

Academic Council

TERMS OF REFERENCE Approved: May 9, 2019

1 - NAME

The name of the association shall be the Academic Council of Bow Valley College and shall be referred to hereinafter as Council.

2 - DEFINITION OF TERMS:

- 2.1 “Board” means the Board of Governors of Bow Valley College
- 2.2 “Constituency” means the Board of Governors; Bow Valley College Faculty Association or the Bow Valley College Student Association
- 2.3 “President” means the President & CEO of Bow Valley College
- 2.4 “Chief Financial Officer” means the person holding the position that includes in its title, Chief Financial Officer for Bow Valley College
- 2.5 “Chief Academic Officer” means the person holding the position entitled, Vice-President, Academic for Bow Valley College
- 2.6 “College” means Bow Valley College
- 2.7 “Post-Secondary Learning Act” means, Post-Secondary Learning Act, Statutes of Alberta, 2003 Chapter P-19.5
- 2.8 “In camera Session” means any Council meeting from which all non-council members have been excluded by a two-thirds vote of the Council members present
- 2.9 “Chair” means chair of Academic Council
- 2.10 “Regular Member” means a representative from the Board of Governors, the Bow Valley College Faculty Association or the Bow Valley College Student Association
- 2.11 “Alternate” means a representative from the Board Of Governors, Bow Valley College Faculty Association or the Bow Valley College Student Association
- 2.12 “Council” means the Academic Council of Bow Valley College as identified in Sections 46(1) and 47(1) of the Post-Secondary Learning Act, Statutes of Alberta, 2003, Chapter P-19.5
- 2.13 “Year” means the College academic year, beginning in September and ending with the last meeting of Council, prior to commencement of the next fall term

3 - ENABLING LEGISLATION

- 1) Under the terms of the Post-Secondary Learning Act, Statutes of Alberta, 2003, Chapter P-19.5, Section 47(1) “An Academic Council”
 - a. shall make recommendations or reports to the Board with respect to any matter that the Board refers to the Academic Council; including academic policy related to the following matters:
 - (i) standards and policy respecting the selection and admission of students other than students in apprenticeship programs under the *Apprenticeship and Industry Training Act*;
 - (ii) Courses and programs of instruction or training provided or to be provided by the board;
 - (iii) academic awards,
 - b. shall, in accordance with the process established under section 45(3), review proposed programs of study to be offered by the public college or technical institute, and make a report respecting that review, and
 - c. may make recommendations or reports to the Board on any other matter the Academic Council considers advisable.
- 2) A recommendation or report of an Academic Council under subsection (1) must be in writing and must be transmitted to the Board through the President & CEO for consideration at its next meeting.

4 - FUNCTION OF ACADEMIC COUNCIL

- 4.1 The Academic Council as a standing committee of the Board of Governors, shall constitute the primary general forum within the College community for the recommendation of principles and policies with regard to academic matters.
 - 4.1.1 The Academic Council will make recommendations on policies where appropriate, primarily regarding such academic matters as academic priorities, academic planning, academic programming, student admission and awards, and the College calendar.
 - 4.1.2 Academic Council will facilitate communication among faculty, students, administration, and the Board of Governors with respect to the academic matters of the College.
- 4.2 Academic Council will from time to time consider strategic issues directed at it from the Board of Governors as appropriate and make assessments and recommendations in alignment with the Board’s strategic priorities.

5 - MEMBERSHIP

- 5.1 Academic Council shall consist of twenty-one voting members as follows:

- 5.1.1 Statutory members (designated by Colleges Act)
 - President & CEO
- 5.1.2 Board appointments
 - four senior officials designated by the Board
 - two members appointed by the Board and confirmed yearly
 - and two alternates appointed by the Board
- 5.1.3 Faculty Association
 - seven academic staff elected or designated by the Faculty Staff Association who should represent a broad range of programs;
 - and two alternates
- 5.1.4 Student Association
 - seven students elected or designated by the Students' Association who should represent a broad range of programs;
 - and two alternates
- 5.2 The Executive Assistant to the Board of Governors shall be the Secretary for the Council and be a non-voting member.
- 5.3 Members of Council must be current staff, student or Board members. Students who graduate in spring remain members of Council until September.

6 - TERMS OF OFFICE

- 6.1 Faculty representatives, student members and other appointed members (excluding the four senior officers designated by the Board) shall serve for a term defined by their constituency.
- 6.2 The President & CEO, and the four senior officers designated by the Board are permanent members. All other Board representatives are appointed annually.
- 6.3 Duties for all members shall commence in September of each year.
- 6.4 An elected or designated Council member may resign by giving written notice of at least one month to the Chairperson.
- 6.5 Should an elected Council member be absent for three consecutive meetings, that Council member's position may be considered vacant.
- 6.6 In the event of any vacancy, the Chair shall request an immediate election or appointment from the appropriate constituency for the remaining portion of the term.

7 - AGENDA COMMITTEE

- 7.1 The Chairperson and one representative each of faculty, students and the Board shall constitute the Agenda Committee. The Executive Assistant to the Board of Governors shall be the Secretary of the Agenda Committee.

