

### **Subcommittee on Undergraduate Academic Courses (SOC)**

**Effective Date:** July 1, 2022

**Supersedes:** \*

**Date of Next Review:** \*

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The Subcommittee on Undergraduate Academic Courses (SOC) is a subcommittee of the Senate Committee on Academic Curriculum and Awards (ACA).

#### **TERMS OF REFERENCE**

1. On behalf of ACA, the Subcommittee has delegated authority to approve, on the recommendation of the Faculty, School or Affiliated University College:
  - (a) the establishment, revision and discontinuation of undergraduate courses;
  - (b) revisions to the admission requirements of established undergraduate modules and programs that involve changes to the courses required for admission; and
  - (c) revisions to established undergraduate modules and programs that involve course substitution, amendment or addition/withdrawal and that do not impact the total number of courses specified for the module or program.
2. To refer to ACA any proposal that the Subcommittee deems may have broader implications and require curriculum or Quality Council approval.
3. To make recommendations to ACA relating to potential areas to address in academic policy.
4. To report to ACA at least twice annually.

## Subcommittee on Undergraduate Academic Courses (SOC)

### **COMPOSITION**

One representative from each Faculty, School or Affiliated University College, appointed by the Dean/President, who is either an Associate Dean Academic (or equivalent) or a faculty member familiar with course/module development.\*

Six members elected by Senate:

Four faculty members who are familiar with course/module development, elected by Senate, at least two of whom have served as an Undergraduate Chair (or equivalent).

Two undergraduate students.

One Academic Counsellor, appointed by the Academic Counsellors.\*

#### **Ex officio (voting):**

Chair of ACA  
Director, Western Continuing Studies

#### **Ex officio (non-voting):**

University Registrar  
University Secretary

The Committee shall elect a Chair and Vice-Chair annually from among the representatives appointed by the Dean/President of each Faculty, School or Affiliated University College.

### **GENERAL PROCESS FOR SENATE COMMITTEES AND SUBCOMMITTEES**

**Quorum:** As set out in Senate By-Law VI.11(b), quorum shall be one-half of all voting members during September to May, and one-third of all voting members during June, July and August.

Quorum September to May:	12 voting members
Quorum June to August:	8 voting members

**Terms:** The terms of office for elected members shall be one year (renewable) for students and two years (renewable) for faculty/others, as set out in Senate By-Law VI.10(a).

\*The terms of the appointed members are two years.