

ALGONQUIN COLLEGE BOARD OF GOVERNORS
ACADEMIC AND STUDENT AFFAIRS COMMITTEE TERMS OF REFERENCE

The Academic and Student Affairs Committee, a standing committee of the Board of Governors, was established to assist the Board in fulfilling its Academic and Student Affairs oversight responsibilities.

Responsibilities

The Academic and Student Affairs Committee shall ensure the College's commitment to quality education and student experience through continuous improvement. The Academic and Student Affairs Committee's focus is on ensuring appropriate policies and processes exist and that they achieve the necessary outcomes. It is not an operational committee, and as such, the Committee's specific governance responsibilities are:

1. To ensure due diligence with regard to approval of new programs and program suspensions/cancellations. This will include compliance with all Ministry binding directives and recommended best practice, plus related Algonquin College Board policies. This scope will include all Ontario College credentials and degree programs entering the intermediate stage of proposal development as per the College's Program Review Committee (PRC) process. In addition, exceptional circumstances such as significant impacts on school or campus, to come to the Academic and Student Affairs Committee for a discussion in a timely manner in advance of any public announcement.
2. To receive Program Evaluation Committee reports and implementation plans in response to recommendations associated with Ministerial Renewal of Consent processes.
3. To ensure organization-wide quality assurance policies and processes are in place and effective. Relevant measures such as key performance indicators (KPIs), graduation rates, employment rates and others, will be reported to the Committee.
4. To receive Program Quality Review status updates inclusive of follow-up reports.
5. To ensure the effectiveness of the College's Program Advisory Committee.
6. To provide strategic direction to enhance the student experience and guide the alignment of College and Students Association priorities. Appropriate reports such as the Ombudsman's Annual Report, as well as Student Affairs related policy creation and policy reviews will be reported to the Committee.
7. To make recommendations to the Board of Governors with respect to the above matters.

Membership

The Academic and Student Affairs Committee shall be composed of at least five members of the Board of Governors, and shall optimally include the Academic Staff Governor and

the Student Governor. The Board Chair and the President shall be ex-officio (voting) members of the Academic and Student Affairs Committee.

Term of Appointment

Each Academic and Student Affairs Committee member shall be appointed for a two-year term subject to an annual review, removal, and renewal by the Board.

Chair

The Chair of the Academic and Student Affairs Committee shall be an external Board member and shall be a member of the Executive Committee. The Governance Committee of the Board of Governors will bring forward an annual recommendation for the Chair of the Academic and Student Affairs Committee.

Vice Chair

A Vice Chair of the Academic and Student Affairs Committee may be appointed if the committee members feels that there is a requirement. The Vice Chair shall be an external governor.

Vacancy

The Board shall fill a vacancy on the Academic and Student Affairs Committee by appointing a new member to the Committee.

Meetings

Any member of the Board is welcome to attend a meeting, with the approval of the Chair.

Frequency of Meeting

The Academic and Student Affairs Committee shall meet a minimum of three times each year, or more often as is deemed necessary.

Calling Meetings

Any member of the Academic and Student Affairs Committee may call a meeting of the Academic and Student Affairs Committee.

First Approved: December 9, 2013

Revised and Approved: June 8, 2015

Approved: Board of Governors meeting April 16, 2018

Approved: Board of Governors meeting February 22, 2021

Approved: Board of Governors meeting April 20, 2026