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## ACADEMIC QUALITY ASSURANCE COMMITTEE

### Terms of Reference

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**Reports to:** Faculty Council

**Membership:** Four faculty, one from each division and school. One will be appointed chair

**Appointment:** By the Vice President Academic Administration. Chair will be selected by the committee

**Term:** Standing; appointments are for three years

**Purpose:** To monitor and make recommendations to improve academic quality

**Terms of Reference:**

Responsibility	Power
To call for and evaluate annual reports from departments and committees	To act
To respond to departments, committees and divisions with recommendations	To act
To give an annual report to Faculty Council on the quality assurance process and the committee's major recommendations	To act
To communicate with faculty on the quality assurance processes	To act
To work with Academic Administration on a timetable for 5-year program reviews	To act
To develop policies and procedures for monitoring quality assurance	To act
To approve policies and procedures for monitoring quality assurance	To recommend to Faculty Council
To explore ways of improving academic quality based on annual reports	To recommend to Faculty Council



To communicate findings of the academic quality assurance committee that relate to personnel, or whole-institution issues	To recommend to the VPAA
To develop and revise the annual and 5-year review quality assurance documents as necessary.	To act

**Agenda and Minutes:** Agenda and minute the responsibility of the chair.

**Frequency and Venue:** Meetings convene as often as necessary at the call of the chair.

**Approved by:** Cabinet

**Date:** Handbook 2004  
Revised Spring 2009