



### **Senate Committee Agenda Topics 2012- 2013**

Each September, committees provide a summary of their respective agenda items to indicate matters that are likely to come before Senate during the academic year.

#### **Academic Development** (Chair: S. Cole; Secretary: P. Watkin)

- Review of new Programs and modifications of existing Programs/Plans as developed by Faculties and Schools within the guidelines of Queen's University Quality Assurance Processes (QUQAPs);
- Review of amendments to the QUQAPs for submission to COU Quality Council;
- Final Report to Senate regarding Guidelines for the Suspension of Admissions in Academic Programs;
- For-Credit Certificates and Diplomas at Queen's: review of policy for amendment and/or development;
- Enrolment Planning.

#### **Academic Procedures** (Chair: T. Shearer; Secretary: R. Coupland)

In addition to the approval of the:

- Spring 2013 and Fall 2013 convocation schedules;
- Faculty Board-approved degree lists for the Fall 2012 and Spring 2013 convocations; and
- University sessional dates for 2013 – 2014,

SCAP expects to:

- Review the Terms of Reference and membership of the two existing SCAP Subcommittees and discuss whether amendments are necessary and the establishment of a Subcommittee on Convocation should be pursued;
- Review the *Senate Policy on Academic Integrity Procedures – Requirements of Faculties and Schools* and the *Senate Policy on Rescinding Degrees* to ensure consistency between the two documents and the procedures therein;
- Work with all Faculties and Schools to ensure their academic integrity procedures are consistent with the requirements outlined in the *Senate Policy on Academic Integrity Procedures – Requirements of Faculties and Schools*;
- Continue to work with Faculties and Schools, students, and the University administration to ensure the official transcript follows established best practices while meeting the needs of stakeholders;
- Submit a summary report to Senate on the number and type of academic integrity cases for individual cases of academic integrity it has reviewed in 2011 - 2012 in which no appeal was brought to the University Student Appeals Board to conduct a review according to s.10 of the Senate Policy on Student Appeals, Rights and Discipline;

- Review requests from units (e.g. Faculties, Schools, Office of the University Registrar) that impact academic procedures.

**Advisory Research** (Chair: S. Liss; Secretary J. Schmelzle)

- Address matters within its mandate (e.g., Prizes for Excellence in Research, approvals/renewals of research centres and institutes, allocation of internal awards – SARC Annual Competition, PDF Support, etc.);
- Review the Procedures Governing the Establishment, Reporting and Review of Research Centres, Institutes and other entities at Queen’s University;
- Review Terms of Reference;
- Review policies relevant to SARC that may be impacted by the new budget model;
- Implement the Strategic Research Plan.

**Creative Arts and Public Lectures** (Chair: I. Zuk; Secretary: G. MacAllister)

- Adjudicate proposals for the Brockington Visitorship, Chancellor Dunning Trust Lectureship and George Taylor Richardson Memorial Fund.

**Educational Equity** (Chair: M. Blennerhassett; Secretary: J. Christie)

Suggested agenda items 2012-2013 as per the SEEC Annual Report 2011/2012:

- Working on the Educational Equity Guidelines;
- Discussing the Mature Student status;
- Commenting on the Aboriginal Council report;
- Providing feedback on the Student Applicant Equity Census results;
- Working with the Principal’s Office to help in the redesign and reimplementation of the QNS Program;
- Reviewing the Human Rights Office report;
- Providing feedback on the internationalization plan as it is developed;
- Discussing Financial Access to Queen’s by Equity-Seeking Students;
- Following up with the Provost Office regarding the Diversity and Equity Taskforce;
- Discussing the Procedural Fairness Guide for University Decision Makers.

**Information Technology** (Chair M. Vandenburg; Secretary: J. Lesslie)

- Complete the Information Security Policy process by removing obsolete policies;
- Consider IT-related issues regarding the requirement for and use of Turnitin technology for academic integrity purposes;
- Review requirements and direction for Learning Management Systems at Queen’s.

**Senate Cyclical Program Review Committee** (Chair: S. Cole; Secretary: P. Watkin)

- Review and preparation of report to the Provost on the CPR (Cyclical Program Review) for the academic Programs offered by the Department of Classics (BAH, MA Classics; BAH Greek; BAH Latin);
- Anticipated review and preparation of report to the Provost on the CPRs for academic Programs offered by:
  - Department of English Language and Literature (BAH; MA; PHD);
  - Department of French Studies (BAH, MA, PHD French Studies; BAH French Linguistics);
  - Faculty of Education (DED; BED; MA; PHD);
  - School of Policy Studies (MPA; MPA/JD; PMPA);

- School of Nursing (BNSAS; BNSC; BNSRN; MSCN; PHD);
- School of Nursing (CNP).

