

## AA02 College Academic Council

Classification:	Academic Affairs
Responsible Authority:	Senior Vice President, Academic
Executive Sponsor:	President
Approval Authority:	Algonquin College Executive Team
Date First Approved:	1996-04. 22
Date Last Reviewed:	2021-06-07
Mandatory Review Date:	2026-06-07

### PURPOSE

To establish an Advisory College Academic Council as required by the Minister’s Binding Policy Directive: *Governance and Accountability Framework*, Revised April 2010. The Advisory College Academic Council of Algonquin College shall be called the College Academic Council. This policy is ancillary to By-law No. 4 which establishes the College Academic Council, a copy of which is attached as Appendix 1.

### SCOPE

The College Academic Council (Academic Council) represents all staff of the College and includes representatives from the academic, administrative, and support staff, and students.

### DEFINITIONS

Word/Term	Definition
Academic Administrator	a person who is employed by the College as a Program Chair, Course Chair, Academic Manager or Dean
Academic Staff	a person who is employed by the College as a teacher, counsellor or librarian
Administrative Staff	a person who is employed by the College in a function other than as an academic or support staff
Support Staff	a person who is employed by the College as a member of the office, clerical, technical, health services, maintenance, building service, shipping transportation, cafeteria or nursery staff
Staff	Academic Staff, Administrative Staff and Support Staff, collectively
Student	a person who is enrolled in a program of instruction on a full-time or part-time basis

### POLICY

#### 1. PURPOSE

The purpose of the Academic Council is to establish a forum for Students and Staff of the College to provide advice to the President on matters of importance to Students and Staff. The Academic Council acts in an advisory capacity to the President.

## 2. MANDATE

- 2.1 The Academic Council shall review, monitor and make recommendations to the President on such issues as:
- a. pedagogy;
  - b. course and program evaluation;
  - c. teaching methodology and standards;
  - d. evaluation and promotion policies;
  - e. standards of student conduct and discipline;
  - f. admission policies and practices;
  - g. student awards and scholarships;
  - h. academic equivalencies.
- 2.2 Consistent with the consultative function of the Academic Council, its members shall endeavour to consult and report to their relevant constituency groups.

## 3. ELECTIONS AND APPOINTMENTS

- 3.1 Academic Staff
- 3.1.1 The Faculty Union shall be responsible for the establishment of electoral procedures and the supervision of the election of the Academic Staff to sit on the Academic Council.
- 3.1.2 The election results for the Academic Staff Members to sit on the College Academic Council for the coming academic year shall be communicated to the College community by August 15.
- 3.2 Support Staff Member Election  
The Full time Support Staff Union shall elect one Support Staff Member to serve on the Academic Council.
- 3.3 Student Appointment  
The Board of Directors of the Students' Association shall name three students to serve on the Academic Council.
- 3.4 Administrative Staff Member Selection
- 3.4.1 The Deans and Directors Council shall request nominations from the Academic Administrators to sit on the Academic Council by May 15 of each year.
- 3.4.2 The Deans and Directors Council shall select from the nominations received two Academic Administrators from different Schools to serve on the Academic Council by June 1 of each year.
- 3.5 Announcement of Incoming Academic Council Members  
The names of the members of the Academic Council for the next academic year shall be communicated to the College community by August 15 of each year.

## 4. RESPONSIBILITIES OF MEMBERS

- 4.1 Establishment of priorities for the academic year is a central responsibility of the Academic Council.
- 4.2 Except for ex-officio members, participation on the Academic Council and its committees shall be on a voluntary basis. All reasonable arrangements will be made to make participation on the Academic Council as accessible as possible.

- 4.3 Members shall participate fully in all meetings of the Academic Council as well as on any working group to which they volunteer to participate.
- 4.4 Members shall make themselves available to their constituencies and will keep their peers informed of major issues before the Academic Council.
- 4.5 Members shall regularly consult their constituencies; however, they may vote on issues as representatives, that is, they will reflect the views of their constituency, their individual perspective and then contribute and vote as their conscience dictates.
- 4.6 It is the responsibility of Members to attend meetings; if unable to attend a meeting, a member should name an alternate and notify the Chair. If a member will have extended leave where they are unable to attend regularly, they should alert the Chair.
- 4.7 Members shall report the decisions made by the Academic Council to their respective constituencies.

