

JOB

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MEMO

**ATTENTION: Senate**

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**FROM:** Bill Krane, Acting Vice-President, Academic & Provost, and Chair, SCUP

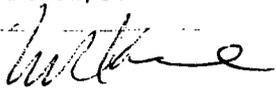
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**RE:** SCUP Membership  
(SCUP 09-20)

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**DATE:** April 27, 2009

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At its April 8, 2009 meeting SCUP proposed a revision to the committee membership to include representatives from the new Faculties, and to provide ongoing representation regarding graduate issues. The terms of Deans on SCUP will be extended to two years and staggered, for improved continuity. The proposed additions to the committee are bolded in the attached. The committee terms of reference are unchanged.

**Motion**

That Senate approve the proposed changes to the SCUP Membership.

encl.

## SCUP Membership and Terms of Reference

With the addition of three new Faculties, there is a need to revise the membership of SCUP, as follows.

### Proposal:

- Increase the number of academic deans on SCUP from 3 to 4 by the addition of the Dean of Graduate Studies as an ongoing representative.
- Rotation of Faculty deans will be every 2 years rather than annually, and terms staggered for greater continuity.
- Additional faculty representatives from each of the new Faculties are added.
- Student representation will be increased by the addition of a specified position for a graduate student.

### Members (current)

VP Academic (chair)  
3 Deans, selected by Deans & Librarian  
VP Research  
Associate VP Academic  
Registrar and Senior Director Student Enrollment (or designate)  
Faculty Senator, Applied Sciences  
Faculty Senator, Arts & Social Sciences  
Faculty Senator, Business Admin.  
Faculty Senator, Education  
Faculty Senator, Health Sciences  
Faculty Senator, Science  
3 Student Senators (& 1 alternate)  
Convocation Senator  
Director, Institutional Research and Planning  
Director, University Curriculum (committee secretary)  
Recording Secretary

### Members (proposed)

VP Academic (chair)  
3 Deans, selected by Deans & Librarian  
*Dean of Graduate Studies (or designate)*  
VP Research  
Associate VP Academic  
Registrar and Senior Director Student Enrollment (or designate)  
Faculty Senator, Applied Sciences  
Faculty Senator, Arts & Social Sciences  
Faculty Senator, Business Admin.  
*Faculty Senator, Communication, Art and Technology*  
Faculty Senator, Education  
*Faculty Senator, Environment*  
Faculty Senator, Health Sciences  
Faculty Senator, Science  
**3 Undergraduate Student Senators (and 1 alternate)**  
*Graduate Student Senator (and 1 alternate)*  
Convocation Senator  
Director, IRP  
Director, University Curriculum (committee secretary)  
Recording Secretary

### **Terms of Reference:**

1. To be responsible for the operation of the system of academic planning established in the Senate Guidelines for Academic Plans.
2. To recommend the priorities that should be attached to the central allocation of resources required to implement approved new programs and strengthen existing programs.
3. To review and approve letters of intent for submission to the provincial program review process.
4. To consider and make recommendations to Senate on proposals for new undergraduate and graduate programs and the discontinuance of programs.
5. To be responsible for the operation of the system of external review of academic units set out in the Senate Guidelines for External Reviews.
6. To receive and review recommendations for the establishment and disestablishment of academic departments and research units, and centres and institutes under Policy R40.01. and forward recommendations to Senate.
7. To provide advice to the President on the annual operating budget, annual capital budget, and Five Year Capital Plan before they are submitted to the Board of Governors for their approval. In carrying out this responsibility, SCUP will:
  - a) Maintain an overview and familiarity with the operating and capital funds of the University, with the current financial environment, and with financial opportunities and constraints impacting the University.
  - b) Consult with the university community concerning the preparation of the operating and capital budgets.
  - c) Have provided to it confidential and non-confidential budgetary and related documentation as required to assist in the conduct of its work.

(Guidelines for SCUP budget considerations - see Senate Paper S.01-29.)

Quorum - Six Members

Committee meetings normally are scheduled monthly on Wednesday at 2pm with adjournment not later than 5pm.

SCUP reports to Senate in May of each year.