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
Deferred April 28, 2011
Revised May 25, 2011

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

Senate approved the new Queen's University Quality Assurance Processes *(QUQAPs)* on November 25, 2010. http://www.queensu.ca/secretariat/senate/Nov25_10/QUQAPs.pdf

Subsequently, the Council of Ontario Universities (COU) Quality Council made revisions and ratified the *QUQAPs* on April 28, 2011.
http://www.queensu.ca/vpac/qualityassurance/QUQAPsFinalApr28-11.pdf

The University is required by this process to establish a Senate Cyclical Program Review Committee (SCPRC). In accordance with *QUQAPs*, Section 4, the attached proposal for terms of reference and composition of the SCPRC are for Senate's consideration and action.

At the April 28, 2011 meeting of Senate, the motion was tabled. Since that time, SORC met and re-considered its proposal based on two concerns from Senators that emerged at the April 28, 2011 meeting. These concerns pertained to Senate's role in approving the program reviews and whether the composition of the Senate Cyclical Program Review Committee should include an additional faculty representative who would be a Senator.

SORC consulted with Deputy Provost Susan Cole, Chair of the IAR Committee on both questions that were raised by Senators.

Regarding the first concern pertaining to Senate's role in approving the program reviews, it was noted that Senate had already approved the University's new *QUQAPs* document, and that it had been ratified by the COU Quality Council. This process includes cyclical program reviews. Chart 8 on page 29 of the *QUQAPs* conveys that the Senate Cyclical Program Review Committee makes recommendations to the Provost, who after conducting his/her own assessment report, is required to submit an Executive Summary to both Senate and the Quality Council for information. To strengthen Senate's role in this process, SORC has included in the

proposed Terms of Reference for the SCPRC a requirement that the SCPRC "report at least annually to Senate."

In response to the concern raised at Senate about faculty membership on the SCPRC, Dr. Cole concurred that an increase in faculty members would be welcomed. This will enable the committee to be better equipped to review the many cyclical program reviews, which include both graduate and undergraduate programs. Previously, only undergraduate programs were reviewed by the IAR and graduate programs were reviewed externally by Ontario Council on Graduate Studies (OCGS).

Subsequently, SORC has introduced a "friendly amendment" that proposes increasing faculty membership from three to four. This will provide additional academic expertise, insight and input to help the Senate Cyclical Program Committee to fulfill its mandate.

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 report annually to the Senate and recommend 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.**

IARC – Current Terms of Reference	SCPRC – Proposed Terms of Reference
NEW	**To 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	*7 Elected Members* **4** faculty (3 year terms) **(At least one of whom shall be a Senator)** 2 students (1 graduate, 1 undergraduate) 1 staff