**Library** (Chair: W. Egnatoff; Secretary: G. Griffith)

- Review of the Senate Library Committee terms of reference, as requested by the Senate Operations Review Committee;
- Educational and scholarly initiatives at the Library;
- The Library and Archives Master Plan.

**Nominating** (Chair: P. Oosthuizen; Secretary: G. MacAllister)

- Generate a slate of nominees to fill vacancies on senate committees arising as a result of committee members reaching the end of their term of appointment;
- Generate nominees to fill vacancies on Senate committees arising as a result of resignations and other unplanned circumstances;
- Review its policies for choosing nominees for positions on Senate committees.

**Non-Academic Discipline** (Chair: H. Smith; Secretary: G. MacAllister)

- Review of the Athletics and Recreation Non-Academic Discipline report;
- Review of non-academic discipline reports from Residences, AMS, SGPS.

**Operations Review** (Chair: TBD; Secretary: G. MacAllister)

- Composition of Senate;
- Review of Senate Committees - number of committees and mandates;
- Length of terms of Senate committee membership;
- On referral from Senate:
  - Senate minutes corrections process;
  - Senate meeting options (May meeting) – most students are not present at the May meeting;
  - Applicability of the Senate Policy on “Non-member Participation at Senate and Senate Committee Meetings” to sub-committees of Senate committees;
  - Wording of Rules of Procedure Section II Motions, #13 regarding “Notice of Motion.”
- Other items as referred by the Senate.

**Orientation Activities Review Board** (Co-Chairs: C. Coupland, R. Garcia; Secretary J. Jones)

- Addressing routine matters within its mandate: review of Orientation, recommendations for delivering the most informative, inclusive, accessible, sustainable program of welcome for new students possible.

**Residence** (Chair: R. Crawford; Secretary: C. Landon)

- Realign budget practices in accordance with the new budget model;
- Discuss the impact of the growth of the campus (students, etc.) / Residence expansion/ planning/impact on the system as a whole;
- Continue to review safety and security related issues;
- Review and discuss Residence Emergency Management Protocol;

- Monitor/Evaluate impact of alcohol-related programmatic changes in Residence, such as alcohol-free residence during Orientation Week pilot project (part of Managing Alcohol in Residence recommendation from Coroner);
- Develop a sustainability master plan over the next year to guide the use of resources (Housing & Hospitality Services).

### **Scholarships and Student Aid** (Chair: J.R. Cordy; Secretary: S. McFadden)

The primary objectives of the Committee for the coming year will continue to be primarily based on our standing mandate, with specific issues as they arise. In particular, in this year we will be addressing the following issues:

- “To recommend to the Senate, University policy governing undergraduate and graduate fellowships, scholarships, medals, prizes, bursaries, loans and other forms of student aid.” In this year we will consider proposals from our Policy working group on:
  - Policy for determining Award Allocation Values  
Current practice is ad-hoc; our goal will be to simplify / standardize award values in relation to available fund income, with a focus on merit-based awards.  
Goals: transparency, efficiency, clarity.
  - Standardization of Terms of Reference nomenclature  
Develop consistent language in our award terms with respect to academic eligibility for renewable awards.
- “To approve the establishment of fellowships, scholarships, medals and prizes and provide a report, at least annually, to Senate.” In this year we will consider proposals from the Registrar, Advancement and others on:
  - Review and approval of proposals for new awards.
  - Review of modifications or retirements of existing awards.
- “To award, either directly or by delegation of power to Faculties and Schools, fellowships, scholarships, medals and prizes, including entrance scholarships, and to report on these awards to the Senate.” In this year we will continue to adjudicate scholarship selections in our Scholarships selection working group as they arise.
- “To review annually the awards of bursaries, loans and other forms of financial aid to students.” In this year we will continue handling scholarship and bursary eligibility appeals in our Appeals working group as they arise, and award of S.W.E.P. positions in our S.W.E.P. working group. In addition we will consider:
  - Priority Setting for the Pooled Student Assistance Fund in consultation with the Provost and Deans.

The following Standing Committees expect to address routine matters within their respective mandates.

**Agenda** (Chair: D. Woolf; Secretary: Secretary L. Knox)

**Honorary Degrees** (Chair: D. Woolf; Secretary L. Knox).