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PREAMBLE

The composition, powers, and duties of Academic Council (“the Council”) are established by the Alberta Post-Secondary Learning Act (2003, current as of March 2015). The Act empowers the College Board of Governors (“the Board”) to oversee the Council. Unless otherwise stated in the Act, the Council reports and makes recommendations to the Board. The Board is the final authority for acceptance or rejection of the Council’s recommendations. The Board has elected to assign its authority and responsibility for the Council to the President of Grande Prairie Regional College (GPRC) in accordance with BP-3 Section 3 of GPRC Board-President Relationship Policy: Delegation to the President. Consequently, any reference to the Board shall mean the President of GPRC.

MEMBERSHIP

Post-Secondary Learning Act Section 46

- (1) For each public college and technical institute there is to be an academic council consisting of
 - (a) the president, who is the chair unless a chair is elected under subsection (5);
 - (b) not more than 4 senior officials, appointed as members of the council by the board;
 - (c) subject to subsection (2), not more than 10 academic staff members, elected by the academic staff association of the public college or technical institute;
 - (d) not more than 10 students, elected by the students association;
 - (e) not more than 5 additional members, appointed by the board.
- (2) The number of academic staff members elected to the academic council under subsection (1) (c) shall in no case be less than 1/3 of the total number of members of the academic council.
- (3) The term of office of members of the academic council shall be determined by the board.
- (4) Where any question arises as to the composition of the academic council or any matter concerning the election of academic staff members or students to an academic council, the question shall be decided by the board and the board’s decision is final.
- (5) The academic council may elect a chair from among its members.

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1. Membership on GPRC's Academic Council shall be:
 - a) The President
 - b) Four other senior administrators as appointed by the Board.
 - Vice President of Academics and Research,
 - Director of Student Experience, and
 - Two academic Deans (Appointment shall rotate at the discretion of the Vice-President Academics and Research).
 - c) Ten Academic Staff Association (ASA) members elected by the ASA. There shall be no more than two members from a department where possible. Except for the Chair and Vice Chair, elected members will serve a two-year term beginning **May 25. In the event that the Chair or Vice Chair of Academic Council is an elected member of the ASA then their terms on Academic Council end 12 months after their election to the office or until a new Chair or Vice Chair is elected, respectively.** Members elected to fill a vacancy will serve from the date of election until **May 24** of the following academic year.
 - d) Ten students appointed by the Students' Association of Grande Prairie Regional College (SAGPRC). Elected students will serve a one-year term from the date of approval by the Council until the end of the academic year.
 - e) Two Employees' Association members elected by the Employees' Association and appointed by the Board. The members must be from different departments where possible. The Employees' Association must submit the names of the elected members to the Board for formal appointment. The appointed members will serve a two-year term beginning May 25 and ending May 24.
 - f) One member of the Alberta Union of Provincial Employees Local 071 Chapter 007 elected by the Alberta Union of Provincial Employees Local 071 Chapter 007 and appointed by the Board. The Alberta Union of Provincial Employees Local 071 Chapter 007 must submit the name of the elected member to the Board for appointment. The appointed member will serve a two-year term beginning May 25 and ending May 24.
 - g) Two members of the general public appointed by the Board. The appointed members will serve a two-year term beginning May 25 and ending May 24.
2. Elected members shall be eligible for re-election every two years, but may not serve more than two consecutive terms. Elected students shall be eligible for re-election every year. Appointed members shall be eligible for re-appointment every two years.
3. Alternate Members
 - a) The Vice-President Academics and Research may appoint an alternate from Senior Administration to attend an Academic Council meeting in the event of the appointed senior administrator's absence.

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- b) The Academic Staff Association may elect up to five alternate members from any department to attend in the absence of elected members.
- c) The Students' Association may elect up to five alternate members to attend in the absence of elected members.
- d) The Employees' Association may elect up to two alternate members. The names of these alternate members must be submitted to the Board for formal appointment.
- e) The Alberta Union of Provincial Employees Local 071 Chapter 007 may elect up to two alternate members. The names of this alternate members must be submitted to the Board for formal appointment.

FUNCTION AND RESPONSIBILITIES

Post-Secondary Learning Action 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 for consideration at its next meeting.
4. The mandate of Academic Council is to provide a forum for College constituents to debate ideas and concepts leading to the development of Academic Policies. In addition to policy development and review, the Council monitors the implementation of Academic Policies, recommending the future direction of College programming and identifying significant trends in education and society and their implications for the College.

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5. GPRC's Academic Council shall perform the following functions:
 - a) Provide recommendations or reports to the Board with respect to any matter that the Board refers to the Council.
 - b) Review policies that affect the learning organization.
 - c) Identify significant issues in education and society and discuss the implications for Grande Prairie Regional College.
 - d) Approve course and program changes on the recommendation of the Curriculum Committee.
 - e) Subject to the final authority of the Board and on the recommendation of the respective Department, the Council approves academic standards and requirements for admission, progression through, and completion of College programs and courses.
 - f) Provide comments and suggestions to the Board concerning Governance Policies.
 - g) Approve the Academic Schedule.

