



ACADEMIC COUNCIL TERMS OF REFERENCE 2022-2023

Preamble

Academic Council is committed to learning. Academic Council has a learner-centred approach in all aspects of its work. This learner-focused framework has become the foundation of Academic Council and is consistently reflected in our advisement, policy development and implementation processes. We are determined to address the engagement and success of our learners through positive and inclusive dialogue.

Principles/Values

Academic Council is grounded in our College values:

- **Diversity**
We celebrate our learners, employers, communities, and College employees in all their diversity.
- **Respect, Caring, and Openness**
We value each other as individuals. Acting with integrity, we expect active and honest sharing of information and ideas, listening carefully, and respecting the opinions of others. We are committed to working together to achieve our mission.
- **Learning and Leading**
We prepare learners to live, work, and lead in Northwestern Ontario and beyond.
- **Excellence**
We strive for excellence in education. We build on our historical strengths of collaboration, responsible decision-making, innovation, reasoned risk-taking, and community responsiveness.

MANDATE

The purpose of Academic Council is to lead the development and implementation of academic vision, standards, and processes at the College in partnership with the Vice President Academic. Academic Council shall make recommendations and the VP Academic will consider and review the recommendations for the consistency with the tenets of the institution's quality standards, processes, Academic and Strategic Plans. The focus of all dialogue at Academic Council will reflect the best interests of students, learning and teaching partnerships, and success at Confederation College.

The VP Academic shall sign all letters of approval conveying Academic Council decisions unless assigned to another member duly appointed by the Council for this purpose. Academic Council meeting minutes will document such appointments.

Council will assist the Vice President Academic (VPA) with academic policy creation and direction setting by:

1. Developing, implementing, monitoring, and renewing the Academic Plan;
2. Monitoring and evaluating academic processes related to new program development and program review and ensuring a consistent curriculum framework for all programs;
3. Reviewing and communicating academic policy, practice and procedures;
4. Implementing continuous quality assurance mechanisms to maintain academic quality and excellence.
5. Revising Council committee structure as appropriate;
6. Reviewing and making recommendations to the VPA on matters arising brought to the council by individual members on behalf of their constituency groups, as they pertain to the Academic Plan or Academic Council activities.
7. According to College policy, all members of council are required to demonstrate professional and ethical behaviour as agreed to in College Terms of Employment.
8. Ensure the implementation of the academic directions stated in the Strategic Directives as set by the Board of Governors.
9. Facilitate regular college-wide communication of academic direction, policy, and processes. The Council will appoint member(s) to lead communications. Communication lead will work with the VPA Admin Assistant to update the web portal, Academic Council website, and Staff News. Council communications will include clearly listed current representatives for each area to effectively facilitate two-way communication.
10. Oversee the scope of quality, relevance, currency, and consistency of curriculum in all programs and courses as part of the program review process.
11. Discuss, collaborate, and recommend strategies to address both internal and external academic initiatives and issues.
12. Members will bring forward constituent group views and/or concerns. Member will share Academic Council information with constituent group.

MEMBERSHIP COMPOSITION

Academic Council is a faculty driven team composed of faculty, student leaders, and administrative staff.

Membership	Program Area/Department
Chair	Vice President Academic
	Administrative Assistant
	Professor Academic Program Quality Assurance
Faculty	Academic Upgrading
	Regional Campuses
	School of Business, Hospitality & Media Arts
	Media Arts
	Business and Hospitality
	Communication Rep
	School of Aviation, Engineering Technology & Trades
	Aviation
	Technology
	Trades
	School of Health, Negahneewin & Community Services
	Health
	Negahneewin
	Community Services
	Counsellor
	Union Representative
Students	Student Union of Confederation College Inc.
	Oshki-Anishnawbeg Student Association
Ex-Officio	Registrar
	Dean Representative
	Ombudsperson
	Sessional/Part-time faculty
	Negahneewin Research Centre
	Student Navigator/Student Success Advisor

TERMS OF REFERENCE

1.0 MEMBERSHIP

- 1.1 According to the membership list and outlined process, all full and part-time college employees and appointed/elected student reps will be given the opportunity to be a member of Academic Council.

