REPORT OF THE OPERATIONS/AGENDA COMMITTEE

Senate Membership – Undergraduate Student Constituency
Candidates for Degrees and Diplomas – Autumn Convocation 2011
Officer of Convocation
Senate Election Schedule for Spring 2012
Revisions to the Terms of Reference of SCAPA, SUPR-U and SUPR-G

FOR APPROVAL

1. **Senate Membership – Undergraduate Student Constituency**

Recommended: That the seat held by Sabrina Nourmohamed, acclaimed undergraduate student representative on Senate for the Science constituency, be declared vacant as a result of her resignation and that George Warren Cracknell be elected to complete her term until June 30, 2012.

FOR INFORMATION

2. **Candidates for Degrees and Diplomas - Autumn Convocation - 2011**

On behalf of the Senate the Provost approves the list of Candidates for Degrees and Diplomas upon the recommendation of the Registrar [S.96-124]. The list of Candidates approved by the Provost will be appended to the Official Minutes of the October 21, 2011 Senate meeting.

3. **Officer of Convocation**

The following Officer of Convocation has been appointed (term to June 30, 2013):
Margaret Kellow – Assistant Chief Public Orator

4. **Senate Election Schedule for Spring 2012**

Faculty and Administrative Staff Constituencies	
Call for Nominations [WWW, Western News]	Thursday, January 12
Nominations Open	8:30 a.m., Thursday, January 12
Nominations Close	4:30 p.m., Thursday, January 26
Posting of Nominations [Room 4101 STH, WWW]	Friday, January 27
Balloting on the Web - Polls Open	12:01 a.m., Tuesday, February 7
Balloting on the Web - Polls Close	11:59 p.m., Wednesday, February 8
Posting of Results [Room 4101 STH, WWW]	Thursday, February 9
Publication of Official Results [Western News]	Thursday, February 16

Graduate and Undergraduate Student Constituencies	
Call for Nominations [WWW, Gazette, Western News]	Thursday, January 12
Nominations Open	8:30 a.m., Thursday, January 12
Nominations Close for Graduate and Undergraduate "Academic" Constituencies	4:30 p.m., Thursday, January 26
Nominations Close for Undergraduate "At Large" Constituency	4:30 p.m., Monday, January 30
Mandatory Candidates' Advisory Meeting [Place TBA – arranged by USC]	evening, Monday, January 30
Posting of Nominations [Room 4101 STH, WWW]	Tuesday, January 31
Campaign Period begins	12:01 a.m. Tuesday, January 31
Campaign Period ends	11:59 p.m., Monday, February 13
Balloting on the Web - Polls Open	12:01 a.m., Tuesday, February 14
Balloting on the Web - Polls Close	8:00 p.m., Wednesday, February 15
Posting of Results [Room 4101 STH, WWW]	Thursday, February 16
Publication of Official Results [Western News]	Thursday, March 1

5. **Revisions to the Terms of Reference of SCAPA, SUPR-U and SUPR-G**

The Terms of Reference of SCAPA have been revised to correctly reference the subcommittees that forward annual reports to SCAPA for approval, and the links to Web sites referenced in the Terms of Reference of SUPR-U and SUPR-G have been added, as shown below.

ACADEMIC POLICY AND AWARDS (SCAPA)

Terms of Reference:
To formulate, 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, for recommendation to Senate, proposals for the establishment of new programs and/or modules and the discontinuation of existing programs and/or modules. *

To review proposals for the introduction or discontinuation of undergraduate courses, or changes to undergraduate courses, programs or modules which have been made to the Deans' Academic Programs (DAP) "virtual" subcommittee of SCAPA, if a proposal has been challenged by a Faculty, School, Affiliated University College, the Registrar, or the University Librarian, the Associate Secretary of Senate, or the Director of Continuing Studies and to rule on the proposals and report to DAP. *

To examine policies concerning scholarships and/or awards and to make recommendations to Senate.

On behalf of the Senate, to approve the establishment of terms of reference for scholarships and/or awards not involving changes in the scholarship policy of the University, for recommendation to the Board of Governors through the President & Vice-Chancellor.
To receive and forward to Senate, the annual report of award recipients selected by the Subcommittee on Teaching Awards and to consider, for recommendation to Senate, changes in the policies, procedures and criteria governing the awards.

~~To receive and forward to Senate annual reports from the Vice-Provost (Graduate and Postdoctoral Studies) on the results of the appraisal process of existing graduate programs and from the Subcommittee on Undergraduate Program Review.~~
To receive and forward to Senate annual reports from the Subcommittee on Program Review – Graduate and Subcommittee on Program Review – Undergraduate.

