

**Policy on the Operation of the
Academic Planning Committee (APC)**

A. APC Terms of Reference

The APC's Terms of Reference, revised May, 2011, are as follows:

The committee concerns itself with the future of St. Thomas University as defined by the University's Mission Statement and Strategic Plan. Academic planning is the committee's sole responsibility. In particular, the committee reviews the structure and content of newly proposed academic programmes (Minor, Major, and Honours degree options). The committee also reviews proposals for the creation of academic departments, pursuant to the President's policy on the creation of academic departments. It considers matters of academic planning on its own initiative, or in view of representations made to it by the Administration, the Senate, or individual members of the University community, and makes recommendations, as appropriate, to the Senate, the President, the Vice-President (Academic), the Dean of Social Sciences, or the Dean of Humanities, where applicable. It also advises the Senate on the promotion and co-ordination of the continuing education and extension programs of the University.

B. APC Mandate

1. To consider proposals for the creation of new academic programs at St Thomas University;
2. To consider proposals for the creation of new Departments at St Thomas University;
3. To advise the Senate on the promotion and co-ordination of the continuing education and extension programs of the University;
4. To consider any other academic planning matter.

C. New Academic Programmes

Proposals for new academic programmes considered by APC are then the subject of a recommendation to Senate. If Senate approves the proposal, it is sent to the Board of Governors for its consideration. On approval at this stage, the proposal must be submitted to the Maritime Provinces Higher Education Commission (MPHEC) for its approval. MPHEC requires proposals to conform to a detailed format indicated on its website. Applicants should consider submitting to APC their proposal in the format required by MPHEC.

In any case, proposals for new academic programmes should include evidence, among other things, of the following:

Programme description:

- Programme name
- Detailed description of the programme
- Course descriptions, credit weight, sequencing
- Programme objectives
- Other special programme features
- Roll-out schedule upon introduction

Analysis of Student Demand:

- Other similar programmes in the region, and the country, with evidence of their success
- An assessment of the possibility of duplication of programming at STU and at other Atlantic Canadian universities
- Evidence of student demand
- Enrolment estimates in the short and longer terms
- Evidence that students entering this programme will come from existing STU programmes or will represent a net enrolment increase. In other words, will this programme attract students who would not otherwise come to STU?

Expected Outcomes:

- Skills and base of substantive academic knowledge this programme will impart to students
- Programme's preparation for student employment and further education
- Plans for evaluating the performance of the programme

Resource Requirements:

- Evidence that existing faculty have the requisite expertise to deliver the proposed programme
- Statement of new human resource requirements for delivery of the programme
- Need for new physical resources
- Estimate of overall budgetary impact of the programme both during roll-out and upon full implementation

D. Continuing Education and Extension Programs

On its own initiative or at the request of Senate, the APC will investigate a matter concerning continuing education and extension programs and report to Senate.

E. Other Academic Planning Matters

APC on its own initiative or at the request of members of Administration, Senate, or the general University community, can investigate any academic planning matter and report to the appropriate office.

Date Approved by Senate: 22 November 2012

Appendix A: Creation of New Departments

The University policy on the creation of new academic departments approved on December 15, 2000 is appended to this document for ease of reference. The process it outlines for the creation of a formal academic department is as follows:

Faculty members may at any time present the Vice-President (Academic) with a written request that the status of Department be conferred. The letter will provide a rationale for the request, including a statement of how the proposal meets the criteria for departmental status.

The Vice-President (Academic) shall, within 30 days, provide the President and the Academic Planning Committee a copy of the request and his/her recommendation.

The Academic Planning Committee shall present a recommendation within 60 days of receiving the request.

Having considered the report of the Academic Planning Committee, Senate shall make a recommendation to the President. The President shall consider the recommendations from both Senate and the Vice-President (Academic) and communicate his or her decision to the University at the next meeting of Senate.

The criteria to be met for obtaining departmental status are:

The unit in question must offer a major of its own. This excludes majors arranged through the formula for creating an interdisciplinary major.

There must be evidence that the major has been well-subscribed over a period of at least three years and a reasonable probability that it will continue to be well subscribed.

The unit in question must have established teaching resources (including established positions and full-time positions funded by endowed chairs) equivalent to three full-time academic appointments.

The Policy may also be found here:

http://w3.stu.ca/stu/administrative/vp_academic/academic_dept_creation.pdf