## **5. RESPONSIBILITIES OF THE CHAIR OF THE ACADEMIC COUNCIL**

- 5.1 The Chair of the Academic Council shall determine the agenda and call the meetings. In order that items are reviewed by all jurisdictions, all such items shall first be received for preliminary discussion at one meeting and referred to the constituencies for input. No final resolution may be passed before at least 20 working days have elapsed. In exceptional circumstances, this requirement may be waived by a two-thirds majority vote.
- 5.2 The Chair of the Academic Council shall set aside up to a maximum of fifteen minutes total at each meeting for presentations to the Academic Council outside of the proposed agenda. Persons or groups wishing to address the Academic Council shall notify the Chair in writing prior to the beginning of the meeting.
- 5.3 Any member may place an item on the agenda by forwarding it to the Chair ten working days prior to the next meeting.
- 5.4 The Chair shall preside over and conduct all meetings according to conventional rules of order. In the absence of the Chair, the Past Chair will preside over the Academic Council.
- 5.5 The Chair shall notify the appropriate constituent group within five days of any vacancy being declared.

## **6. MEETINGS**

- 6.1 The Academic Council shall normally meet on a Monday of each month from September to May, with the exception of December. When required, a meeting will be held in June.
- 6.2 The meetings shall normally be held at 4:30 p.m.
- 6.3 The Academic Council agenda, time and location shall be posted at least five working days in advance of the meeting.
- 6.4 All meetings shall be open to the College community.
- 6.5 Fifty percent (50%) of the members plus one excluding vacancies shall constitute a quorum.

- 6.6 In the event that the Chair of the Academic Council believes that a meeting should be cancelled or re-scheduled, such change in schedule will take place after consultation with the Senior Vice President, Academic.

## 7. WORKING GROUPS

- 7.1 Each year, the Academic Council may establish working groups to assist in carrying out its work.
- 7.2 The Academic Council will establish the mandate and objectives for its working groups to ensure their work is aligned with the Academic Council's objectives.
- 7.3 The Academic Council will appoint a minimum of two (2) Academic Council members to its working groups. Academic Council may increase the size of the working groups with members from the College community at large.
- 7.4 Working groups are to be disbanded once they have addressed the specific issues for which they were created. Working groups may span over two academic years with the approval of the incoming Academic Council.

## 8. EXECUTIVE COMMITTEE OF THE ACADEMIC COUNCIL

- 8.1 The Executive Committee of the Academic Council is composed of six members: the Chair, the past Chair and one Academic Council member representing the Academic Staff, the Support Staff, the Administrative Staff and Student constituency groups respectively.
- 8.2 The role of the Executive Committee is to:
- report to the President annually or sooner if needed;
  - follow-up on the Academic Council's recommendations;
  - prepare an annual report for submission to the President and the Board of Governors. The Academic Council annual report shall form part of the College annual report submitted to the Ministry.

## PROCEDURE

Action	Responsibility
<b>1. Election and Appointments</b>	
1.1 Notify the constituency groups of the need to fill vacancies on the Academic Council for the upcoming academic year: <ul style="list-style-type: none"> <li>• Academic staff – May 01</li> <li>• Support staff – May 15</li> <li>• Administrative Staff – May 15</li> <li>• Students' Association – May 15</li> </ul>	Secretary to the Academic Council
1.2 Obtain the names of the newly elected and appointed members to the Academic Council by August 15.	Secretary to the Academic Council
1.3 Announce the composition of the incoming Academic Council to the College community by posting on myAC by August 15.	Secretary to the Academic Council

**2. Meetings**

- |     |   |                                   |
|-----|---|-----------------------------------|
| 2.1 | Prepare the agenda of the Academic Council ten working days before the meeting is to be held. | Academic Council Chair            |
| 2.2 | Post the agenda for the upcoming meeting five working days before the meeting is held.        | Secretary to the Academic Council |

**3. Annual Report**

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|-----|--|------------------------|
| 3.1 | Prepare the annual report following the last meeting of the Academic Council in May and submit it to the Executive Committee of the Academic Council for approval. | Academic Council Chair |
| 3.2 | If needed, schedule a meeting before June 15 with the President to present the annual report and provide information on the activities of the Academic Council.    | Academic Council Chair |

**SUPPORTING DOCUMENTATION**

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| Appendix 1 | By-law No.4  |
| Appendix 2 | Representation on the College Academic Council   |
| Appendix 3 | Excerpt from Ministry of Colleges and Universities (MCU) Governance and Accountability Framework, Revised April 2010, on Advisory College Academic Council |

**RELATED POLICIES**

None.