* 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. At least one member shall be a faculty member from each of the Faculties of Arts and Humanities, Science, and Social Science and the School of Graduate and Postdoctoral Studies. No more than one of the members of faculty may be a Dean. Up to one of these 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 & Students) [Registrar]
Vice-Provost (Graduate & Postdoctoral Studies)
University Librarian
USC Vice-President University Affairs
SOGS Vice-President Academic

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

Observers

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) selected on a rotational basis (one year cycles) by and from the Academic Counsellors of their respective Faculty (Arts and Humanities, Health Sciences, Science and Social Science) (non-voting)
Director, Continuing Studies (non-voting)

ADMINISTRATIVE NOTES
Membership Cycle: July 1 - June 30
New Members: Elected by Senate in April
Officers: Chair and Vice-Chair elected in May

Meetings: Monthly, normally at 2:30 p.m. on the Wednesday preceding a Senate meeting (September to June).
~~Rev. 2009 02~~
Rev. 2011 10

Subcommittee on Program Review – Undergraduate (SUPR-U)

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 carry out all such reviews and appraisals in accordance with University Guidelines
http://www.uwo.ca/univsec/handbook/iqap/WesternIQAP.pdf
and the Quality Assurance Framework adopted by the Council of Ontario Universities
http://www.cou.on.ca/related-sites/the-ontario-universities-council-on-quality-assura/policies/pdfs/quality-assurance-framework---guide-may-2011.aspx

To receive undergraduate program review materials conveyed in confidence by the Affiliated University Colleges for discussion (including the making of recommendations). Included in the materials will be a summary of the review, prepared by the Academic Dean or designate for the College, for amalgamation into the annual report of the Subcommittee to SCAPA and Senate, subject to minor revisions which may be made by SUPR-U as a result of its review.

To report annually for information, through SCAPA, to Senate and the Board of Governors.

Composition:
One faculty member or administrative staff member appointed by Faculty Council for each Faculty or Affiliated University College.
Two members elected by SCAPA.

Ex Officio:
Chair of SCAPA or Designate*, who shall be Chair
Vice-Provost (Academic Programs & Students)[Registrar]
Associate Registrar (non-voting)
University Librarian (non-voting)
Director of the Teaching Support Centre (non-voting)
Secretary of Senate (non-voting)
Vice-President University Affairs of the University Students Council (non-voting)

*The Designate must be a member of SUPR-U at the time of his/her appointment

Resource:
~~Coordinator, Office of the Provost (non-voting)~~
Administrative Assistant – Office of the Vice-Provost (Academic Programs & Students)[Registrar] (non-voting)

~~NEW: 2010 09~~Revised: 2011 09

Subcommittee on Program Review – Graduate (SUPR-G)

Terms of Reference:
To coordinate and assume responsibility for reviewing proposals for new graduate 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 graduate programs, and to recommend approved proposals to SCAPA for consideration by Senate.

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

To carry out all such reviews and appraisals, for the Constituent University and the Affiliated University Colleges, in accordance with University Guidelines [http://www.uwo.ca/univsec/handbook/iqap/WesternIQAP.pdf] and the Quality Assurance Framework adopted by the Council of Ontario Universities [http://www.cou.on.ca/related-sites/the-ontario-universities-council-on-quality-assura/policies/pdfs/quality-assurance-framework---guide-may-2011.aspx]

To report annually, for information, through SCAPA, to the Graduate Education Council (GEC), Senate and the Board of Governors.

Composition:
One faculty member or administrative staff member appointed by Faculty Council for each Faculty
One faculty member or administrative staff member appointed by the Affiliated University Colleges (on a rotational basis)
Two members elected by SCAPA
Two Graduate Students elected by GEC
Two faculty members elected by GEC

Ex Officio:
Associate Vice-Provosts (School of Graduate and Postdoctoral Studies) – who shall be co-chairs
Vice-Provost (School of Graduate and Postdoctoral Studies)
Manager, Student Academic Services (School of Graduate and Postdoctoral Studies) (non-voting)
Senior Data Analyst (School of Graduate and Postdoctoral Studies) (non-voting)
University Librarian (non-voting)
Director of the Teaching Support Centre (non-voting)
Secretary of Senate (non-voting)
Vice-President Academic of the Society of Graduate Studies (non-voting)
Resource:
~~Coordinator, Office of the Provost (non-voting)~~
Administrative Assistant – Office of the Vice-Provost, School of Graduate and Postdoctoral Studies (non-voting)

~~NEW: 2010 09~~Revised: 2011 09