

## Terms of Reference

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### 1. PURPOSE

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

### 2. DUTIES OF THE COMMITTEE

1. Through review and revision of academic policies, procedures, and regulations to provide advice to Senate regarding:
  1. 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>
  2. conditions under which persons must be received for examination, to appoint examiners and to determine the conduct of all examinations<sup>3</sup>
  3. quality assurance policies and procedures for academic matters<sup>4</sup>
  4. requirements for granting degrees, including honorary degrees, diplomas, and certificates<sup>5</sup>
  5. policies and procedures for appeals from students in matters of academic discipline<sup>6</sup>
  6. other matters concerning academic quality criteria
  7. other matters as assigned by 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 Senate.

### 4. MEMBERSHIP

The Committee shall have

Voting members (8):

- a) Provost and Vice-President, Academic
- b) Dean<sup>7</sup>
- c) Registrar and AVP Student Life or designate
- d) Faculty<sup>8</sup> members (60%) – five (5) elected:
  - 2 - Applied Arts Faculty Council – 2
  - 2 - Applied Science and Management Faculty Council
  - 1 - open seat for eligible non-affiliated faculty members of YRC<sup>9</sup>, Library Services, Student Success Division.

Non-voting members (3):

- a) Dean<sup>7</sup>
- b) University Secretary and General Counsel
- c) University Secretariat admin support

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 Vice-President, Academic and Provost, and a faculty voting member as selected internally by the Committee.

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<sup>7</sup> On a rotational basis, one of the deans will be a voting member, while the other a resource person (non-voting member); term – 1 year.

<sup>8</sup> As defined in the Senate Terms of Reference

<sup>9</sup> YukonU Research Centre

### *Electronic Voting*

At the direction of Committee Co-chairs, Governance Office shall make provision for a Committee meeting or vote to be held by electronic means. For an 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 members with a majority of faculty.
- b. To carry a motion - a majority of the members present.

### *Meeting Minutes*

Minutes will be recorded by the Governance Office 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 meetings.

### *Co-chair duties*

- a. To review draft meeting agendas as prepared by the Governance Office.
- b. To chair committee meetings.
- c. To review draft minutes for accuracy before they are posted for members on-line.

## **6. REPORTING TO SENATE**

Senate Committees' update is a standing Senate agenda item.

The Committee shall provide a monthly update based on its activities and discussions as captured in meeting minutes.

## **7. REVIEW OF THE TERMS OF REFERENCE**

This Terms of Reference will be reviewed annually.

It is the jurisdiction of the Senate Executive Committee to "annually review all Senate committee terms of reference and recommend changes to Senate for approval"<sup>10</sup>.

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<sup>10</sup> Executive Committee Terms of Reference, Duties.

### *Document History*

*Include all updates as approved by Senate Date*

<i>Date</i>	<i>Update</i>
Nov 16, 2022	s. 4 Membership: inclusion of Registrar's designate
Nov 15, 2023	s. 2 Duties of the Committee: new duty added under 2.2 s. 4 Membership: update to the titles (non-substantive change by the University Secretariat)