**RELATED MATERIALS**

None.

**AA02: Appendix 1****BYLAW 4****THE BOARD OF GOVERNORS OF THE ALGONQUIN COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

This bylaw is pursuant to the Minister of Colleges and University (MCU) Binding Policy Directive *Governance and Accountability Framework* made under the *Ontario Colleges of Applied Arts and Technologies Act, 2002 (OCAAT Act)* regarding the establishment of an Advisory College Academic Council .

BE IT ENACTED as a bylaw of THE BOARD OF GOVERNORS OF THE ALGONQUIN COLLEGE OF APPLIED ARTS AND TECHNOLOGY as follows:

**1. ESTABLISHMENT of the ACADEMIC COLLEGE ADVISORY COUNCIL**

In accordance with the Minister's Binding Policy Directive, Algonquin College of Applied Arts and Technology shall establish an Advisory College Academic Council to be called the College Academic Council, hereinafter referred to as the "Academic Council".

**2. DEFINITIONS**

- 2.1 Academic Administrator means an Administrative Staff who is a Program Chair, Course Chair, Academic Manager or Dean.
- 2.2 Academic Staff means a person who is employed by the College as a teacher, counsellor or librarian.
- 2.3 Administrative Staff means a person who is employed by the College in a function other than as an academic or support staff.
- 2.4 Support Staff means a person who is employed by the College as a member of the office, clerical, technical, health services, maintenance, building service, shipping, transportation, cafeteria or nursery staff.
- 2.5 Staff means Academic Staff, Administrative Staff and Support Staff, collectively.
- 2.6 Student means a person who is enrolled in a program of instruction on a full- time or part-time basis.

**3. PURPOSE**

The purpose of the Academic Council is to establish a forum for Students and Staff of the College to provide advice to the President on matters of importance to Students and Staff. The Academic Council acts in an advisory capacity to the President.

#### 4. MANDATE

- 4.1 The Academic Council shall review, monitor and make recommendations to the President on such issues as:
- a. pedagogy;
  - b. course and program evaluation;
  - c. teaching methodology and standards;
  - d. evaluation and promotion policies;
  - e. standards of student conduct and discipline;
  - f. admission policies and practices;
  - g. student awards and scholarships;
  - h. academic equivalencies.
- 4.2 Consistent with the consultative function of the Academic Council, its members shall endeavour to consult and report to their relevant constituency groups.

#### 5. MEMBERS

- 5.1 The Academic Council shall consist of voting members from the following constituency groups:

*Academic Staff* - one Academic Staff representative from each of the schools, institutes, or centres and one representative each from the librarians and counsellors.

*Support Staff* - 1 representative

*Students* - 3 representatives

*Academic Administrators* - 3 representatives

*Chair/Past Chair* - 2 representatives

The Academic Council shall also have the following non-voting members:

*Ex-officio Non-Voting Members*

- Senior Vice President, Academic
- Vice President, Student Services
- Registrar
- Administrative staff or designate from AC Online
- Administrative staff or designate from Cooperative Education Office
- Administrative staff or designate from Applied Research, Innovation and Entrepreneurship

- 5.2. The Chair of Academic Council shall be elected by the members of the Academic Council from among themselves at its first meeting of the academic year, for a term of one year, renewable once. A vacancy in one of the constituency groups created with the appointment of the Chair of Academic Council will be filled as stated in article 6.6 below.
- 5.3 The Academic Council may appoint non-voting members to serve as resource persons, as required.
- 5.4 The Academic Council may appoint task forces as deemed necessary.

**5.5 Academic Staff Election**

5.5.1 The Faculty Union shall be responsible for the establishment of electoral procedures and the supervision of the election of the academic staff to sit on the Academic Council.

