SORC REPORT TO SENATE
Amendments to the Name, Terms of Reference and Composition
of the
Internal Academic Review Committee
and the
Establishment of the
Senate Cyclical Program Review Committee

April 28, 2011

In April 2011, the Senate Operations Review Committee (SORC) was referred an item from Deputy Provost and Chair of the Internal Academic Review Committee to review proposed amendments to the Internal Academic Review Committee.

In response to the changes mandated by the Queen's University Quality Assurance Processes (QUQAP), the University is required to establish a cyclical program review committee. In accordance with QUQAP, Section 4, the attached terms of reference and composition of the Senate are being provided to Senate.

MOTION

It is moved by the Senate Operations Review Committee that Senate approve the establishment of the Senate Cyclical Program Review Committee with the attached terms of reference effective May 1, 2012 and that the Internal Academic Review Committee be dissolved effective April 30, 2012.

Respectfully Submitted,

Jean Stairs,
Chair, SORC

Members:
L. Colgan
E. Culham
D. Farewell
S. Goodspeed

**Proposed Amendments to
the Name, Composition and Terms of Reference
of the Senate Internal Academic Review Committee**

IARC – Current Name	Proposed Name
Senate Internal Academic Review Committee (IARC)	**Senate Cyclical Program Review Committee (SCPRC)**
IARC – Current Terms of Reference	**SCPRC – Proposed Terms of Reference**
To have overall responsibility for the internal review of all academic programs through a process known as the Internal Academic Review (IAR). Depending on the circumstances, a specific review may be of a single program within one academic unit, all the programs within an academic unit, or a single program which involves more than one academic unit. An academic unit is defined as an academic department within a Faculty, a non-departmentalized Faculty, or a school or centre or institute. The purpose of conducting internal reviews is to ensure that all academic activities contribute to and are consistent with the mission of the University.	**In accordance with the Queen's University Quality Assurance Processes (QUQAP), t**o **advise the Provost annually on the institutional perspective regarding final assessment reports from the** have overall responsibility for the internal **cyclical program** review**s** of all **undergraduate and graduate** academic programs. Internal Academic Review (IAR). Depending on the circumstances, a specific review may be of a single program within one academic unit, all the programs within an academic unit, or a single program which involves more than one academic unit. An academic unit is defined as an academic department within a Faculty, a non-departmentalized Faculty, or a school or centre or institute. The purpose of conducting internal reviews is to ensure that all academic activities contribute to and are consistent with the mission of the University.
NEW	**To recommend to the Senate any amendments to the Queen's University Quality Assurance Processes (QUQAP).**
To establish the review cycle; initiate the Unit Self Study; appoint the Review Team and Consultants; solicit comment from the university and external communities; receive the Consultants' Assessments and Review Team's Appraisal; and to report to the Senate.	To establish the review cycle; initiate the Unit Self Study; appoint the Review Team and Consultants; solicit comment from the university and external communities; **For each review, receive and evaluate:** **a) the final assessment report from the** Consultants' Assessments and Review Team b) **the internal responses from the Unit Head and relevant Deans.**

	Make recommendations to the Provost that will assure the Program's ongoing improvement. ~~Appraisal; and to report to the Senate.~~
IARC – Composition	**SCPRC – Proposed Composition**
4 Ex Officio Members Vice-Principal (Academic) Vice-Principal (Research) or delegate 1 member of the Senate Committee on Academic Development, who, when practicable, is also a member of Senate, to be named by SCAD 1 member of the Senate Budget Review Committee, who, when practicable, is also a member of Senate, to be named by SBRC	*3 Ex Officio Members* **Provost and** Vice-Principal (Academic) **or delegate;** Vice-Principal (Research) or delegate; **Vice-Provost and Dean of the School of Graduate Studies or delegate** ~~1 member of the Senate Committee on Academic Development, who, when practicable, is also a member of Senate, to be named by SCAD.~~ ~~1 member of the Senate Budget Review Committee, who, when practicable, is also a member of Senate, to be named by SBRC~~
6 Elected Members 3 faculty (3 year terms) 2 students (1 graduate, 1 undergraduate) 1 staff	*6 Elected Members* 3 faculty (3 year terms) 2 students (1 graduate, 1 undergraduate) 1 staff