Subcommittee on Program Review – Undergraduate (SUPR-U)

**Effective Date:** July 1, 2021

**Supersedes:** July 2014

**Date of Next Review:** Spring 2024

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**TERMS OF REFERENCE**

To coordinate and assume responsibility for reviewing proposals for new undergraduate programs and to recommend approved proposals to the Senate Committee on Academic Policy and Awards (SCAPA) for consideration by Senate.

To coordinate and assume responsibility for reviewing proposals for major modifications to existing undergraduate programs and to recommend approved proposals to SCAPA for consideration by Senate.

To coordinate and assume responsibility for periodic reviews of existing undergraduate programs with a view to assessing their overall quality and making appropriate recommendations in light of these reviews to SCAPA and Senate.


To provide annually, for information, Western’s Undergraduate Institutional Quality Assurance Report through SCAPA to Senate and the Board of Governors.

**COMPOSITION**

The Associate Dean (Academic) (or equivalent) for each Faculty, School and Affiliated University College (excluding the School of Graduate and Postdoctoral Studies)*

One faculty member with experience in interdisciplinary undergraduate education, appointed by the Vice-Provost (Academic Programs) for a two-year term

Three undergraduate students elected by Senate
Ex officio (voting):

Vice-Provost (Academic Programs), who shall be Chair
Chair of SCAPA (or designate)**
Vice-Provost and Associate Vice-President (Indigenous Initiatives)
Associate Vice-President (Equity, Diversity & Inclusion)

Ex officio (non-voting):

University Registrar
Vice-Provost and Chief Librarian
Director, Academic Quality & Enhancement
Director, Centre for Teaching and Learning
Vice-President (University Affairs), University Students’ Council
University Secretary

*an Associate Dean (Academic) (or equivalent) may appoint a designate. The designate must be appointed for one year (June 1 to July 30) and must be knowledgeable about undergraduate studies at the Faculty, School or Affiliated University College.

** the designate must be a member of SCAPA

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: 11 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).