

## Academic Standards Committee

### Terms of Reference

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#### 1. PURPOSE

The Academic Standards Committee (ASC; referred to hereafter as the Committee) is a standing committee of the Senate that provides advice to the Senate on matters regarding academic policies and procedures to support the Senate in carrying out its functions as regulated by the Yukon University Act<sup>1</sup>.

#### 2. DUTIES OF THE COMMITTEE

1. Through review and revision of academic policies and procedures, the Committee will provide advice to the Senate with respect to the following:
  - a. All matters relating to the academic and other qualifications required of applicants for admission as students to the university or to any faculty<sup>2</sup>.
  - b. Conditions under which persons must be received for examination, to appoint examiners and to determine the conduct of all examinations<sup>3</sup>.
  - c. Quality assurance policies and procedures for academic matters<sup>4</sup>.
  - d. Requirements for granting degrees, including honorary degrees, diplomas, and certificates<sup>5</sup>.
  - e. Policies and procedures for appeals from students in matters of academic discipline<sup>6</sup>.
  - f. Other matters concerning academic quality criteria.
  - g. Other duties or authorities as delegated by the Senate.
  
2. To assist the Provost in development and revision of the academic policies, once conceptually approved by the Provost Council, by providing directions on the establishment of ad hoc committees (including timelines, membership and scope), pursuant to section 3.2 (C) of the PO 1.1 Policy on Policies Procedures of the Policy Framework and receiving regular progress updates from the established committees.

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<sup>1</sup> YukonU Act, s. 31(2)(b)

<sup>2</sup> YukonU Act, s. 31(2)(c)

<sup>3</sup> YukonU Act, s. 31(2)(d)

<sup>4</sup> YukonU Act, s. 31(2)(e)

<sup>5</sup> YukonU Act, s. 31(2)(g)

<sup>6</sup> YukonU Act, s. 31(2)(k)

### 3. APPROVAL AUTHORITY

Approval authority is limited to providing input, ideas, and recommendations to the Senate.

Decisions made by the Committee are submitted as recommendations to the Senate for final approval.

### 4. MEMBERSHIP

The Committee shall have the following membership:

Voting members (8):

- a) Provost and Vice-President, Academic or designated alternate
- b) Registrar and Associate Vice-President, Student Life or designated alternate
- c) The Dean of one Faculty<sup>7</sup>
- d) Five faculty members (60% of the Committee voting members) elected as follows:
  - Applied Arts – 2
  - Applied Science and Management - 2
  - Open seat – 1 which may be filled by any faculty member.

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) Every other Dean who is not a voting member of the committee <sup>7</sup>
- b) University Secretary and General Counsel

Term of office:

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

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

### 5. COMMITTEE OPERATIONS

#### *Meetings*

- a. The Committee shall meet once a month from September to May every academic year.
- 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 shall be co-chaired by the Provost and Vice-President, Academic, and a voting faculty member of the Committee who is selected and appointed by the Committee for the duration of their Committee term.

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<sup>7</sup> On a rotational basis, alternating each year - one of the deans will serve as a voting member, while the other as a non-voting member. A non-voting Dean can act as voting when a voting Dean is absent from the meeting.

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 material.
- 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 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

These Terms of Reference will be reviewed by the Committee every 2 years.

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

### **Document History**

*Include all updates as approved by Senate Date*

<i>Date</i>	<i>Update</i>
December 11, 2019	Internal Academic Governance Committee (IAG) ToR established by Academic Council
2020 - 2022	Annual revision by Senate
June 2022	Annual revision by Senate; approved under the new committee's name - Academic Standards Committee
June 2024	Annual revision by Senate
November 2024	New provision under Section 4 Membership "a non-voting Dean can act as voting when a voting Dean is absent from the meeting"