



**General Faculties Council  
Academic Program Subcommittee  
Terms of Reference**

**1. ESTABLISHMENT**

The Academic Planning and Priorities Committee (**APPC**) hereby establishes a subcommittee called the Academic Program Subcommittee (**the Subcommittee**) under the provisions of the General Faculties Council's (**GFC**) General Terms of Reference for Standing Committees and these Terms of Reference, and delegates to the Subcommittee the authorities set out herein. In the event of a conflict between the provisions of these Subcommittee Terms of Reference and the General Terms of Reference, these Subcommittee Terms of Reference will govern.

The Vice-Provost (Teaching and Learning) shall act as the responsible senior administrator to the Subcommittee, providing the link between senior administration and the Subcommittee.

**2. MEMBERSHIP**

Co-Chair

Vice-Provost (Teaching and Learning) (ex-officio, voting).

Academic Co-Chair

As named by the GFC Executive Committee (see "Voting Members" below).

Voting Members

- Five academic staff members appointed by the GFC Executive Committee, at least one of whom shall be a member of GFC at the time of their appointment. One of these persons shall be named by the GFC Executive Committee as Academic Co-Chair of the Subcommittee.
- One student appointed by the Students' Union
- Registrar (ex-officio)
- Academic Co-Chair of the Graduate Academic Program Subcommittee (ex-officio)

Non-Voting Members

- One person appointed by the Faculty Association
- Associate Deputy Provost (ex-officio)

### **3. ROLE**

The Subcommittee serves as a vetting and advisory group to APPC in respect of the creation, alteration, or termination of undergraduate programs.

### **4. RESPONSIBILITIES**

The Subcommittee will fulfill its role primarily by carrying out the activities enumerated below.

The listed responsibilities shall be the common, recurring activities of the Subcommittee; however, the Subcommittee may carry out additional responsibilities and duties within its role.

The Subcommittee's primary responsibilities are as follows:

1. Approve:
  - a. Proposals for the suspension of undergraduate programs; and
2. Review and recommend to APPC:
  - a. Proposals for the creation or termination of undergraduate programs (including degree programs and credit certificate and diploma programs); and
  - b. Proposals for the creation or termination of joint, dual, or collaborative delivery of undergraduate degrees, certificates, or diplomas with other institutions; and
  - c. All major undergraduate program changes, such as modification of program completion requirements (e.g., number of courses in a major), program redesigns, or program specializations;
3. Evaluate, monitor, develop and recommend to APPC necessary revisions and improvements to the University's program review and approval processes and process documents with respect to programs within its role; and
4. Such other activities and responsibilities delegated or assigned to it by APPC from time to time.

The Subcommittee is also ultimately responsible for the work and responsibilities of any working groups that support or report to the Subcommittee.

### **5. POWERS**

Other than, or in the absence of, specific delegations of authority from APPC to act autonomously, the Subcommittee's powers shall be limited to providing input and ideas, advising, and making recommendations to APPC.

### **6. AUTHORITIES**

The Subcommittee has the specific delegated authority to autonomously: (i) require changes to proposals and to require that proposals receive the recommendation of the Subcommittee before being moved forward to APPC for approval; and (ii) approve undergraduate program suspensions, all on the condition that decisions made or actions taken under this delegated authority are reported to APPC.

**As at May 15, 2024**