- 7.2 The Agenda Committee will:
- 7.2.1 create an annual Academic Council work plan that aligns with the Board, government and College strategic priorities and principles relevant to Academic Council, and report back recommendations and considerations to the Board
 - 7.2.2 receive, review and approve all matters to be placed on the agenda received from the College community
 - 7.2.3 prepare and submit to Academic Council for their information, a set of minutes for each meeting of the Agenda Committee
 - 7.2.4 prepare and circulate an agenda prior to each regular meeting of Academic Council at least seven working days prior to meeting
 - 7.2.5 refer reports and projects to the Academic Council and its committees or other responsible groups or individuals within the College as appropriate; seek timely reports for consideration of the Academic Council by such committees, groups or individuals;
 - 7.2.6 coordinate and conduct such affairs of Academic Council as are necessary between meetings;
 - 7.2.7 shall ensure an annual orientation and planning is held for new Academic Council members
 - 7.2.8 bring to the attention of Academic Council decisions and requests of the Board
 - 7.2.9 call special meetings of the Academic Council; and
 - 7.2.10 prepare a budget request to be considered by the Academic Council and approved by the Board in the College budget process. (hosting, honorariums etc.).
- 7.3 Duties of the Chair:
- 7.3.1 act as official spokesperson of the Academic Council
 - 7.3.2 preside over all meetings of the Academic Council
 - 7.3.3 prepare an Annual Summary Report of Council activities for presentation to the Council at the June meeting and forward copies to the Board, Faculty Association and Student Association for their information; and
 - 7.3.4 coordinate all business of Academic Council.
- 7.4 Duties of the Vice-Chair

7.4.1 shall carry out the duties of the Chair in his/her absence

8 - DUTIES AND RESPONSIBILITIES OF MEMBERS

- 8.1 Council members of the Academic Council shall be responsible for attending all meetings of the Academic Council and of the committees on which they serve.
- 8.2 Should a Council member be unable to attend a regular or special meeting that Council member shall give notice to the Chair prior to the meeting and attempt to secure a designated alternate from their constituency.
- 8.3 Each member shall:
 - 8.3.1 actively contribute to and share in the responsibilities of Academic Council activities;
 - 8.3.2 bring forward views, suggestions, issues and concerns raised by staff, students or the public regarding academic matters;
 - 8.3.3 participate in developing written documents such as reports, procedures and policies; and
 - 8.3.4 participate in communicating outcomes to staff, students and the public.
- 8.4 As a condition of membership, Academic Council members are expected to attend an Academic Council orientation annually.
- 8.5 The Executive Assistant to the Vice-President, Academic shall be responsible for:
 - 8.5.1 maintaining the files and records of the Academic Council
 - 8.5.2 taking minutes and subsequent circulation of regular and special Academic Council meetings to the Board Secretary and all members and designated groups;
 - 8.5.3 the typing of policies and documents
 - 8.5.4 preparing and circulating the agenda to all members
 - 8.5.5 assisting in the planning of the annual orientation
 - 8.5.6 maintaining the budget for Academic Council, and
 - 8.5.7 other duties that may be assigned.

9 - OPERATIONAL PROCEDURES

- 9.1 The positions of Chair and Vice Chair shall be open to any member of the Academic Council and shall be determined by a vote of the members at the first regular Academic Council meeting of the academic year.

- 9.2 Each constituency shall forward to the President of the College the names of its elected or appointed members no later than September 30th.
- 9.3 Regular meetings shall be held four (4) times during the months of October to June. The orientation meeting will not count as a regular meeting.
- 9.4 Special meetings can be called by the Agenda Committee.
- 9.5 The agenda shall be prepared by the Agenda Committee and any matter not on the approved agenda shall not be considered unless agreed to by a minimum two-thirds of the Academic Council voting members present.
- 9.6 Any member of the College may refer any matter to the attention of the Academic Council by presenting a written submission to the Agenda Committee.
- 9.7 Notice of all meetings, with copies of an agenda and related materials, shall be circulated to all Council members and alternates not less than three working days prior to the date of the meeting.
- 9.8 Each regular Council member or alternate Council member replacing that Council member shall have one vote. (twenty-one votes in total)
- 9.9 In any vote, a simple majority shall be required to carry a motion. Only those members in attendance at a meeting may vote.
- 9.10 A quorum shall be 50% of Academic Council members.
- 9.11 All Academic Council meetings are public meetings and are open to students, staff and faculty and the general public who may observe, but not participate unless invited to by the Chairperson.
- 9.12 The Chairperson shall invite to Academic Council meetings any person(s) necessary to carry out the duties and responsibilities of the Council.
- 9.13 The Academic Council shall establish such membership and standing committee as deemed necessary and appoint members and dissolve ad hoc committees as deemed necessary. Such committees may include individuals who are not members of Academic Council.
- 9.14 Minutes of meetings shall be prepared and distributed to members no later than seven days following the meeting.

Draft and approved minutes shall be distributed to the Bow Valley College - Calgary Faculty Association and Bow Valley College Student Association.
- 9.15 All recommendations and reports of Academic Council shall be communicated to the Board in writing through the President. (Post-Secondary Learning Act, Statutes of Alberta, 2003, Chapter P-19.5, 47(2)).

10 - AMENDMENT AND RATIFICATION OF THESE TERMS OF REFERENCE

- 10.1 Academic Council reviews its Terms of Reference every 2 year. If there is a request to review the Terms of Reference outside of the formal review timeline, a written notice of motion to change the Terms of Reference shall be submitted to the Chairperson who places the proposed change on the agenda of Academic Council.
- 10.2 The notice of motion shall be presented at least one meeting prior to its consideration.
- 10.3 To receive approval from Academic Council, the motion of amendment shall receive support from at least two-thirds of all members present.
- 10.4 Once approved by Academic Council, the amendment shall be sent to the HR and Governance Council, who will then submit its recommendation to the Board of Governors for final approval.

Minor revisions made June 9, 2021 – Rebranded and meeting recorder changed.