee; however the Committee remains ultimately responsible for the work and responsibilities of each of its sub-committees as articulated in the terms of reference of those committees. The Committee may also, by resolution, alter or revoke the delegation of any of its listed responsibilities under this section.

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
- Associate Dean, Learning Innovation Resources
- 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
- Manager of Indigenous Initiatives
- Studio manager
- Secretary, General Faculties Council
- Two undergraduate students and one graduate student, appointed by the Students' Association.

4. Quorum

At least 50% of the voting members of the committee, plus one.

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 three (3) academic years.

6. Delegated Authority from General Faculties Council

The Committee may approve:

- a. Name changes to departments and divisions.
- b. Creation, modification, suspension, and termination of Non-credit Certificates of Achievement, Professional Micro-credentials and Professional Certificates.
- c. Creation, modification, suspension, and termination of Concentrations/Minors.
- d. Creation, deletion and changes to undergraduate and graduate courses.
- e. The Academic Schedule.
- f. Program Review Action Plans.

Responsibilities Additional to Delegated Authority

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

7. Reporting to GFC

The Committee shall report decisions made or actions taken under these terms of reference to GFC.

Approved by General Faculties Council:
April 22, 2020
September 15, 2021
May 18, 2022
April 17, 2024