

Subcommittee on Undergraduate Academic Courses (SOC)

Effective Date: November 8, 2024

Supersedes: July 1, 2022

Date of Next Review: Spring 2027

The Subcommittee on Undergraduate Academic Courses (SOC) is a subcommittee of the Senate Committee on Academic Curriculum and Awards (ACA).

TERMS OF REFERENCE

1. On behalf of ACA, the Subcommittee has delegated authority to approve, on the recommendation of the Faculty, School or Affiliated University College:
 - (a) the establishment, revision and discontinuation of undergraduate courses;
 - (b) revisions to the admission requirements of established undergraduate modules and programs that involve changes to the courses required for admission; and
 - (c) revisions to established undergraduate modules and programs that involve course substitution, amendment or addition/withdrawal and that do not impact the total number of courses specified for the module or program.
2. To refer to ACA any proposal that the Subcommittee deems may have broader implications and require curriculum or Quality Council approval.
3. To make recommendations to the Senate Committee on Academic Policy relating to potential areas to address in academic policy. 62 – 65) and principles of Equity, Diversity and Accessibility (EDIDA) as set out in Western’s EDI Strategic Plan in fulfilling its responsibilities, particularly and modules/programs.

- 6. Within the remit of the Subcommittee and drawing on the tools available, to foster opportunities for collegial discussion of interdisciplinary learning.

COMPOSITION

Elected/Appointed:

One representative from each Faculty, School or Affiliated University College (excluding the School of Graduate and Postdoctoral Studies), appointed by the Dean/President, who is either an Associate Dean Academic (or equivalent) or a faculty member familiar with course/module development.*

Additionally, each Dean/President may appoint an alternate to attend (with voice but no vote) only when the appointed member is unavailable.* The alternate may be an administrative staff member, but must be familiar with curriculum (e.g., through work in academic advising or curriculum development). Alternates may not be counted to fulfill quorum.

Six members elected by Senate:

Four faculty members, one of whom is familiar with course/module development or has served as an Undergraduate Chair (or equivalent).

Two undergraduate students.

One Academic Advisor, appointed by the Academic Advisors.*

Ex officio (voting) :

Chair, ~~fe-T(a)(M)(J) ENCOOP t6-(A)(C)(D)15 R-(2 Tab)-[T] 0.28 0107 d7 (1)-5 2e) (A)(C)(D)18636~~

GENERAL PROCESS FOR SENATE SUBCOMMITTEES

Designates: Per Senate By-Law VI. 8. a), an _____ member may designate two persons to act on their behalf. The designates shall occupy official positions in the same unit and be able to fully represent the member at the meeting. The Secretariat's Office must be notified about the names of the designates by September 1 each year.