Process:

- Academic Council members will advertise vacancies to their constituents/cluster and copy their Academic Administrator.
 - Interested parties will inform their Academic Administrator of their intent, discuss potential impact on students, workload, and resources and have their Academic Administrator sign the application form (Part A).
 - The applicant will then complete the remaining application (Part B)
 - The application will be presented to Academic Council for final review and support.
- 1.2 Membership will typically be a three-year term. Upon request and/or recommendation of the Council, it may be renewed for a maximum additional term of three years (excluding ex-officio appointments).
- 1.3 The council will endeavour not to have more than fifty (50%) percent of the membership turn over in any one year to ensure consistency.
- 1.4 Academic Council faculty representatives will receive complimentary time on their SWF, using a calculated formula, approved by the Workload Monitoring Group.
- 1.5 Consistent, punctual attendance and participation are extremely important.
- 1.6 All members are expected to bring forth the views of their respective group. They are also required to communicate all happenings to their departments and colleagues.
- 1.7 All members have the responsibility to ensure that Academic Council meets its mandate.

2.0 SUB-COMMITTEES

- 2.1 Academic Council will establish sub-committees as needed, for further development of initiatives.
- 2.2 Sub-committees will be reviewed annually to determine continuation/evolution.
- 2.3 Sub-committees may be added throughout the term as deemed necessary by Council.
- 2.4 Council members will choose a sub-committee they wish to be involved in. Each sub-committee will appoint a member to chair for one year.

- 2.5 Each sub-committee will submit minutes to the VPA Admin Assistant after each meeting.
- 2.6 Each sub-committee will provide an annual report that will be available to Academic Council and the College community.
- 2.7 Membership on Academic Council sub-committees are open to non-Academic Council committee members.
- 2.8 Any non-Academic Council faculty representative sitting on an approved Academic Council sub-committee will receive complementary time of .75 hours per week on their SWF, approved by the Academic Manager. Note: time served on Academic Council or any of its sub-committees should not result in the accrument of overtime.

3.0 MEETINGS

- 3.1 Academic Council as a whole will meet bi-weekly or as determined by the Vice President Academic.
- 3.2 As a group, Council will advise the Vice President Academic on academic matters and take responsibility for follow-up and action item completion. Council recommendations will be made by present members (excluding ex-officio) with efforts to achieve consensus.
- 3.3 All members will adhere to the following practice when submitting agenda items:
 - Agenda items to be submitted to the office of the VPA prior to the meeting
 - Members/committee chairs can submit agenda items in writing any time up to one week prior to any scheduled meeting.
 - Under the agenda item “Approval of the Agenda”, members can recommend new agenda items.
 - The intent of the agenda item should be identified as one of the following:
 - Information
 - Discussion
 - Action/Approval
 - The Moderator with confirmation of Council will establish clear action items to be reflected in the minutes.
 - The Moderator will ensure action items from previous meeting’s minutes appear in the Business Arising section of the agenda.
 - Agenda items will be prioritized by the Chair based on timeline/deadline considerations.
 - Preferred status on the agenda may be given if the Chair determines that the agenda item has timeline/deadline considerations.

- 3.4 The VPA Admin Assistant will record minutes at each meeting and post approved minutes on the Portal. Minutes will be made available to all students by the student representatives. Academic Council members will present updates at their regularly scheduled staff meetings.
- 3.5 Documents required for council review, discussion or decision must be submitted to the VPA Admin Assistant one week prior to the meeting to allow for distribution and adequate time for review. Exceptions will be made in extraordinary circumstances.
- 3.6 Academic Council meetings are public; guests wishing to attend meetings are expected to notify the VPA Admin Assistant of their intention to do so.
- 3.7 All meetings will have a rotating monitor.
- 3.8 Moderators have the responsibility of conducting the meeting in a timely fashion ensuring the agenda objectives are met and that all members are allowed to participate in an open, non-threatening manner.
- 3.9 To assess the effectiveness of the initiatives and functioning of Academic Council the VPA together with representatives from each sub-committee will prepare an annual report, as noted in item 2.6.
- 3.10 Annual Retreat – the purpose of the annual retreat is to:
 - Review the Academic Plan
 - Review Council effectiveness and initiatives through the Annual Report
 - Receive final sub-committee reports
 - Review and approve the Terms of Reference