

## GV102 Academic Council

| <b>GV102</b>    | <b>Governance</b>        | <b>Academic Council</b> |
|-----------------|--------------------------|-------------------------|
| Handbook        | Staff and Faculty        |                         |
| Programs        | All                      |                         |
|                 | Effective Date           | April 2020              |
|                 | Reviewed                 | June 2026               |
|                 | Accountability           | Leadership Team         |
| Documents/Forms | Academic Council Minutes |                         |

### **Governance**

The mandate of the Academic Council is to provide a forum for senior administrators and faculty, students, and staff to develop and review of academic program and policies. In addition to program development and policy review, the Council recommends the future direction of College programming, and identifies significant trends in education and industry that may impact program offerings.

The Academic Council ensures that the College's programs meet the academic requirements, academic policies, standards of the College, industry requirements, and provincial and external regulatory requirements.

The President is a part of the Academic Council but does not have voting rights.

### **Policy**

Academic policies are developed, reviewed, and amended by the Academic Council in conjunction with the President, Vice President Academic and Dean.

The Academic Council may make comments and suggestions to the President, Vice-President Academics and Dean concerning Administrative Policies and Governance Policies.

The Academic Council advises and makes recommendations with respect to the following:

1. Academic standards;
2. Research Ethics policy;
3. Educational objectives, strategies and program priorities;
4. Development and approval of new programs, the evaluation of programs, substantive curriculum revisions;
5. Regulatory withdrawal of an existing program;
6. Academic policies;
7. Admissions criteria, including English language requirements;
8. Academic equivalencies, including the transfer of credits: for graduates, for student applications; and prior learning assessment recognition;
9. Thesis / capstone policies;
10. Program applicant denial appeals;
11. Pedagogy, teaching methodology, and standards;

12. Instructional and facility resources;
13. Evaluation and promotion practices;
14. Academic standing of students;
15. Standards of student conduct and discipline;
16. Student academic appeals;
17. Appeals with respect to admissions requirements; and
18. Articulation of programs with other institutions.

The Academic Council may consider academic policies including:

- Admissions policies and practices;
- Academic standing, academic standards, and the grading system;
- Curriculum development, review, and evaluation;
- Code of conduct of students and faculty;
- Assessment of student performance;
- Student withdrawal or dismissal from programs;
- Degree curriculum standards;
- Qualifications for faculty, faculty orientation, faculty evaluation and promotion;
- Student appeals;
- Research and ethical considerations;
- Criteria for awarding program credentials; and
- Intellectual Property.

### Rules of Order

Academic Council meeting procedures shall be governed according to Robert's Rule of Order.

### **Membership**

- President (nonvoting member),
- Vice-President Academics (Chair)
- Dean (Vice-Chair)
- Registrar (Secretary) or Chair Appoints Secretary
- Program Chair, Department Head
- Faculty\*: Up to 12 full time and 6 part-time
- Students: 2 full time
- Alumni: Up to 2
- External (0)

VPA in conjunction with the President, VP, and Chairs, appoint up to 20 FT faculty, 6 PT continuing faculty, 2 students and 2 Alumni to Academic council.

### **Term of Appointment**

Appointment of members to the Academic Council is made at the discretion of the President in consultation with the Dean. Unless otherwise stated the term of appointments will be:

|          |         |           |        |
|----------|---------|-----------|--------|
| Faculty: | 2 years | Alumni:   | 1 year |
| Student: | 2 years | External: | None   |

If a member resigns the Chair may choose to appoint a replacement member to complete the remainder of the given term.

If a faculty is not teaching any longer with WCC ,they will cease to be a member of the Academic Council and the respective committees .

#### **Responsibilities of the Academic Council**

- Participation on the Academic Council and its committees shall be on a voluntary basis.
- Members shall participate in all meetings of the Academic Council as well as on any committee to which they are named by the Chair. If a member is unable to attend, they should notify the Chair two weeks prior to the meeting.
- Council members will act in the best interests of the College.
- The Council will elect the members of the standing committees and address concerns if they have any.
- The council shall act as a coordinating committee of the faculty and shall deliberate on any matter concerning academics.

Council members may place an item on the agenda by forwarding it to the Chair two weeks in advance to the next scheduled meeting.

#### **Responsibilities of the Chair**

The Chair of the Academic Council will:

- Determine the agenda and call the meetings;
- Preside over and conduct all meetings;
- Ensure that Council's decisions are enacted;
- Be the spokesperson and representative of the Academic Council; and
- Appoint ad hoc committees on an as needed basis.

In the absence of the Chair, the Dean (Co-Chair) will Chair the Academic Council meeting. In the absence of the Co-Chair, the President will Chair the meeting.

#### **Responsibilities of the Secretary**

The Secretary of the Academic Council will:

- Record and distribute the approved minutes of meetings to Council members;
- Share approved policies with all staff and faculty members of the College;
- Maintain the list of Council members, appointment dates and terms;
- Circulate the agenda and any supporting documents prior to any meetings; and
- Maintain the records of Academic Council and any subcommittees.

