

Subcommittee on Undergraduate Academic Courses (SOC)

Effective Date: November 8, 2024

Supersedes: July 1, 2022

Date of Next Review: Spring 2027

The Subcommittee on Undergraduate Academic Courses (SOC) is a subcommittee of the Senate Committee on Academic Curriculum and Awards (ACA).

TERMS OF REFERENCE

1. On behalf of ACA, the Subcommittee has delegated authority to approve, on the recommendation of the Faculty, School or Affiliated University College:
 - (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.
2. To refer to ACA any proposal that the Subcommittee deems may have broader implications and require curriculum or Quality Council approval.
3. To make recommendations to the Senate Committee on Academic Policy relating to potential areas to address in academic policy.
4. To report to ACA at least twice annually.
5. 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, particularly in consideration of courses and modules/programs.

Subcommittee on Undergraduate Academic Courses (SOC)

6. Within the remit of the Subcommittee and drawing on the tools available, to foster opportunities for collegial discussion of interdisciplinary learning.

COMPOSITION

Elected/Appointed:

One representative from each Faculty, School or Affiliated University College (excluding the School of Graduate and Postdoctoral Studies), appointed by the Dean/President, who is either an Associate Dean Academic (or equivalent) or a faculty member familiar with course/module development.*

Additionally, each Dean/President may appoint an alternate to attend (with voice but no vote) only when the appointed member is unavailable.* The alternate may be an administrative staff member, but must be familiar with curriculum (e.g., through work in academic advising or curriculum development). Alternates may not be counted to fulfill quorum.

Six members elected by Senate:

Four faculty members, one of whom is familiar with course/module development or has served as an Undergraduate Chair (or equivalent).

Two undergraduate students.

One Academic Advisor, appointed by the Academic Advisors.*

Ex officio (voting):

Chair, ACA (or designate)
Executive Director, Western Continuing Studies

Ex officio (non-voting):

University Registrar
University Secretary

The Committee shall elect a Chair and Vice-Chair annually. Alternates are not eligible to serve as Chair or Vice-Chair.

GENERAL PROCESS FOR SENATE SUBCOMMITTEES

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. b), the quorum shall be one-half of all voting members during September to May, and one-third of all voting members during, June, July and August.

Quorum September to May: 11 members

Quorum June to August: 8 members

*The terms of the appointed members are two years.