**5.6 Support Staff Election**

5.6.1 The Support Staff Union shall elect one support staff member to serve on the Academic Council.

**5.7 Student Appointment**

5.7.1 The Board of Directors of the Students' Association shall name three students to serve on the Academic Council.

**5.8 Academic Administrators Selection**

5.8.1 The Deans and Directors Council shall request nominations from the academic administrators to sit on the Academic Council and select from the nominations received two academic administrators from different Schools to serve on the Academic Council.

**6. TERMS OF OFFICE**

6.1 The terms of office of Academic Council members shall commence September 1 of each year and continue for two years.

6.2 No member representing a constituency group shall serve more than four consecutive years but on the expiration of two years after having served on the Academic Council, a person shall again be eligible for election.

6.3 A member of the Academic Council may resign at any time by submitting a written resignation to the Chair of the Academic Council.

6.4 Where an Academic Council member is absent from two consecutive meetings without regrets to the Chair of the Academic Council or the Secretary, or three consecutive meetings with regrets, that position shall be declared vacant.

6.5 If an Academic Council member changes status and can no longer represent the group or constituency, the position shall be declared vacant.

6.6 Vacancies, however caused, shall be filled in the following manner:

6.6.1 After March 31, at the time of the next election.

6.6.2 Before March 31, by appointment by the Students' Association, Support Staff Union, Faculty Union, the Deans and Directors Council, as appropriate for the vacancy from their respective constituency group.



**7. MEETINGS**

- 7.1 The Academic Council shall meet at least twice each fall and winter term.
- 7.2 All meetings shall be open to College staff and students. .
- 7.3 Fifty percent (50%) of the members plus one excluding vacancies shall constitute a quorum.

**8. EXECUTIVE COMMITTEE OF THE ACADEMIC COUNCIL**

- 8.1 The Executive Committee of the Academic Council is composed of six members: the Chair, the past Chair and one Academic Council member representing the Academic Staff, the Support Staff, the Administrative Staff and Student constituency groups respectively.
- 8.2 The role of the Executive Committee is to:
  - report to the President annually or sooner if needed;
  - follow-up on Academic Council recommendations;
  - prepare an annual report for submission to the President and the Board of Governors. The Academic Council annual report shall form part of the College annual report.

Enacted this 7<sup>th</sup> day of June, 2021.



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Jay McLaren  
Chair, Board of Governors



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Claude Brule  
Secretary, Board of Governors

## AA02: Appendix 2

### REPRESENTATION ON COLLEGE ACADEMIC COUNCIL

<b>Representation from Academic Staff</b>		<b>14 Voting Members</b>
School of Advanced Technology		one Academic Staff
School of Business		one Academic Staff
School of Health and Community Studies		one Academic Staff
School of Hospitality and Tourism		one Academic Staff
Police and Public Safety Institute		one Academic Staff
Heritage Institute		one Academic Staff
School of Media and Design		one Academic Staff
Algonquin College in the Ottawa Valley		one Academic Staff
Algonquin Centre for Construction Excellence		one Academic Staff
General Arts and Science		one Academic Staff
Academic Access Centre		one Academic Staff
Language Institute		one Academic Staff
Counsellors		one counsellor
Librarians		one librarian
<b>Representation from Support Staff</b>		<b>1 Voting Member</b>
<b>Representation from Students</b>		<b>3 Voting Members</b>
<b>Representation from Academic Administrators</b>		<b>3 Voting Members</b>
Deans		one Dean
Chairs		one Chair
Learning and Teaching Services		one Manager or designate
<b>Chair/Past Chair</b>		<b>2 Voting Members</b>
<b>Ex Officio Members</b>		<b>6 Non - Voting Members</b>
Senior Vice-President, Academic		
Vice-President, Student Services		
Registrar		
AC Online		Administrative staff or designate
Cooperative Education Office		Administrative staff or designate
Applied Research and Innovation		Administrative staff or designate

## AA02: Appendix 3

### **ADVISORY COLLEGE ACADEMIC COUNCIL**

**Excerpt from MCU Governance and Accountability Framework, Revised April 2010**

The Board of Governors is to ensure that an Advisory College Council is established, the purpose of which is to provide a means for students and staff of the College to provide advice on matters of importance to students and staff. The Board of Governors is to ensure that the structure, composition, terms of reference and procedures for the Council are established in by-law. A report from this Advisory Council shall be included in each College's annual report.