

SENATE ACADEMIC PROGRAMS AND RESEARCH COMMITTEE
Undergraduate Academic Programs
Sub-Committee
Approved Terms of Reference

Context

The Terms of Reference of the Senate Academic Programs and Research Committee (SAPRC) defines its purpose as *“to oversee academic program approvals (including modifications and termination), oversee quality assurance of academic programs, oversee quality assurance of academic and research Centres and Institutes, and develop and recommend policies concerning the ethical conduct of research and scholarly activity.”*

1. PURPOSE

The purpose of the SAPRC Undergraduate Academic Programs Sub-Committee is to:

- 1.1 provide a thorough review of concept papers, full proposals for degree (Majors and Minors), Certificate or Diploma programs at the undergraduate level (both new programs and program modifications).
- 1.2 Confirm compliance of undergraduate Certificates with the Dalhousie University Certificate Framework.
- 1.3 Approve Minor undergraduate programs on behalf of SAPRC.

Definition: for the purposes of this document, “Certificate or Diploma programs” refer to programs for which courses earn credit hours.

2. SAPRC UNDERGRADUATE ACADEMIC PROGRAMS SUB-COMMITTEE MEMBERSHIP

2.1 Ex Officio Voting Members

- 2.1.1 Associate Vice-President, Academic
- 2.1.2 Associate Dean, Academic, Faculty of Graduate Studies

2.2 Nominated Voting Members

- 2.2.1 2 Members from the SAPRC or nominated by SAPRC, and are knowledgeable in undergraduate programs.
- 2.2.2 5 members nominated by the Associate Deans Academic Council (ADAC) from among the Associate Deans, Academic, appointed for a three-year term, or the length of their appointment as an Associate Dean, Academic.
- 2.2.3 1 member from the Centre for Learning and Teaching.
- 2.2.4 2 students, either from SAPRC or nominated by the Dalhousie Student Union (DSU) for one year. Preferably, one graduate and one undergraduate student.

In accordance with Dalhousie’s focus on equity and diversity and its Employment Equity Policy, appointments to the sub-committee will seek to achieve representation from designated and equity-seeking groups¹ at or exceeding the availability pool (as quantified for designated

¹ Equity-seeking Groups: female-identified individuals, individuals of Aboriginal ancestry (and particularly Mi’kmaq individuals), racialized individuals (and particularly African Nova Scotian), person with disabilities, and individuals who identify as LGBTQ+.

groups in the most recent census, per the Federal Contractors program).

As much as possible, membership is to reflect the diversity of undergraduate programs and Faculties across the university. All members will be appointed by SAPRC. If a member of the sub-committee is unable to participate in a review (e.g., the program under review is from the member's own Department) the Undergraduate Academic Programs Sub-Committee chair may appoint an alternate from SAPRC or ADAC.

The Chair of the SAPRC Undergraduate Academic Programs Sub-Committee will be the Associate Vice-President, Academic.

2.4 Non-Voting Member

Secretary of Senate (or designate)

3. RESPONSIBILITIES

3.1 Preliminary review of all concept papers and proposals to SAPRC for the creation, modification, suspension, or termination of undergraduate academic programs at any level (i.e., Certificate, Diploma or Degree).

3.1.1 The sub-committee may request, from the academic unit involved, clarifications or changes to the material or reports to facilitate review by SAPRC.

3.1.2 The sub-committee will make comments, suggestions or recommendations to SAPRC related to the submission.

3.2 Review of new undergraduate Certificates, major modifications to undergraduate Certificates, and suspensions and terminations of undergraduate Certificates, to confirm compliance with the Dalhousie University Certificate Framework.

3.3 Approval of Minor undergraduate programs (approval of new Minors; major modifications to existing Minors; suspension and termination of existing Minors) on behalf of SAPRC.

3.4 Other tasks

3.4.1 Undertake other tasks as directed by SAPRC.

*Approved by Senate Planning and Governance Committee December 13, 2017

* Revisions approved by the Senate Planning and Governance Committee April 20, 2022