

BY-LAW 2: COMMITTEES OF THE SCHOOL COUNCIL

2.2 *Undergraduate Programs Committee*

The Undergraduate Programs Committee ensures the quality of the programs according to requirements of the University and the Undergraduate Program Review Audit Committee (UPRAC) and of the School's accrediting bodies (AACSB, EQUIS).

2.2.1 Mandate

Subject to Article 162 of the University Government, the Undergraduate Programs Committee:

1. Reviews and assesses admission policies and their implementation;
2. Reviews suggestions, issues and/or concerns from professors or students about courses/curricula and student experience;
3. Participates and assists in program reviews and appraisals;
4. Evaluates exchange programs;
5. Suggests and assesses new pedagogical initiatives such as team-teaching, non-classroom teaching, online teaching, seminar series, etc.;
6. Reviews the program's relations and preparation vis-à-vis accrediting bodies, alumni, and the field;
7. Reviews the BCom program's relations with faculties, schools and institutes of the University of Ottawa with interests common to the program;
8. Monitors the satisfaction level of the students and uses this feedback in regular revision of the curriculum and pedagogy;
9. Monitors the progress of students in meeting the learning goals of the program, and makes appropriate changes to the program curriculum and pedagogy in order to ensure that a high percentage of students meet the program's learning goals;
10. Makes recommendations to the School Council concerning:
  - a. Admission requirements and transfer credit guidelines of the School's undergraduate programs;
  - b. Structure, content, and learning objectives of the School's undergraduate programs;
  - c. Program creation and changes;
  - d. Implementation of policies and initiatives that promote academic success and enhance students' university experience;
  - e. Course creation, abolition or modification;
  - f. Internationalizing undergraduate programs and developing opportunities for student mobility.

2.2.2 Membership of the Undergraduate Programs Committee

Subject to Article 163 of the University Government, the members of the Undergraduate Programs Committee are:

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- a. The Vice-Dean, Undergraduate and Professional Programs, ex-officio member and chair of the committee (non-voting; tie breaker);
- b. One professor representing each Section, who teaches in the BCom program, to serve for a two-year term, renewable. It is the responsibility of the Section representatives to adequately represent all the fields within their Section;
- c. The Undergraduate Programs Director, as Secretary of the Committee;
- d. One (1) full-time BCom student, selected by the Student Association, who serves a one-year term, renewable;
- e. One (1) alumnus, chosen by the Vice-Dean Undergraduate and Professional Programs, for his/her professional or academic competence, who serves for a two year term, renewable at most once, for a maximum of four years;
- f. The Director, Student Services Centre;
- g. The Administrator, Undergraduate programs (non-voting member);
- h. The Manager, Student Experience (non-voting member).

The terms of office for selected professors are staggered so that, normally, no more than two (2) members' terms terminate each year.

Members who anticipate to be absent for a given meeting may be replaced. However, the member must inform the Chair of his/her absence and make the necessary arrangements for his/her substitute to be prepared for the meeting.

**2.2.3 Quorum at Undergraduate Programs Committee Meetings**

Quorum is 50% plus one (1) of the total number of members excluding vacancies.

**2.2.4 Meeting Schedule**

- a. The Undergraduate Programs Committee shall hold at least five meetings annually.
- b. Specific dates and times are determined by the Chair and announced no later than in September.
- d. The Chair may convene special meetings when required.
- e. Upon written request of at least one third of the members, the Chair will schedule a special meeting.
- f. The Secretary of the Committee shall notify all members of the Committee of each meeting five (5) working days prior to the meeting. The notice shall include the agenda of the meeting.

**2.2.5 Agenda**

- a. Requests for items to come before the Undergraduate Committee should be submitted in writing to the Secretary of the Committee ten (10) working days before a regular meeting.
- b. The Secretary of the Committee, in consultation with the Chair, shall prepare the agenda, a copy of which is to be sent to all members along with all supporting

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	documents five (5) working days prior to each meeting. Items of an urgent nature may be added to the agenda by the Chair, with the consent of the majority (50% plus one) of the voting members present.
2.2.6	Conducting Meetings  The articles concerning "Points of Order", "Motions", "Minutes", and "Virtual Participation" described in <a href="#">Appendix I</a> of these By-Laws apply to the Undergraduate Programs Committee.