

Capilano University

Terms of Reference for the Academic Planning Committee of the Faculty of Arts & Sciences

The Academic Planning Committee of the Faculty of Arts & Sciences was established at the Faculty of Arts & Sciences meeting of 17 September 2010.

1. Membership and Voting Rights

The seven members of the committee with voting rights are:

- a) Dean of the Faculty of Arts & Sciences;
- b) Vice Chair of the Faculty of Arts & Sciences;
- c) One Division Chair;
- d) One faculty member from each of the three divisions
- e) One student who is enrolled in a program of study in the Faculty or who has previously passed courses offered by the Faculty with a value of at least 12 credits;

Attendance and participation at meetings, but without the right to vote, is open to interested members of the Capilano University community.

2. Chair

The Vice Chair of the Faculty of Arts & Sciences is the Chair of the Academic Planning Committee.

3. Quorum, Meeting Notice and Frequency

Quorum consists of a minimum of 4 voting members of the Committee and must include the Chair or designate.

A minimum of one week's notice will be given prior to any meeting of the Committee. The Committee will meet at least once in each of the Fall and Spring terms.

4. Committee Business

At the Faculty of Arts & Sciences Meeting of 17 September at which the Committee was established, the Committee was charged to "make broad recommendations as to the new directions for the Faculty of Arts & Sciences."

Within this general mandate, the Committee's work may include, but is not limited to:

- a) consideration of future initiatives related to existing degrees in the Faculty in consultation with any established steering committees for these degrees ;
- b) consideration of the merits of new degrees proposed from members and non-members of the Committee , without initial regard to how they will be financed;
- c) consideration of areas of cooperation with other faculties of the University to create, for example, niche degrees.

The Committee reports to both Faculty of Arts & Sciences Dean's Advisory Committee (DAC) and Faculty of Arts & Sciences (FAS) meetings.

5. Agenda and Minutes

- a) Meeting agendas are prepared by the Chair with items contributed by members, and are distributed to members at least several days prior to the scheduled meeting.
- b) Minutes of each meeting are taken and published online. Minutes will also be sent to the Chairs to be distributed to coordinators.