

Academic Policy and Awards (SCAPA)

Effective Date: June 5, 2020

Supersedes: September 2018; July 2014

The primary responsibilities of SCAPA are:

- to establish academic policies and monitor their implementation
- to review proposals for new academic programs and changes to existing programs
- to appraise cyclical reviews of programs
- to review the academic content of agreements with external institutions
- to oversee policies for student scholarships and awards as well as the regulations governing the awards under the jurisdiction of SUTA.

TERMS OF REFERENCE

To formulate, review and recommend to Senate:

policy concerning admission to, registration in, and curriculum of undergraduate academic programs offered by the Faculties and Schools and Affiliated University Colleges of the University;

any other general academic policy affecting all students at the University, whether undergraduate or graduate.

To examine and review, for recommendation to Senate:

proposals for the establishment of new programs, modules and/or subject areas, and the discontinuation or renaming of existing programs and/or modules*;

proposals for new or modified academic policies (including admission and progression requirements) that are within the committee's purview;

the academic content of agreements with external institutions;

proposals for new or revised policies concerning scholarships and/or awards, including those awarded by SUTA .

To rule on proposals submitted to the Deans' Academic Programs (DAP) "virtual" subcommittee of SCAPA if they have been challenged*.

On behalf of the Senate, to approve the establishment of terms of reference for scholarships and/or awards, for recommendation to the Board of Governors through the President & Vice-Chancellor.

To receive, approve and forward to Senate:

reports of cyclical reviews from the Subcommittees on Program Review – Graduate and Undergraduate (SUPR-G and SUPR-U)

To receive for information:

the annual report of award recipients selected by the Subcommittee on Teaching Awards (SUTA);

the annual Scholastic Offenses report.

To form subcommittees and working groups as necessary.

* The appropriate Dean(s), Principal(s) and/or Chair(s) of Department(s) shall be invited to attend a meeting at which these issues are to be considered.

COMPOSITION

Ten members elected by Senate:

- eight members, at least five of whom are members of Senate at the time elected. Each of the Faculties of Arts and Humanities, Science, Social Science and the School of Graduate and Postdoctoral Studies must be represented by at least one faculty member. No more than one of the members of faculty may be a Dean. One of the members may be a Senator from the General Community.
- two students: one graduate and one undergraduate

One representative of the Affiliated University Colleges, appointed in consultation with the Principal concerned, on a rotational basis (two year cycles).

Ex Officio:

President & Vice-Chancellor
Provost & Vice-President (Academic)
Vice-Provost (Academic Programs)
Vice-Provost (Graduate and Postdoctoral Studies)
Vice-Provost and Chief Librarian
Vice-Provost and Associate Vice-President (Indigenous Initiatives)
USC Vice-President (University Affairs)
SOGS Vice-President (Academic)

Secretary of Senate (non-voting)
University Registrar (non-voting)
Associate Registrar and Director, Undergraduate Recruitment and Admissions, Office of the Registrar (non-voting)

Observers (non-voting):

Two representatives, one from each of the Affiliated University Colleges not currently represented in the voting membership, appointed in consultation with the Principals concerned, on a rotational basis (two-year cycles).

One Academic Counsellor (and an Alternate) appointed on a rotating basis (one-year cycles) by and from the Academic Counsellors of Faculties with first entry programs, to serve as an Observer on SCAPA

Director, Continuing Studies