Appendix A: Proposed Terms of Reference for the Special Committee on Undergraduate Academic Policy

1 Membership

1.1 Composition

The Special Committee on Undergraduate Academic Policy will have a total membership of 19 voting members and 1 non-voting member, and will draw widely on members of the wider Faculty community, including members who have experience either in current Standing Committees, in Arts & Science Council, or in Faculty non-governance committees where policy is regularly assessed. The goal is to ensure broad representation from academic leadership across sectors and Colleges, teaching and administrative staff, and students. The composition is as follows:

<table>
<thead>
<tr>
<th>Constituency</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of Arts &amp; Science or delegate (ex officio, voting)</td>
<td>1</td>
</tr>
<tr>
<td>President of ASSU</td>
<td>1</td>
</tr>
<tr>
<td>Faculty Registrar and Director of Undergraduate Academic Services (ex officio, non-voting) (Vice-Chair)</td>
<td>1</td>
</tr>
<tr>
<td>Academic Unit Leadership with at least one College Principal</td>
<td>6</td>
</tr>
<tr>
<td>Teaching Staff</td>
<td>4</td>
</tr>
<tr>
<td>Administrative Staff with at least one senior representative from a College</td>
<td>4</td>
</tr>
<tr>
<td>Undergraduate Students</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

1.2 Selection of Members

The Agenda Committee of Arts & Science Council will accept membership nominations for the Special Committee. The Agenda Committee will consider broad representation for the Special Committee and consider a balance of sectoral representation (humanities, sciences, social sciences), broad administrative experience, and student voices. Previous experience either on governance or non-governance committees will be an asset, especially if experience in policy consideration is present, but that will not be an absolute requirement.
1.3 Term
Terms will be for the duration of the Special Committee, that is, until the date when it is disbanded: June 30, 2021. (See 3.3 below, Duration.)

1.4 Chair and Vice-Chair
The Chair for the Special Committee will be selected from among the members of the committee who represent Academic Unit Leadership. The Vice-Chair will be the Faculty Registrar and Director of Student Academic Services.

1.5 Non-Member Expertise
As with all Committees of Council, this Special Committee will, as needed, request the presence of staff to share expertise as it relates to specific policy considerations, or to request needed data, or both.

2 Quorum
For the Special Committee, one third of the voting members (7), of which at least one (1) must be a member of the Academic Unit leadership, two (2) must be of teaching staff, and one (1) must be an undergraduate student, will constitute quorum.

3 Function

3.1 General Mandate of the Special Committee
The Special Committee on Undergraduate Academic Policy will be responsible for assessing change to, and recommending for approval, divisional academic policies and amendments to such policies, for its duration and with exceptions as listed in Section 4.2, Out of Scope, below. As per the Faculty of Arts & Science Constitution (III-2), “Academic policy sets out the principles for, the general direction of, and/or priorities for the teaching and research activities of the Faculty.”

3.2 Delegated Authority
In establishing this Special Committee, Council is vesting authority to assess proposals for policy change and to judge whether such proposals are a matter of academic policy or may be a change to procedure and process, which would fall under operational changes and not be considered a change in policy in and of itself. This authority is restricted to certain areas of responsibility and there are some aspects of policy not in its purview; see Section 4.2 below.

The Special Committee may not approve Faculty-wide policy change but may move to recommend policy change for the Faculty of Arts & Science Council. Moreover, the expected policy change approval process – which for most Faculty-wide changes will advance for approval or recommendation to the Committee on Academic Policy & Programs¹ – will remain in place. Finally, the Special Committee will present any operational changes it reviewed to the Faculty of Arts & Science Council for information.

¹ The Terms of Reference for the Committee on Academic Programs & Policy (AP&P) affirm that proposals which would have a major significance across a division are subject to approval by AP&P. In general, minor amendments to divisional policy that are either consistent with University-wide policy or which may be considered not to have a major impact on the division may be able to be approved by divisional councils and reported for information either to the Provost or to AP&P.
3.3 Consultative Mandate
This Special Committee will ensure that any proposals or issues sponsored or brought forward has enjoyed wide consultation with governance and non-governance committees of the Faculty, working groups, and appropriate bodies including but not limited to: CPAD, College Principals, College Registrars, Tri-Campus representatives, the Vice-Provost, Academic Programs, and other ongoing consultative forums including Consultation & Communication. As needed, the Special Committee can request data to analyze the impact of proposed policy considerations more closely.

3.4 Duration
This Special Committee will be constituted as of its approval by Arts & Science Council and remain active until June 30, 2021.

3.5 The Case for a Special Committee
As per Section V.2 of the By-Laws of the Faculty of Arts & Science Council, Council may establish Special Committees if the need fits one or more of the following criteria:

a) An issue cannot be accommodated easily within a Standing Committees;
b) An issue does not fall readily under an existing Standing Committee;
c) There is need for the participation of experts not represented on the relevant committee.

This Special Committee meets the first two criteria.

- There is no Standing Committee that can reasonably accommodate the scope of broad academic policy. Previous efforts to approve items of Faculty-wide policy have had to receive feedback from multiple committees and then be sponsored by a Vice-Dean directly for Council.
- No current Standing Committee has the mandate to deal with broad academic policy. Committee on Admissions is mandated to consider and recommend admissions-related policy, and Undergraduate Curriculum Committees formally only recommend changes to programs and courses, though they do meet to consider and offer advice on issues of broad Faculty policy. Committee on Standing/Academic Appeals Board often considers regulatory matters related to petitions and appeals but does not have the mandate to formally propose changes to regulation – though it can and does recommend areas where change may be required.
- There is no formal governance body of Council to partner with and provide a “landing” for recommendations on policy that arise from non-governance committees including, for example, Teaching & Learning and the First Year Foundations Council.

4 Areas of Responsibility
4.1 In Scope
This Special Committee will focus on policies that include but are not limited to:

- Faculty-wide policies regarding course standing and academic standing;
- Faculty implementation and regulation regarding the University’s Grading Practices Policy;
- Academic or regulatory appeal processes;
- Divisional examination and grading practices;
• Transcript notations within degree programs;
• Overall changes to degree requirements.

The scope will be focused on policies that impact undergraduate students as the School of Graduate Studies oversees regulations around graduate students in Arts & Science.

4.2 Out of Scope
• Admissions policy (to the Faculty or to programs of study);
• Establishing, changing, or closing extra-departmental unit (EDUs)s or departments;
• Changes to courses and programs of study.

In all these cases, oversight is either provided by a current Standing Committee or has been delegated to administrative oversight.

5 Procedures
Once established, the Faculty governance team will arrange a first meeting for the Special Committee as soon as possible after membership is confirmed, whether February or early March 2020. That meeting will focus on a review of terms of reference, meeting procedures, and to examine an initial overview of the needed policy work. A preliminary schedule of subsequent meetings will be established as well.

The Committee will have the option to meet in the May to August period, but given Council will not be meeting, this is not assumed. If the Committee did meet it would be to continue consultative and development process of possible academic policy changes.