



## **TERMS OF REFERENCE**

### **Academic Planning and Student Affairs Committee**

**2023-24**

**Purpose:** To oversee Seneca’s academic affairs and student services and make recommendations to the Board of Governors

**Type:** Standing

**Composition:** Vice-Chair  
External Governors (up to 6 members)  
Internal Governors (up to 3 members)  
Board Chair, Ex Officio (\*)  
President, Ex Officio (\*)

Committee Resource: Vice-President, Academic & Students

\* The Board Chair and the President are ex-officio and voting members of the committee and when present may be considered for the purposes of establishing quorum for a committee meeting. However, their absence from a meeting shall not be considered for the purposes of establishing quorum.

**Responsibilities:**

- 1) Review all new program proposals, major program modifications and program cancellations and make recommendations for approval to the Board of Governors;
- 2) Review the performance of all Program Advisory Committees (PACs) and monitor the effectiveness of PAC policies;
- 3) Review Seneca’s quality assurance framework and monitor outcomes against key indicators;
- 4) Review and provide feedback on academic and student support activities that fall under the Strategic Plan;
- 5) Review and make recommendations related to student tuition and ancillary fees.

**Quorum:** 50% plus one

**Meeting Frequency:** At least four times a year