

Academic Council Terms of Reference

Background

The Academic Council is duly established by the Post-Secondary Learning Act, 2003 (effective May 4, 2017). One must exist for each College with membership being equally allocated between Board, faculty and student representatives. The Post-Secondary Learning Act provides general guidelines and constitutions for individual Councils appropriate for local development and review of academic policy and procedures. Olds College Academic Council was established December 7, 1978.

While technically Academic Council is not a standing committee of the Board, its significance to College affairs is such to warrant identification as part of the Board structure. The mandate and procedures for Academic Council are housed in the Council's Constitution. This Constitution is a document agreed upon between the constituent groups; Board, Faculty and Students.

Mandate

The Academic Council is generally mandated to provide the Board with recommendations on academic policies and procedures. The Council has the ability to make recommendations to the Board on a broad range of issues, which are perceived considered to have an impact on academic life. Specifically, including Academic policy relating to:

1. Standards, policies, and procedures respecting the selection and admission of students, other than apprenticeship programs under the Apprenticeship and Industry Training Act;
2. Courses and programs of instruction or training provided or to be provided by the College Board;
3. Academic awards;
4. Review proposed programs of study to be offered by the college and make a report respecting that review;
5. Make recommendations or reports to the board on any other academic matters the academic council considers advisable.

Membership

The Olds College Academic Council is composed of twenty-one members from three constituencies (with alternates).

Faculty appoints seven (7) members for a two (2) year-term along with up to three (3) alternates.

While the College President, the Vice President Academic and the Registrar of the College, as determined by the College Board, are named by the Post-Secondary Learning Act as representatives of

the Board, four are represented by other administrative officers of the College, typically Deans, Directors, or Chairs (with three (3) alternates). These members are appointed annually.

Students appoint seven (7) members for a one-year term with-up to three (3) alternates.

Reporting

The *Post-Secondary Learning Act* requires that all communications to the Board be through the President. At Olds College, reporting occurs on the Board agenda under reports and is facilitated by inclusion of Council minutes where motions and recommendations to the Board are presented.

The Board of Governors at the College has deemed that the presence of Academic Council and its interaction with the Board on a broad range of academic matters precludes the need for the Board to maintain a standing committee on academic or instructional concerns.

Meetings

The Academic Council meets on the second Thursday of each month with the exceptions of July and August. Additional meetings are called at the discretion of the Chairperson.

An orientation session for new Council representatives will be held for new Council members prior to their second regular Council meeting. These sessions will be organized by the Administrative Assistant to Academic Council in consultation with the Academic Council Chairperson.