In the absence of the Secretary, the Dean will record Council minutes.

#### **Academic Council Meetings**

- The Council will meet once every three months. The agenda, time, and location will be distributed five business days in advance of the meeting.
- For meetings to proceed a quorum must be present. A majority of the voting members will be considered a quorum. If this is not the case the Secretary will consult with members and arrange a meeting as soon as possible there after.
- Extraordinary meetings may be called by the Chair upon a forty-eight-hour notice.

### **Procedure**

- A majority of the voting members will be considered a quorum.
- Academic Council members must be present in person to be deemed present.
- Each Member will have one vote on a motion, with decisions determined by a majority vote.
- A Member who is absent for more than two consecutive meetings (having not been granted leave of absence by the Chair) shall be considered having vacated their seat on the Council.
- Any student member who is no longer a student, or any staff/faculty member who ceases to be an employee of the College shall be considered to have vacated their seat on the Council.
- Committee chairs will submit committee reports to the Academic Council quarterly or as required.

### **Committees**

The following standing committees will be formed as required, and report to the Academic Council.

#### **Academic Standards Committee**

- Meets on an as needed basis.
- Considers admissions denial appeals from program applicants.
- Considers PLAR and credit transfer appeals.
- Considers grade appeals.
- Considers program withdrawal/dismissal appeals from students.
- Oversight on graduation requirements and convocation protocols.
- Membership: 2 faculty members; chaired by the Dean

#### **Curriculum Committee**

- Proposes new programs and reviews proposed course and program changes.
- Proposes additions to the instructional facilities, instructional technologies, instructional resources, and library resources.
- Oversees annual program reviews.
- Oversees three- and five-year comprehensive degree program reviews.
- Meets bi-annually or as required for curriculum approvals.
- Membership: 2 faculty members; chaired by the Dean or Program Chair/Dept Head

#### **Student Awards Committee**

- Determines the recipients of student awards, bursaries, and scholarships in accordance with the administrative requirements of the College.
- Meetings aligned with program starts.
- Membership: 2 faculty members; chaired by the Registrar.

#### Ad Hoc Committee

- Created to undertake specific tasks on a singular basis.
- Meets as per direction from the Academic Council.
- Membership: Council, staff members, external consultants.

#### Confidential Information

Academic Council members will not either during, or following, their term as an Academic Council member, disclose such information to any outside person unless in receipt of prior written authorization by the College.

-----End of Policy-----

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**The following is for information only and does not form part of policy GV102**

### **Terms of Reference for the Scholarly Activity Committee**

**Title:** Terms of Reference for the Scholarship Committee of the Academic Council (here-in-after, the Committee)

#### **Policy Statement:**

The Committee is a committee of the Academic Council.

- The purpose of the committee is to:
  - a. Determine what scholarship means to WCC
  - b. Determine the Scope of scholarship as relevant to WCC
  - c. Determine and recommend to the Academic Council:
    - i. How to support scholarship at the college
    - ii. How to measure the effectiveness of scholarship supports
- Apply the committee's determinations to applications for scholarship support.

#### **Meetings:**

- Meetings will be held quarterly

**Observers:** By invitation of the Chair

**Quorum:** A simple majority of members shall constitute a quorum.

**Voting:** A simple majority of attendees shall pass a motion. A tie may be broken by a vote by the chair.

## **-----End of Terms of Reference for Scholarship Committee -----**

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### **Terms of Reference for the Policies and Procedures Committee**

**Title:** Terms of Reference for the Policy and Procedures Committee of the Academic Council  
(Here-in-after, the committee)

**Policy Statement:** The committee is a standing committee of the Academic Council.  
The purpose of the committee is to review and revise in conjunction with the owner of the policy, each existing policy and associated procedures including, where applicable, all associated forms and reporting systems.  
In addition, the committee may initiate or be directed to create new policies and associated procedures, forms and reporting systems.

The committee will report to the quarterly Academic Council meeting and submit a written report 14 days in advance of the meeting for distribution or as otherwise required

**Scope:** The committee shall review all policies regardless of program.

#### **Procedures:**

- 1.** Create and maintain a Table of Review Dates for Policies.
- 2.** When reviewing Policies:
  - a. Review with owner of the Policy
  - b. Ensure Procedures are functional
  - c. Ensure all forms exist and are functional
- 3.** Provide in report to Academic Council a statement of degree of usefulness and actual usage of the policy

#### **Reporting responsibilities**

In its reports to the Academic Council, the committee will report:

1. The frequency of review of each policy
2. If warranted, changes to each policy resulting from a review
3. The next review date for each policy
4. Any new policies.

