

Senate Committee on Academic Curriculum and Awards (ACA)

Effective Date: November 8, 2024

Supersedes: July 1, 2022; June 5, 2020; September 2018; July 2014

Date of Next Review: Spring 2027

The primary responsibilities of the Senate Committee on Academic Curriculum and Awards (ACA) are to:

- review proposals for new academic programs and changes to existing programs;
- review proposals for new undergraduate courses or changes to existing undergraduate courses;
- appraise cyclical reviews of academic programs;
- provide oversight of Western Approved Micro-credentials;
- review the academic content of agreements with external institutions, and
- approve the establishment of terms of reference for student scholarships, medals or awards, for recommendation to the Board of Governors.

The Senate Committee on Academic Curriculum and Awards (ACA) has under its jurisdiction the following subcommittees:

- Subcommittee on Program Review – Undergraduate (SUPR-U)
- Subcommittee on Program Review – Graduate (SUPR-G)
- Subcommittee on Undergraduate Academic Courses (SOC)
- Administrative Subcommittee to Review Scholarships (SRS)

TERMS OF REFERENCE

Establishment of and Revisions to Academic Programs

1. To review, and approve for recommendation to Senate, proposals for the establishment of new programs, degrees, modules and/or subject areas and for their revision, discontinuation or renaming.
2. To review, and approve for recommendation to Senate, proposals to revise the admission requirements for existing modules and programs that involve a change to the average required for admission to the module/program.

Establishment of and Revisions to Undergraduate Courses

3. To review and consider any proposal referred to the Committee by SOC in respect of any of the following:
 - (a) the establishment, revision and discontinuation of undergraduate courses;
 - (b) revisions to the admission requirements of established undergraduate modules and programs that involve changes to the courses required for admission; and
 - (c) revisions to established undergraduate modules and programs that involve course substitution, amendment or addition/withdrawal and that do not impact the total number of courses specified for the module or program.

Cyclical Reviews of Academic Programs

4. To receive from SUPR-U, reports of cyclical reviews of existing undergraduate programs assessing the overall quality of the programs and making appropriate recommendations in light of those reviews. To approve such cyclical review reports and to forward them to Senate for information.
5. To receive from SUPR-G, reports of cyclical reviews of existing graduate programs assessing the overall quality of the programs and making appropriate recommendations in light of those reviews. To approve such cyclical review reports and to forward them to Senate for information.

Western Approved Micro-credentials

6. On behalf of the Senate, the Committee has delegated authority to approve Western Approved Micro-credentials and digital badges for Western Approved Micro-credentials.
7. To review on a three-year cycle Western Approved Micro-credentials through a robust and rigorous internal quality assurance process including an on-going self-assessment strategy.

Agreements with External Institutions

8. To examine and review, for recommendation to the Senate, the academic content of agreements with external institutions.

Student Scholarships, Medals and Awards

9. On behalf of the Senate, the Committee has delegated authority to approve the establishment of terms of reference for scholarships, medals or awards, for recommendation to the Board of Governors through the President & Vice-Chancellor.

Additional Responsibilities

10. To receive for information and transmittal to Senate, reports from the Subcommittee on Undergraduate Academic Courses (SOC).
11. To receive for information and transmittal to the Senate and the Board of Governors, the annual report of the Office of Academic Quality and Enhancement from SUPR-U and SUPR-G.
12. To form such other subcommittees and working groups as necessary.
13. To be mindful of the Truth and Reconciliation Commission's Calls to Action on Education (no. 62 – 65) and principles of Equity, Diversity, Inclusion, Decolonization and Accessibility (EDIDA) as set out in Western's EDI Strategic Plan and Indigenous Strategic Plan in fulfilling its responsibilities.

COMPOSITION

Elected:

Thirteen members elected by Senate:

- Eleven faculty members, at least seven of whom are members of Senate. No more than two faculty members may be from the same Faculty, School, or Affiliated University College. No more than one faculty member may be a Dean. At least four faculty members must have membership in the School of Graduate and Postdoctoral Studies.
- Two students: one graduate and one undergraduate.

Ex officio (voting):

President & Vice-Chancellor
Provost & Vice-President (Academic)
Vice-Provost (Academic Programs)
Vice-Provost (Graduate and Postdoctoral Studies)
Vice-Provost and Associate Vice-President (Indigenous Initiatives)
Associate Vice-President (Equity, Diversity & Inclusion)
Chair, Senate Committee on Academic Policy
USC Vice-President (University Affairs)
SOGS Vice-President (Academic)
The Provost (or equivalent) of Huron University College
The Provost (or equivalent) of King's University College

Ex officio (non-voting):

University Registrar
University Secretary

Observers (non-voting):

Appointed on a one-year rotational basis:

One Academic Advisor (and an alternate) from the faculties with first-entry programs

One administrative representative (and an alternate) from the pool of individuals managing second-entry programs.

The Committee shall elect a Chair and a Vice-Chair annually from among the members elected by Senate.

GENERAL PROCESS FOR SENATE COMMITTEES AND BOARDS

Designates: Per Senate By-Law VI. 8. a), an *ex officio* member may designate two persons to act on their behalf. The designates shall occupy official positions in the same unit and be able to fully represent the *ex officio* member at the meeting. The Secretariat's Office must be notified about the names of the designates by September 1 each year.

Terms: Per Senate By-Law VI. 10. a), unless otherwise specified, the terms of office for elected members shall be one year (renewable) for students and two years (renewable) for faculty/others.

Quorum: Per Senate By-Law VI. 11. a), quorum shall be one-half of the voting members, including at least one-half of the elected or appointed members, during September to May, and one-third of the voting members, including one-third of the elected or appointed members, during June, July and August.

Quorum September to May: 12 members,
including 7 elected/appointed

Quorum June to August: 8 members,
including 6 elected/appointed