



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

**1. ESTABLISHMENT**

The Academic Planning and Priorities Committee (**APPC**) hereby establishes a subcommittee called the Undergraduate 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 Deputy Provost or a Vice-Provost or equivalent designated by the Provost and Vice-President (Academic) shall act as the responsible senior administrator to the Subcommittee, providing the link between senior administration and the Subcommittee.

**2. MEMBERSHIP**

Co-Chair

The Deputy Provost or a Vice-Provost or equivalent designated by the Provost and Vice-President (Academic) (ex-officio, voting).

Academic Co-Chair

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

Voting Members

- One academic staff member appointed by each Faculty Council offering undergraduate programs. The appointees should have experience leading undergraduate programs at a Faculty level. One of these persons shall be named by the GFC Executive Committee as Academic Co-Chair of the Subcommittee.
- Vice-Provost (Teaching and Learning) (ex-officio)
- Executive Director, Institutional Commitments or designated academic staff member (ex-officio)
- Director, Indigenous Strategy or designated academic staff member (ex-officio)
- Registrar (ex-officio)
- Academic Co-Chair of the Graduate Academic Program Subcommittee (ex-officio)
- One student appointed by the Students' Union

## Non-Voting Members

- One person appointed by the Faculty Association
- Associate Deputy Provost (ex-officio)
- Associate Registrar & Director, Systems and Policy (ex-officio)
- Calendar Editor (ex-officio)
- Senior Specialist, Academic Advising (ex-officio)
- A representative of the Senior Advisor Group appointed by the Co-Chairs (up to a two-year term)

### **3. ROLE**

The Subcommittee serves as a vetting and advisory group to APPC in respect of the creation, alteration, or termination of undergraduate programs and those responsibilities delegated to it by APPC from time to time.

### **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. all changes to undergraduate courses (e.g., hours, title, and content) including those that are cross-listed (courses that are offered for credit towards either an undergraduate or graduate degree);
- b. all minor undergraduate program changes, such as additions and deletions of courses, and changes to degree options;
- c. changes to Faculty-level undergraduate academic regulations including Faculty-level undergraduate program admission requirements, except if the change(s) have institutional impact;
- d. proposals for the suspension of undergraduate programs; and
- e. editorial and minor revisions to other sections (those not specific to either undergraduate or graduate) of the Academic Calendar, after consultation with the Co-Chair of the Graduate Academic Program Subcommittee (GAPS).

#### **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);
- b. proposals for the creation or termination of joint, dual, or collaborative delivery of undergraduate degrees, certificates, or diplomas with other institutions;
- 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;
- d. new and changes to existing Undergraduate Regulations, including undergraduate admission requirements;

- e. new and changes to Faculty-level undergraduate academic regulations and Faculty-level undergraduate program admission requirements in cases where the changes have institutional impact;
  - f. new and changes to existing University Regulations (concurrent review and recommendation by the GAPS may be required for University Regulations); and
  - g. major revisions to other sections of the Academic Calendar (concurrent review and recommendation by the GAPS is also required).
- 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; (ii) approve undergraduate program suspensions, (iii) approve undergraduate course changes and minor undergraduate program changes, (iv) approve changes to Faculty academic regulations and admission requirements, (v) approve revisions to the undergraduate sections of the Academic Calendar, and (vi) approve editorial and minor revisions to the other sections of the Calendar, all on the condition that decisions made or actions taken under this delegated authority are reported to APPC.

**As at May 21, 2025**