

Academic Senate Policy Committee

1. Role

Academic Senate Policy Committee assists Academic Senate by providing advice with respect to the development and review of policies that are the responsibility of Academic Senate, as outlined in the [Academic Governance Policy](#).

2. Terms of Reference

- 2.1 Consider overarching policy themes and examine the relationships between policies to recommend issues for consideration and/or more efficient means of conducting reviews (for example, reviewing multiple policies that are related at the same time)
- 2.2 In consultation with the policy owner (unit head in DDS) and key stakeholders, where appropriate, identify issues that need to be addressed in the policy review
- 2.3 Consider and agree on the preferred approach and methodology for individual policy reviews
- 2.4 Maintain an annual Policy Development and Review plan
- 2.5 Consider draft revisions to policies and
- 2.6 Recommend proposed policies to Academic Senate for approval.

3. Membership

Membership will be as follows:

- a) Provost or nominee (Chair)
- b) Chair, Academic Senate (Deputy Chair)
- c) Deputy Chair, Academic Senate
- d) Director, Governance Services
- e) Associate Director, Information, Governance & Policy
- f) CEO of the College, or nominee
- g) Pro Vice-Chancellor, Global Partnerships
- h) Pro Vice-Chancellor, Learning and Teaching
- i) Pro Vice-Chancellor, Quality and Integrity
- j) Pro Vice-Chancellor, Research or nominee
- k) Three School representatives selected by the Provost
- l) Dean, Graduate Studies
- m) Director, Research Institute representing the University's Research Institutes, as selected by the Senior Deputy Vice-Chancellor and Vice-President, Research, Enterprise and Global
- n) Director, Data Integrity, Quality & Operations or nominee
- o) Head, Placements

The Committee seek input from expert members, as appropriate, selected by the Chair. These might include:

- School/The College staff (DAP, Subject Coordinator or professional staff with operational experience)
- University Research Institute staff
- Office of the Pro Vice-Chancellor International staff
- Library staff
- Students (for example, a student member of Senate or a Senate standing committee)
- Other members of Academic Senate.

4. Meeting Frequency

ASPC will meet four to six times per year, as required. E-meetings may be scheduled at the discretion of the Chair to consider urgent matters.

5. Quorum

Quorum is one-half (or if one-half is not a whole number, the whole number next higher than one-half) of the total number of its members then in office.

If a quorum is not present within 30 minutes of the stated commencement time, the meeting shall automatically lapse and the business on the agenda shall be included in the agenda for the next meeting.

Approved at Academic Senate on 11 October 2024.