

**RECEIVED**  
JAN 28 2011UNIVERSITY SECRETARIAT  
QUEEN'S UNIVERSITY**MEMORANDUM**

---

**Office of the Provost and Vice-Principal (Academic)**

**To:** Georgina Moore  
University Secretary

**From:** Susan Cole  
Deputy Provost  
Chair, Internal Academic Review Committee (IARC)

**Date:** January 19, 2011

**Subject:** **Proposed amendments to the name, terms of reference and composition of the IARC**

---

Dear Georgina:

At the IARC meeting last week, the attached proposed amendments to the name, terms of reference and composition of the Committee were considered. Most of the discussion focused on the reporting structure of the new Senate Cyclical Program Review Committee (SCPRC) and the aspiration that the Committee will be a more effective agent of change when it reports directly to the Provost. The attached proposed amendments were drafted in conjunction with Section 4 of the Senate endorsed *QUQAPs* (*Queen's University Quality Assurance Processes*) which hopefully will be approved by the COU Quality Council in the near future.

In terms of transition from the current IARC to the new SCPRC, I would like to point out that the internal academic review of Queen's Theological College should be completed this fall and considered by the IARC before December 2011. Since Theology will be the only outstanding review under the current policy, it would be very helpful to keep the present IARC membership intact until the review has been completed. It appears from the Senate website that no members of the IARC are scheduled to retire before August 31, 2012 which will facilitate a smooth changeover from the old IAR procedures to the new *QUQAPs*.

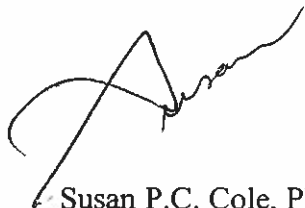
The new processes for cyclical program reviews (CPRs) will be implemented on September 1, 2011. Since there will be lag time between when the first unit self-studies are finished and the external reviewers have completed their site visits, it is anticipated that the work of the SCPRC will not begin prior to May 1, 2012.

Office of the Provost and Vice-Principal (Academic)  
Suite 353 Richardson Hall, Queen's University  
Kingston, Ontario, Canada K7L 3N6  
Telephone: 613-533-2020 Fax: 613-533-6441

Page 2

If desired, I would be pleased to attend a future meeting of the SORC. Please don't hesitate to contact the secretary of the committee, Peggy Watkin, at ext. 75322 or by email at [watkinm@queensu.ca](mailto:watkinm@queensu.ca) if you have any questions or concerns.

Regards,

A handwritten signature in black ink, appearing to read 'Susan P.C. Cole', with a large, sweeping initial 'S'.

Susan P.C. Cole, PhD, FRSC  
Deputy Provost  
Chair, Senate Internal Academic Review Committee

Professor, Pathology & Molecular Medicine and  
Pharmacology & Toxicology  
Bracken Chair in Genetics & Molecular Medicine  
Canada Research Chair in Cancer Biology

Appendix D

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

<b>IARC – Current Name</b>	<b>Proposed Name</b>
Senate Internal Academic Review Committee (IARC)	Senate Cyclical Program Review Committee (SCPRC)
<b>IARC – Current Terms of Reference</b>	<b>SCPRC – Proposed Terms of Reference</b>
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.	<b>To advise the Provost on the institutional perspective and final assessment reports regarding</b> <del>have overall responsibility for the internal</del> <b>cyclical program</b> reviews of all <b>undergraduate and graduate</b> academic programs. <del>Internal Academic Review (IAR).</del> 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.
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.	<del>To establish the review cycle; initiate the Unit Self Study; appoint the Review Team and Consultants; solicit comment from the university and external communities;</del> <b>Receive and evaluate the Consultants' Assessments and Review Team's report and the internal responses from the Unit Head and relevant Deans.</b>  <b>Report and make recommendations to the Provost that identifies significant strengths and opportunities for program improvement and enhancement. Appraisal; and to report to the Senate.</b>

Appendix D

	<b>To recommend to the Senate any amendments to the <i>Queen's University Quality Assurance Processes (QUQAP)</i></b>
<b>IARC – Composition</b>	<b>SCPRC – Proposed Composition</b>
<p><i>4 Ex Officio Members</i>  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</p>	<p><i>4 Ex Officio Members</i>  <b>Provost and Vice-Principal (Academic) or delegate;</b>  Vice-Principal (Research) or delegate;  <b>Vice-Provost and Dean of the School of Graduate Studies or delegate</b>  1 member of the Senate Committee on Academic Development, who, when practicable, is also a member of Senate, to be named by SCAD.  <del>1 member of the Senate Budget Review Committee, who, when practicable, is also a member of Senate, to be named by SBRC</del></p>
<p><i>6 Elected Members</i>  3 faculty (3 year terms)  2 students (1 graduate, 1 undergraduate)  1 staff</p>	<p><i>6 Elected Members</i>  3 faculty (3 year terms)  2 students (1 graduate, 1 undergraduate)  1 staff</p>