



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: ACADEMIC COUNCIL

Procedure No.	PO-002-PR	Division	President's Office
Supersedes	n/a	Board Policy Ref.	BP-PO-101B
Related Policies	PO- 002 & AC -106	Effective Date:	May 1, 2007 (R4)

PROCEDURE

Subject to the final authority of the President, Academic Council will be empowered to:

1.0 Terms of Reference

- A. Establish procedures and regulations for the conduct of the affairs of the Council and of its committees as defined by College Policies;
- B. Recommend programs of study and major alterations to existing programs at the certificate and diploma levels as defined by College policy and guidelines;
- C. Recommend the provision of Program Advisory Committees and policies and guidelines for the operation of such committees;
- D. Recommend policies and guidelines for program review;
- E. Recommend academic standards and requirements for admission to and completion of college programs;
- F. Recommend policy related to special cases of admission, exception, student appeals, examinations, Aegrotat standing, academic dismissal, etc.;

- G. Advise and make recommendations to any constituent group of the College on issues deemed by the Council to have impact on academic matters;
- H. Recommend policies for the administration or awarding of scholarships, bursaries, honorary diplomas and other awards;
- I. Recommend the establishment of such ad hoc and standing committees as it considers necessary to conduct the affairs of the Council.

2.0 **Membership**

2.1 The Council shall consist of the following members:

President (Ex-Officio) and

Appointed Voting Members:

- Senior VP of Academic and Student Services (Chair)
- Registrar*
- Three Campus Administrators
- Deans and Chairs Representative

*If the Registrar is unable to attend, the Chair may invite the Associate Registrar to meetings.

Elected Voting Members:

- Eight *permanent* full-time faculty members, representing the following faculties: Academic (Including ABE), Applied Arts, Business, Information Technology, Health Science, Natural Resources, Engineering Technology, and Industrial Education/Trades.
- Three students (Ask Student Council at the campus hosting the Academic Council meeting to provide three names.)
- Two academic support staff (continuing education and learning resources)
- One student services counsellor

Alternates for Council members will be permitted at the discretion of the Chair and will be from the same academic group as the member not able to attend.

Non-Voting Member

Recording Secretary (appointed by Chair)

- 2.2 The Chair of Academic Council will be responsible for:
- A. Bringing to the attention of the Council requests and decisions of the President;
 - B. Bringing to the attention of the President deliberations and recommendations of Council;
 - C. Serving as ex-officio members of all committees of the Council;
 - D. Presiding over meetings of the Council; and
 - E. Orientating new council members prior to their first meeting.
- 2.3 Members from the faculty, student body and academic support shall be elected according to the bylaws or terms of reference of their respective bodies if such exist.
- 2.4 Terms of membership - Elected members shall normally serve for a three-year term; the three Campus Administrators will be appointed for a three-year term.
- 2.5 Members who miss two consecutive meetings without an appropriate reason as approved by the Chair may be requested to resign.
- 2.6 Terms of Academic Council members shall normally begin in September of each academic year.
- 2.7 When a vacancy occurs, for any reason, the appropriate electing body will be requested to fill that vacancy for the remainder of the term of office.
- 2.8 The Chair reserves the right to invite guests or observers as deemed necessary in addressing meeting agendas.
- 2.9 Members on leave for not more than one semester will be permitted to continue as a member of Academic Council at the discretion of the Chair providing no additional costs are incurred.

3.0 Operational Guidelines

- 3.1 Quorum for Academic Council shall consist of a majority (50 percent plus one) of the voting members.
- 3.2 Regular meetings of Academic Council shall be called by the Chair in accordance with a schedule established in consultation with Academic Council.
- A. There will normally be one meeting of Academic Council per academic semester.
 - B. Academic Council may hold additional meetings as deemed necessary upon serving notice of no less than three days to the Council membership.
 - C. Notice of a regular meeting, including an agenda, shall be circulated to every Academic Council member at least seven days prior to a meeting.
 - D. Agenda items suggestions may be submitted to the Chair by any member of Academic Council.
 - E. All reporting of Academic Council meetings will be through formal minutes or other official communications from the Chair.
- 3.3 Recommendations from the Academic Council to the President shall require a majority vote of the membership in attendance, providing a quorum is present. No attempt will be made to break a tied vote. Recommendations resulting in a tied vote will be presented to the President.

4.0 Protocols for Development and Documentation of Proposals to Academic Council

- 4.1 Academic Council shall prioritize its formal hearing and disposition of each submission according to the (i) urgency of the matter which may be determined by the President with respect to the institutional interests of the College; and (ii) the quality of the proposal as defined in both the Program Approval Policy (AC 106) and the approved template format.
- 4.2 Each proposal shall be expected to include written documentation as follows:
- the identity of the group(s) or officer(s) making the proposal;
 - evidence of an appropriately thorough collegial vetting;

- a desirable time frame for Academic Council's response, and a sketch of the implications of delay; and
 - the new or revised measures at issue with an accompanying rationale.
- 4.3 All reports must be submitted to the Chair at least ten days prior to a scheduled Academic Council meeting. Otherwise, reports may be presented only with permission of the Chair of Academic Council.
- 4.4 All recommendations relating to curriculum and programs will be presented by the Deans and received at the Programs Office at least three weeks prior to the Academic Council meeting.
- 4.5 Notwithstanding Item 3.4.4, groups or individuals who wish to make presentations will require Academic Council's approval to present at a subsequent meeting.
- 4.6 Recommendations for course and minor curriculum changes may be given final approval by the Senior VP of Academic and Student Services in consultation with the respective Dean(s) of Schools. Such curriculum changes include minor alterations to course outlines and time frames as well as sequencing of courses. The President may further define what constitutes minor curriculum changes. At each meeting, Academic Council will be updated on minor program changes approved by the Senior VP of Academic and Student Services since the last meeting of Council.
- 4.7 Proposals for minor changes in Student Services policies and procedures may be given final approval by the Senior VP of Academic and Student Services in consultation with the Student Services Administration Team. Such changes may include procedures and/or processes related to the implementation of Student Code of Conduct, Student Governance, Special Needs/Access, Scholarships and Awards, Standardized Testing, etc.

5.0 Committees

- 5.1 Standing committees or ad hoc committees may be struck by Academic Council as deemed appropriate to carry out a specific function or assignment.
- 5.2 Academic Council may recommend membership on ad hoc committees or standing committees and appointment will be made by the Chair.
- 5.3 Ad hoc committees or standing committees will be provided with detailed terms of reference including time frames for completion of assignments.

Approved by: President
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