



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL PROCEDURE

### TOPIC: Deans & Chairs Council (DCC)

<b>Procedure No.</b>	AC-115-PR	<b>Division</b>	Academics
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	n/a
<b>Related Policy</b>	AC-115	<b>Effective Date:</b>	October 6, 2009

## PROCEDURE

The Deans and Chairs Council (DCC), comprised of administrative leaders of Academic Schools and Offices, collaboratively makes strategic decisions respecting the development, delivery and review of academic programs and research activities. The DCC oversees academic standards and quality assurance.

Accountable to the Vice-President, Academic & Learner Services, through shared leadership and collaboration, the Deans and Chairs Council is empowered to:

### 1.0 Terms of Reference

- A. Provide leadership to the academic programs and research activities of the College;
- B. Provide oversight for academic standards & academic quality assurance;
- C. Establish and maintain Academic School Teams and Academic Advisory Teams (e.g. Applied Research, Distributed Learning) as subcommittees of the DCC; establish terms of reference for the operation of such committees;
- D. Ensure academic programs and applied research activities are developed, implemented and evaluated in a consistent manner and in accordance with institutional policies, regulatory requirements, accreditation requirements, contractual requirements and/or other such agreements (e.g. MOUs, etc.);

- E. Share information and provide advice on matters relating to the academic and research community at the local, regional, national and international level;
- F. Review, revise, develop and recommend policies, procedures and regulations relating to academic programs and research activities;
- G. Oversee policies and guidelines for cyclical academic program review and program development;
- H. Foster excellence in teaching, learning and applied research in the college;
- I. Promote the quality and relevance of academic programs offered by College of the North Atlantic;
- J. Play a leadership role in all aspects of accreditation activity, articulation agreements, curriculum sharing and other partnership/contractual agreements;
- K. Play a leadership role in developing, implementing, and evaluating the College's Academic Plan;
- L. Lead and engage in cross-school and cross-divisional partnerships and information sharing activities.

## **2.0 Membership**

2.1 The Deans and Chairs Council shall consist of the following members:

- Dean, Academics and Applied Arts
- Dean, Business and Information Technology
- Dean, Engineering Technology
- Dean, Health Sciences
- Dean, Industrial Trades
- Dean, Tourism and Natural Resources
- Chair, Applied Research
- Chair, Distributed Learning Services
- Chair, Program Development
- Administrator, Energy Sector
- Chair, Community, Corporate & International
- Director, Academic Programs & Institutional Research – DCC Chair
- Vice-President, Academic & Learner Services – Ex-Officio

- 2.2 Other participants/contributors will be invited to whole or parts of meeting(s) of the DCC in alignment with the nature of agenda topics.
- 2.3 The Director of Academic Programs and Institutional Research shall serve as chair of Deans and Chairs Council and will be responsible for:
  - A. Setting DCC agenda, meeting location(s), and meeting dates;
  - B. Presiding over meetings of the DCC;
  - C. Bringing to the attention of the DCC communications, requests and decisions of the Vice-President, Academic & Learner Services, and the President;
  - D. Bringing to the attention of the Vice-President, Academic & Learner Services, deliberations, decisions and recommendations of the DCC;
  - E. Serving as ex-officio members of all subcommittees of DCC.
- 2.4 All members are expected to execute their responsibilities on the Deans and Chairs Council in accordance with the mission and values of the institution.
- 2.5 Members are required to contact the Chair, to the extent possible, in advance if they are unable to attend a scheduled meeting.

### **3.0 Operational Guidelines**

- 3.1 Quorum for Deans and Chairs Council meetings shall consist of a majority (50 percent plus one) of members.
- 3.2 Regular meetings of Deans and Chairs Council shall be called by the Chair in accordance with a schedule established in consultation with the team.
  - A. DCC will normally meet on a bi-weekly basis with minimally two in-person meetings per year.
  - B. Deans and Chairs Council may hold additional meetings as deemed necessary.
  - C. Suggestions and requests for agenda items may be submitted to the Chair by any member of Deans and Chairs Council.

D. All reporting of Deans and Chair Council meetings will be through formal minutes or other official communications (e.g. correspondence, reports, etc.).

**4.0 Committees**

- 4.1 Academic School Teams and Academic Advisory Teams (e.g. Applied Research, DLS, etc.) are standing subcommittees of the Deans & Chairs Council.
- 4.2 Ad hoc committees may be established through the Deans and Chairs Council as necessary to carry out a specific function, task or project.
- 4.3 Ad hoc committees will be provided with specific terms of reference - including time frames for completion of tasks or projects as well as reporting requirements.

Approval History	
Approved by President	October 6, 2009
Next Review	October 2012