COMMITTEES

6. Standing committees of Academic Council shall have their terms of reference and their nominated members approved by the Council. Terms of reference shall include a schedule for reporting to the Council.
 - 6.1 The **Curriculum Committee** is a standing committee of the Council with representation from each academic department. The Curriculum Committee debates course and program changes and brings recommendations to the Council.
 - 6.2 The **Student Awards Committee** is a standing committee of the Council. The committee shall determine recipients of College awards, bursaries and scholarships in accordance with the administrative requirements of the GPRC Foundation acting on behalf of the donor and make recommendations to the Council.
 - 6.3 The **Nominating Committee** is a standing committee of the Council:
 - 6.3.1 The Chair of Academic Council is the Chair of the nominating Committee
 - 6.3.2 The Chair and members of the nominating committee ensure that the slate of nominees is prepared between April 25th and August 31st and is ready for submission to the Council by September 4th.
 - 6.3.3 The Nominating Committee prepares a slate of nominees for:
 - 6.3.3.1 Members of the Council committees;

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- 6.3.3.2 Appointment of community members; and
- 6.3.3.3 Other committees for which the Council requests members.
- 6.4 The **Convocation Committee** is a standing committee of the Council. The committee celebrates the achievements of GPRC students by initiating and carrying out plans for the convocation ceremony.
 - 6.4.1 The Council will receive recommendations from and provide feedback to the Convocation Committee on the details of the Convocation date, time, venue, program and schedule of related events prior to the event.
- 6.5 The **Program Review Committee** is a standing committee of the Council. The committee shall oversee both the annual and the comprehensive six-year program reviews and shall make recommendations to the Council.
- 6.6 The **Distance Education Committee** is a standing committee of the Council. The committee shall review and shall make recommendations to the Council on academic policy regarding distance education courses/programs and services; and on objectives, barriers and solutions to achieving these objectives, as well as, means of monitoring progress towards the achievement of these objectives.
- 6.7 **The Research Planning Committee** is a standing committee of the Council. The committee shall establish policies and procedures regarding research and shall make recommendations to the Council.
- 6.8 **The Co-Curricular Committee** is a standing committee of the Council. The committee shall make recommendations to the Council regarding co-curricular transcripts that provide students with recorded evidence of progress and developmental accomplishments.
- 7. Normally, committee members shall be approved at the September meeting of each year with the exception of students' representatives, who will be approved at the October meeting.

OPERATIONAL PROCEDURES OF ACADEMIC COUNCIL

- 8. In order to assure full student representation, the Council shall elect its Chair at the October meeting. The Chair will remain in office for twelve months from the time of the election of the Chair or until a new Chair is elected, whichever comes first. In the event that the elected Chair is not a member of the Council on May 25, the Vice Chair will assume the role until the Council elects a chair.
- 9. The Council shall elect a Vice Chair at the October meeting. The Vice Chair shall preside over meetings in the absence of the Chair or assume the role of Chair in the event of a long-term absence. Unless the elected Vice Chair is a student member of Academic

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- Council, the Vice Chair will remain in office for 12 months from the time of the election of the Vice Chair or until a new Vice Chair is elected, whichever comes first. If the Vice Chair is a student member of Council, the Vice Chair will remain in office until May 24.
10. In the absence of the elected Chair and the elected Vice Chair or in the event that the Chair and the Vice Chair cannot perform their duties, the Vice-President Academics and Research, or designate, may assume the role of the Chair of the Council until a new Chair is elected.
 11. In the event that the elected Chair is not a member of the Council on May 25, the Chair shall remain the Chair for the purpose of fast tracking over the spring and summer months and shall remain the Chair of the Nominating Committee until the slate of nominees is submitted by September 4th.
 12. The Chair of the Council shall:
 - 12.1 Preside over all meetings of the Council according to the principles of Robert's Rules of Order;
 - 12.2 Prepare correspondence as necessary on behalf of the Council;
 - 12.3 Prepare the meeting agenda in consultation with the Vice President Academics and Research, and the Council Secretary.
 13. Regular meetings of the Council will normally be held the second Thursday of each month from September through May. Normally, the agenda and supporting documents shall be distributed to the Council members no fewer than four working days prior to the meeting.
 14. A quorum of the Council shall consist of a majority of the voting members. Members who intend to be absent from a scheduled meeting of the Council are expected to give notice to either the Chair or the Secretary. Any member who is absent without notice from two meetings during the year will forfeit their membership on the Council and the nominating body will be so informed and asked for a replacement.
 15. Any member of the College community may refer a matter to the attention of the Council by presenting in writing a submission to the Chair no less than ten days prior to any meeting of the Council.
 16. All submissions to the Council will be considered for the agenda of the next regular meeting of the Council. Submissions may be returned to the originator only:
 - 16.1 If there is insufficient information for the Council to make an informed decision;
 - 16.2 If the submission would be better served in a different forum;
 - 16.3 If prescribed College procedure has not been followed.

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17. The Chair, in consultation with the President, may call special meetings as necessary to conduct the Council business. Notice of a special meeting shall be given to the Council members no fewer than three working days prior to the meeting.

Repatriated from the Board of Governors: April 27, 1999
Reviewed and revised by Academic Council: January 11 & February 8, 2001
Updated to include PWAC Committee: April 12, 2001
Updated by Board of Governors: September 25, 2001
Reviewed and revised by Academic Council: April 10, 2003
Reviewed and approved by Board of Governors: May 22, 2003
Review and revised by Academic Council: November 18, 2004 & April 21, 2005
Reviewed and approved by Board of Governors May 26, 2005
Reviewed and revised by Academic Council April 27, 2006
Reviewed and approved by the Board of Governors: September 21, 2006
Reviewed and revised by Academic Council: October 11, 2007
Reviewed and approved by the Board of Governors: December 13, 2007
Reviewed and revised by Academic Council: November 13, 2008
Reviewed and revised by Academic Council: November 13, 2008
Reviewed and approved by the Board of Governors: December 11, 2008
Reviewed and revised by Academic Council: April 16, 2009
Reviewed and approved by the Board of Governors: June 17, 2009
Reviewed and revised by Academic Council: April 12, 2012
Reviewed and approved by the Board of Governors – January 24, 2013
Reviewed and approved by Academic Council: October 13, 2016
Reviewed and approved by the Board of Governors – November , 2016