



Senate Committee Agenda Topics 2010- 2011

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)

Proposed SCAD agenda items for 2010-2011 include the following:

- The Academic Plan;
- Review of new programs as developed by Faculties and Schools;
- Enrolment Planning;
- Assist with Quality Assurance Framework phase-in, including:
 - Review of Institutional Quality Assurance Processes (IQAPs);
 - Review of recommended procedures for new program proposal briefs.

Academic Procedures (Chair: C. Beach; Secretary: R. Coupland)

In addition to the approval of the

- Spring 2011 and Fall 2011 convocation schedules
- Faculty Board degree lists for the Fall 2010 and Spring 2011 convocations
- University sessional dates for 2011 – 12,

SCAP expects to:

- Monitor and refine the implementation of the Senate approval of the change to letter grading, a GPA scale, and credit unit weighting. SCAP will continue to work with all Faculties and Schools on the implementation of these motions;
- Conduct a review of the official transcript, with a goal of providing consistency among transcripts from various academic programs to enhance readability and understanding of the transcript for prospective employers, graduate and professional school admission committees, and other readers;
- Review and refine policies on rescinding degrees, honorary degree recipients and speakers, special hooding at Convocation, and Faculty jurisdiction with respect to student appeals of academic decisions;
- Establish a Sub-Committee on Degree Conferral Requests to review degree conferral requests from Faculties/Schools submitted outside of the regular degree list dates, and to develop formal procedures for such requests;
- 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 2009-2010 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;

- Ensure regular monthly updates from the SCAP Subcommittee on Examinations and develop new goals and direction for the SCAP Subcommittee on Calendars;
- Review requests from units (e.g. Faculties, Schools, Office of the University Registrar) that impact academic procedures;
- Develop a policy when setting sessional dates to avoid conflicts with faith dates.

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;
- Procedures regarding requests to substitute speakers/performers.

Educational Equity (Chair: L. Notash; Secretary: J. Christie)

- Gender Neutral washroom proposal;
- Continue to liaise with M. Lewis regarding the “Best Practices” research;
- Involvement with developments on equity, diversity and racism issues on campus;
- Liaise with the Diversity and Equity Taskforce (DET);
- Review of the Human Rights Office and the Equity Office annual report;
- Aboriginal Council annual report;
- Examination and review of the Queen's National Scholars (QNS) Program;
- SGPS Climate Survey;
- Review the Ruling of the University Student Appeal Board;
- Review draft Institutional Quality Assurance Processes (IQAPs).

Information Technology (Chair: K. Norman; Secretary: J. Lesslie)

- Continue/complete development of a comprehensive Information and Systems Security Policy Framework for the University;
- Assist in the development of Information Technology Strategic Planning documents for Queen's.

Internal Academic Review (Chair: S. Cole; Secretary: P. Watkin)

The IARC agenda items for 2010-2011 will include the following:

- Review of the DRAFT Institutional Quality Assurance Processes (IQAPs);
- Review of the DRAFT consolidated schedule for future Cyclical Program Reviews (CPRs) [as part of IQAPs] ;
- Reviews for the following units/programs to be reported to Senate:
 - Department of Art;
 - Department of Biology;
 - Department of Philosophy;

- Department of Psychology;
- Faculty of Education.

Library (Chair: E. Lee; Secretary: G. Griffith)

- University Academic Plan and the Library;
- Library Restructuring Action Plan;
- Library budget;
- Library user needs and assessment;
- Scholarly Communications Advisory Subcommittee;
- Access Copyright.

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

- Amendment to Student Appeals, Right, and Discipline policy;
- Review of non-academic discipline reports from Residences, AMS, SGPS;
- Review of Senate policy on Non-Academic Discipline.

Operations Review (Chair: J. Stairs; Secretary: G. MacAllister)

- Composition of Senate;
- Review of Senate Committees - number of committees and mandates;
- Length of terms of Senate committee membership;
- Review Proposal to create the Senate Cyclical Review Program Committee (to replace IARC);
- Any other items as referred by the Senate.

Orientation Activities Review Board (Co-Chairs: C. Coupland, B. Sargent; 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;
- developing a strategy for communicating risks associated with pre- and post-orientation parties affiliated with Orientation Week: the importance of stopping unsafe practices, and possible consequences for individuals who continue to participate in these vents. Findings will be reported to Senate.

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

- Review of Residence Security Research/Assessment project findings and recommendations;
- Discussion and development of a master plan;
- Review and discuss Residence Emergency Management Protocol;
- In-depth Meal Plan review;
- Discuss the impact of the growth of the campus (students, PAC, etc.)/Residence expansion discussion/planning;

- Review updates to Community Standards Rules & Regulations as well as discuss Discipline Statistics Collection and Reporting.

Scholarships and Student Aid (Chair: J.F. Archibald; Secretary: T. Alm)

The Committee will continue to focus attention on matters related to QUASR (Queen's University Administrative System Replacement) and the transition to PeopleSoft. The Committee has started to work on "Financial Aid" and the first phase of the implementation is scheduled for October 2010. Because the Committee is learning in greater detail about the implications of PeopleSoft, there may be other policy-related questions that will need to be addressed.

Additionally, Committee activities will include:

- Approval of Terms of Reference for new and revised scholarships, bursaries and awards;
- Continuation of policy review to codify the Committee's past practices into a manual with emphasis on the following:
 - Renewable Award Policy in relation to the new GPA marking system
 - Address policy related matters which may arise through design and implementation stages of PeopleSoft.

As has been past practice, the SCSSA will meet on a semi-monthly basis beginning at the end of September.

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

Advisory Research (Chair: S. Liss; Secretary: B. Stewart)

Agenda (Chair: D. Woolf; Secretary: G. Moore)

Honorary Degrees (Chair: D. Woolf; Secretary: G. Moore)

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