

Academic Planning Committee (ACAPLAN)

Composition

- Vice-President Academic, (Anglophone Affairs)
- Vice-President Academic, (Francophone Affairs)
- Director, Academic (Native Affairs)
- Dean of Graduate Studies
- Six faculty members, including at least two of whom teach in French Language programmes and two of whom teach in English language programmes and one Library representative
- One faculty member who teaches in a Native programme
- One faculty member from each University Council (i.e. RDC, Graduate, CPF, CELP)
- Two students from the SGA, one of whom is a member of the Native Student Association
- One student from each of the student association AEF, LAMPS and GSA
- One member of the Board of Governors
- Registrar (ex officio, non-voting member)
- Director, Institutional Research (ex officio, non-voting member)

Terms of Reference

A Vice-President Academic is the Chair of ACAPLAN.

The Academic Planning Committee is responsible for the regular updating of plans for academic development to ensure that they are consistent with the University's overall purpose and appropriate to the evolving environment in which the University is set.

The Academic Planning Committee is responsible for review of new academic programmes and has the authority to recommend new programmes for Senate approval. Programmes presented to ACAPLAN for review and recommendation to Senate must first be reviewed and approved by the appropriate Faculty Councils and curriculum committees, including CELP, CPF and Graduate Council. ACAPLAN is responsible for consulting the University Budget Committee before recommending a new programme to Senate if the new programme has requested new resources, including, among other requests, new faculty positions, increased infrastructure use and additional use of administrative resources.

The Academic Planning Committee is responsible for reviewing and providing to Senate the substantive outcomes of cyclical review of existing academic programmes. ACAPLAN is responsible for reporting to Senate the commendations and recommendations resulting from programme reviews. ACAPLAN is responsible for following the University undergraduate programme review policies and for reviewing and forwarding recommendations to Senate on policy changes in provincial UPRAC Guidelines. For undergraduate programmes, ACAPLAN not only reviews and reports

commendations and recommendations to Senate, but also follows up such recommendations within a time period not to exceed 18 months.

Such followup will also be reported to Senate. For graduate programmes, ACAPLAN will review the reports from OCGS along with Graduate Council recommendations and provide additional recommendations and consultation with the University Budget Committee as deemed necessary before reporting to Senate. Followup for graduate programmes will be within a time period of 18 months and will include consultation with Graduate Council and the Dean of Graduate Studies.

Annually, the Academic Planning Committee will review updated information on academic development, request a consultation with the Deans of the Faculties, and the Director of the Library to provide its recommendations for the allocation of tenure track positions by department and by programme to the University Budget Committee.

The Academic Planning Committee will maintain updated information on the academic plans and proposals for Laurentian degree programmes offered by collaboration and by affiliated and federated colleges, regardless of instructional media used to deliver these programmes. To inform Senate about Laurentian degree programmes at all sites where Laurentian degrees are provided, ACAPLAN will present a yearly report to Senate.