**Meetings:** Meetings are held quarterly.

**Observers:** By invitation of the Chair.

**Quorum:** A simple majority of members shall constitute a quorum.

**Voting:** A simple majority of attendees shall pass a motion. A tie may be broken by a vote by the chair.

## **--End of Terms of Reference for Policy and Procedures Committee--**

**The following is for information only and does not form part of policy GV102**

### Terms of Reference for the Curriculum Committee

**Title:** Terms of Reference for the Curriculum Committee of the Academic Council (Here-in-after, the committee)

**Policy Statement:** The Curriculum Committee is a standing Committee of the Academic Council. The role of the committee is to ensure that curriculum development and review are consistent with the program development policy and the process complies with academic policies.

The committee will report to the quarterly Academic Council meeting and submit a written report 14 days in advance of the meeting for distribution or as otherwise required

**Scope:** The committee shall review all curriculum delivered or proposed to be delivered in courses and programs offered by the College.

#### **Procedures:**

- The Committee reviews all existing curricula on a regular (scheduled) basis
  - The scheduling is based on a three-year rotation or more frequently if needed
- The Committee reviews and evaluates all proposed courses, programs and content and approves or does not approve such proposals.
  - Not approved proposals may be revised and resubmitted
- All reviews require:
  - Subject-matter expert participation
  - Admission standards reviews
  - End-of-review recommendations to be delivered to the Academic Council.

#### **Reporting responsibilities**

- The Committee reports to each regular meeting of the Academic Council
- Each report includes:
  - recommendations (if any) of reviews completed
  - Listing of reviews under way
  - Reviews scheduled to begin in the next quarter.

**Meetings:** Meetings are held quarterly or more frequently if required

**Observers:** By invitation of the Chair.

### -----End of Terms of Reference for Curriculum Committee-----

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**Notes: The following is for information only and does not form part of policy GV102**

## Terms of Reference for the Ethics Review Committee

**Title:** Terms of Reference for the Ethics Review Committee (Here-in-after, the committee)

**Policy Statement:** The role of the committee is to ensure that primary research proposals adhere to the principles articulated in the [Tri-Council Policy Statement \(2018\) which are:](#)

- Respect for Persons (autonomy: the right to be fully informed, to understand implications)
- Concern for Welfare (the person and environment including “physical, mental and spiritual health, as well as their physical, economic and social circumstances”)
- Justice (fair and equitable treatment)
- the [CCAC - Canadian Council on Animal Care: Three Rs and Ethics](#). The key principles are:
  - Replacement (of animals where possible)
  - Reduction (of the number of animals needed)
  - Refinement (and reduce the harm to each animal)

**Scope:** The committee shall review all research proposals involving the College.

**Membership:** A minimum of five members including at least one member that has completed the [TCPS 2 Tutorial Course on Research Ethics \(CORE\)](#) and two members that have expertise in relevant research disciplines (these may be added but non-voting if expertise does not exist within the committee) and one student

### **Procedures:**

- Proposals are made through the Committee chair to the committee.
- The Committee will review all proposals at the quarterly meeting.
- If a proposal requires attention prior to the scheduled meeting, the committee may set a special meeting.

### **Reporting responsibilities**

- The Committee reports to each regular meeting of the Academic Council and the Advisory Board.
- Each report includes:
  - Overview of proposals reviewed and outcomes



**Meetings:** Meetings are held quarterly or more frequently if required.

**Observers:** By invitation of the Chair.

### **-----End of Terms of Reference for Ethics Committee -----**

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**The following is for information only and does not form part of policy GV 102**

## Terms of Reference for the Dispute Resolution Committee

**Title:** Terms of Reference for the Dispute Resolution Committee of the Academic Council (here-in-after, the committee)

**Policy Statement:**

1. The committee is a committee of the Academic Council.
2. The purpose of the committee is to:

Resolve complaints from students with respect to the College operations in the delivery of all programs, other than Grade Appeal (AC112) or Sexual Misconduct and Harassment (HS104) or other disputes or disagreement for which there exists a written policy.

The committee will report to the Academic Council on a quarterly basis or as otherwise required by the Academic Council.

**Membership:** The committee will consist of the Registrar as the Chair, two student members and two members from the faculty or admin not previously involved in the case. Additional members may be added in an ad hoc fashion, at the request of the chair.

**Procedures:**

If the complainant is dissatisfied with the decision given by the Dean of Programmes:

- the appeal may be forwarded to the Dispute Resolution Committee within ten (10) days of having received a written decision from the Dean of Programmes.
- The Dispute Resolution Committee will review all documents and if necessary, will set up an appeal hearing involving all parties, within ten (10) days.
- The decisions of the Dispute Resolution Committee are final.

The College will retain a file of all complaints made by students and decisions issued under the dispute resolution policy for five years.

**Meetings:** Meetings will be held as needed.

**Observers:** By invitation of the Chair.

**Quorum:** A simple majority of members shall constitute a quorum.

**Voting:** A simple majority vote shall pass a motion. A tie may be broken by a vote by the chair.