Terms of Reference

Academic Administration Committee

Date last Updated | May 31, 2017
Prepared by | Melanie Train

1.0 Purpose
The Academic Administration Committee is an advisory and policy-setting committee focusing on issues affecting undergraduate students.

2.0 Objectives
The Academic Administration Committee provides advice and recommendations to the Associate Dean Academic and approves policies relating to undergraduate education, including:

- Recruitment
- Admissions
- Enrollment
- Degree progression
- Student advising and development
- Curriculum
- Teaching and learning excellence
- Management of teaching assistantships
- Teaching budget
- Strategic priorities relating to students, teaching, and learning

3.0 Membership
- Dean
- Associate Dean, Academic (Chair)
- Assistant Dean, Learning Technologies
- Director, Student Academic Services
- Program Director, Applied Biology
- Program Director, Food, Nutrition & Health
- Program Director, Global Resource Systems
- Undergraduate student representative
- Associate Dean, Graduate Studies (ex officio)
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<th>4.0 Procedures</th>
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<td>1. Decisions will be made by consensus whenever possible. Where consensus cannot be reached, the decision of the Dean will be final.</td>
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<td>2. Minutes and Agendas: Minutes will be taken and distributed by the Faculty Liaison. Agendas will be compiled in consultation with the Chair. Location of each meeting will be determined by the Faculty Liaison.</td>
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<th>5.0 Meetings</th>
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<td>The Academic Administration Committee will meet monthly from September to June. Meetings may be cancelled if there are insufficient agenda items.</td>
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Academic Administration Committee – Current Members (2016-17):

Rickey Yada, Dean
Christine Scaman, Associate Dean, Academic (Chair)
Cyprien Lomas, Assistant Dean, Learning Technologies
Christine Klaray, Director, Student Academic Services
David Fraser, Program Director, Applied Biology
Zhaoming Xu, Program Director, Food, Nutrition & Health
Les Lavkulich, Program Director, Global Resource Systems