



Senate Academic Planning and Review Committee (SAPRC)

Terms of Reference

Last review: March 2025	Next review: March 2028
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1. Reporting

The Senate Academic Planning and Review Committee (SAPRC) is a standing Committee of Senate that makes recommendations to Senate.

2. Mandate

The mandate of the committee is to:

- review and make recommendations with respect to academic units;
- review performance measure data and recommend actions; and
- review and make recommendations on matters of academic planning.

3. Membership

The composition of the membership of the Committee includes:

Members

Twenty (20) members including the Chair and Vice-Chair of Senate.

The **voting members** consist of:

- Chair of Senate
- Vice-Chair of Senate
- Fourteen (14) additional members:
 - Eight (8) faculty members, including at least one faculty member from each faculty
 - Two (2) Staff Members

- Two (2) Students
- Vice-President, Academic & Provost (or Associate Vice-President, Academic & Vice-Provost as a designate, voting member)
- One (1) Dean

The **non-voting members** consist of:

- One (1) Resource/Ex Officio Member
- Two (2) Academic Administrators
- The Director of Academic Planning & Quality Assurance

Terms of Office

Each member is appointed for a one-year term, renewable, beginning and ending on August 15th.

When a vacancy occurs, the Chair will follow the procedure outlined in the Senate Bylaws, Section 8.7 to fill the vacancy.

The Chair

The Chair will be a member of the Senate who is elected by SAPRC from among its members for a one-year term.

The Chair is normally non-voting but may vote where their vote could change the result.

In addition to the duties set out in Section 8 of the Senate Bylaws, the duties of the Chair are to:

- chair the monthly meetings of SAPRC;
- prepare agendas;
- ensure that the recommendations of SAPRC are taken to Senate.

4. Conduct of Meetings

Schedule

Meetings of the committee are held monthly in the period from August 15 and June 15 excluding convocation dates.

Quorum

Eight (8) voting members (including the Chair).

Decision Making

Decisions will be made by a 2/3 vote of members present. The Chair may vote only to create or break a tie.

Attendance

In accordance with Section 8.8 of the Senate Bylaws, to be fair to the committee's other members, members who are absent for three (3) committee meetings per appointment year, with or without notice, will be deemed to have resigned from the committee by the Chair. Members are encouraged to inform the meeting organizers and Chair of possible absences ahead of the meetings.

Visitors to Meetings

Meetings will be open to visitors from within the Capilano University community whom the Chair may recognize to speak to specific issues.

5. Resources

[Senate Bylaws](#)
[University Act](#)

6. Review of Terms of Reference

SAPRC will review and update these Terms of Reference as necessary at least every three (3) years (Senate Bylaws, section 8.4). Upon presentation of the committee's Terms of Reference to the Senate, a 2/3 vote of members present is required for approval. (*University Act*, Section 37(1)(a)).