

SENATE

Academic & Research Planning and Priorities Committee



Terms of Reference

1. PURPOSE

The Academic & Research Planning and Priorities Committee (ARPP; referred to hereafter as the Committee) is a standing committee of Senate whose mandate is to advise Senate on academic and research planning and priorities within the purview of Senate as regulated by the Yukon University Act.

2. DUTIES OF THE COMMITTEE

The Committee will review on behalf of and make recommendations to Senate with respect to the following:

1. Institutional Strategic and Academic plans¹, and other major institutional plans that require Senate's approval.
2. Institutional Research plan as related to the educational goals, objectives, strategies and priorities of Yukon University.
3. Institutional budget on matters that are within the jurisdiction of Senate, i.e., academic implications of the budget, proposals for new academic and research, or major capital projects.
4. The terms of affiliation with other universities, colleges or institutions of learning, or with respect to the modification or termination of an affiliation².
5. The preparation and publication of the University calendar.³
6. The Program review cycle as overseen by Provost.
7. How to advise the Board on the proposed establishment, modification or discontinuance of any faculty, school, department, educational program (see *Appendix* below for the ARPP role), chair, institute, fellowship, scholarship, exhibition, bursary or prize with the focus on strategic academic components of the proposal⁴.
8. How to advise the Board on the academic implications of real property proposed to be owned or acquired by the University, including:⁵
 - a. maintaining and keeping the real property in proper order and condition

¹ YukonU Act, section 31(2)(m)

² YukonU Act, section 31(2)(l)

³ YukonU Act, section 31(2)(j)

⁴ YukonU Act, section 31(2)(i)

⁵ YukonU Act, section 31(2)(n)

- b. erecting buildings and structures on the real property
 - c. making rules respecting the management of the real property.
9. How to advise the Board on enrolment targets, i.e., the number of students that, considering the resources available, could be admitted to the University or any of its faculties, and rules advisable for limiting the admission of students to the number so determined⁶.
10. Other duties or authorities as delegated by Senate.

3. APPROVAL AUTHORITY

Approval authority is limited to providing input, ideas, and recommendations to Senate. Decisions made by the Committee are submitted as recommendations to Senate for final approval.

4. MEMBERSHIP

The Committee shall have the following membership:

Voting Members (15):

- a) Provost and Vice-President, Academic
- b) Vice-Provost, Academic and Research or designated alternate
- c) Executive Director, Continuing Studies
- d) Dean, Applied Arts
- e) Dean, Applied Science and Management
- f) Student representative
- g) Nine Faculty members (comprising 60% of the committee membership) of which
 - one must work at a campus outside of Whitehorse
 - one must be both the co-chair of the Committee and a Senator.

The Committee shall strive to have its membership include at least 30% Indigenous persons from Yukon or elsewhere in Canada”

Non-voting resource members:

- a) AVP Reconciliation or designated alternate
- b) Registrar and Associate Vice-President, Student Life or designated alternate
- c) Vice-President, Finance and Administrative Services
- d) University Secretary and General Counsel.

Term of office

Faculty and student member – min. 1 and max. 3 years., July 1 – June 30.

Student member: 1-year term as elected through the Student Union or, in absence of that process, as nominated through the University Secretariat.

⁶ YukonU Act, section 22(2)(r)

There is no limit to the number of terms a member can serve.

5. COMMITTEE OPERATIONS

Meetings

- a. The Committee shall strive to meet once a month from September to May.
- b. Additional meetings may be scheduled and working groups formed as needed.
- c. Meetings are open to visitors, except for in-camera items.

Committee Co-chairs

The Committee will have 2 co-chairs: one is a Senate member who is appointed by Senate for the duration of their Senate term, and one, who is any voting member of the Committee who is selected and appointed by the Committee for the duration of their Committee term.

There is no limit to the number of terms a co-chair can serve as long as they are a member of the Committee.

Electronic Voting

At the direction of Committee Co-chairs, the University Secretariat shall make provisions for a Committee meeting or vote to be held by electronic means. For electronic voting, the first responder in support of the recommendation is the mover, and the second responder is the seconder.

Quorum and Voting Majority

- a. To conduct business - a quorum of majority of the voting members with a majority of faculty.
- b. To carry a motion - a majority of the voting members present.
- c. The Committee strives to achieve consensus in decision-making.

Meeting Minutes

Minutes will be recorded by the University Secretariat and, once approved by the Committee, posted on the Senate SharePoint page.

Member Responsibility

- a. All members, voting and non-voting, are responsible for maintaining confidentiality of private and/or sensitive materials.
- b. Members must review meeting packages prior to a meeting.

Co-chair duties

- a. To review draft meeting agendas as prepared by the University Secretariat.
- b. To chair committee meetings.
- c. To review draft minutes for accuracy.

Submission requirements

- a. Agenda item requests and submission deadline for the Committee shall be: 10 calendar days before the meeting and must be sent to the University Secretariat.
- b. Submission requirements:
Documentation:
 - only final (clean) versions of all required documents (see Appendix C below) are accepted for submission
 - for submissions which revise existing documents a blackline or track changes copy should be also provided
 - forms: all forms must be fully complete, dated, and signed as required; AND
 - a Briefing Note must accompany each submission.Current forms and templates must be used.

6. REVIEW OF THE TERMS OF REFERENCE

This Terms of Reference will be reviewed every 2 years.

It is the jurisdiction of the Senate Executive Committee to review Senate committee terms of reference and recommend changes to Senate for approval

Document History

Include all updates as approved by Senate

<i>Date</i>	<i>Update</i>
May 20, 2020	ARPP ToR established by Senate
August 2020	Revised by Senate
June 2021	Revised by Senate
June 2024	Revised and approved by Senate

APPENDIX A - ARPP role in establishment, modification or discontinuance of educational programs

Program establishment, significant modification and discontinuance is a shared responsibility between CPRC and the ARPP committees of Senate.

ARPP will focus on strategic academic components of program establishment, modification, suspension, or discontinuance. Focus should be on high-level consideration of whether the proposed change impacts the academic governance or priorities of the institution.

For new programs, there is a phased approach set out below. Stage 1 proposals are reviewed by ARPP only. Stage 2 proposals are reviewed by CPRC only after approval of either the ARPP committee or the Senate as a whole.

The following questions are a non-exhaustive list intended to focus committee deliberations on its area of jurisdiction for program establishment, modification, suspension and discontinuance reviews.

Generally

1. What is the timeline for the proposal? Is the timeline realistic for the work required of the Committee and of Senate?
2. Does the change align with the University's strategic plan?
3. Does the change align with the University's academic plan?
4. Does the proposal affect the university, faculty, and/or school's ability to meet its objectives in established plans?

For establishment

1. Does the new program advance the strategic plan and academic plan?
2. What other strategic considerations for academic governance of the institution which should be taken into account?

For modifications

1. Will the program modifications change any strategic outcomes of the University which the program was advancing?

For suspensions

1. Will the suspension impact the University's strategic commitments?
2. Will the suspension impact the strategic success in other areas of the University?

For discontinuances

1. Will discontinuance of the course or program affect strategic priorities of the University?
2. Will the discontinuance impact commitments the institution has made to community partners or to the Yukon as a whole?

Figure 1. New Program Proposal Approval Process

STAGE 1



STAGE 2

