COLLEGE OF THE NORTH ATLANTIC			
OPERATIONAL PROCEDURE			

TOPIC:	**ACADEMIC COUNCIL**

Procedure No.	AC-100-PR	**Division**	Academics
Supersedes	PO-002	**Board Policy Ref.**	GP-RR-904
Related Policies	AC-100 & AC -106	**Effective Date:**	December 20, 2022 (R10)

PROCEDURE

Subject to the authority of the President, Academic Council will be empowered to:

1.0   Terms of Reference

1.1   Establish procedures and regulations for the conduct of the affairs of Academic Council and of its committees, as defined by College of the North Atlantic (CNA) policy;

1.2   Advise and make recommendations to any constituent group of CNA on issues deemed by Academic Council to have impact on academic matters;

1.3   Recommend new programs of study, as defined by CNA policy;

1.4   Recommend the provision of Program Advisory Committees and policies for such committees;

1.5   Recommend policies and procedures for program development and review;

1.6   Recommend academic standards and requirements for admission to, and completion of, CNA programs;

1.7   Recommend policy related to special cases of admission, exception, student appeals, examinations, Aegrotat standing, academic dismissal, etc.;

1.8   Recommend policies for the administration or awarding of scholarships, bursaries, honorary diplomas and other awards;

1.9   Recommend the establishment of ad hoc and standing committees as it considers necessary to conduct the affairs of Academic Council.

2.0   Membership

2.1   Academic Council shall consist of the following members:

2.1.1   <u>Appointed Voting Members</u>:

- Vice President, Academics and Applied Research (Chair)
- Director – Strategic Initiatives
- Dean – School of Academics, Applied Arts, and Tourism
- Dean – School of Business and Information Technology
- Dean – School of Engineering Technology
- Dean – School of Health Sciences
- Dean – School of Natural Resources and Industrial Trades
- Dean – School of Sustainable Development

2.1.2   <u>Elected Voting Members</u>:

- Ten permanent full-time faculty members, representing the following Schools:
  - School of Academics, Applied Arts and Tourism (one faculty each from Academics, Applied Arts and Tourism)
  - School of Business and Information Technology (one faculty each from Business and Information Technology)
  - School of Engineering Technology (one faculty member)
  - School of Natural Resources and Industrial Trades (one faculty each from Natural Resources and Industrial Trades)
  - School of Health Sciences (one faculty member)
  - School of Sustainable Development (one faculty member)
- One representative from Student Services (Student Counsellor or Student Development Officer)
- One Academic support staff
- One representative from Customized and Continuous Learning
- One representative from International Education

- One Student Union Representative

2.1.3 <u>Non-Voting Members</u>:

- Director - Academic Development and Planning
- Registrar
- Recording Secretary (appointed by Chair)

2.1.4 <u>Filling Academic Council vacancies</u>

Where a position is vacant, the Vice President, Academics and Applied Research may temporarily appoint a replacement from the appropriate constituency until such time an election is held.

2.2 The Chair of Academic Council will be responsible for:

2.2.1 Bringing to the attention of Academic Council requests and decisions of the President;

2.2.2 Bringing to the attention of the President deliberations and recommendations of Academic Council;

2.2.3 Serving as an ex-officio member of all committees of Academic Council;

2.2.4 Presiding over meetings of Academic Council; and

2.2.5 Onboarding new Academic Council members prior to their first meeting.

2.3 Members from the faculty, student body and academic support shall be elected according to the terms of reference of their respective bodies if such exist.

2.4 Elected members as well as appointed representatives shall serve for a three-year term.

2.5 Terms of Academic Council members shall begin in September.

2.6 When a vacancy occurs, for any reason, the appropriate faculty body will be requested to fill that vacancy for the remainder of the term of office.

2.7 The Chair reserves the right to invite guests or observers as deemed necessary in addressing meeting agendas.

2.8 Members on leave for not more than one semester will be permitted to continue as a member of Academic Council at the discretion of the Chair providing no additional costs are incurred.

3.0 Operational Guidelines

3.1 A quorum for Academic Council shall consist of a majority of the voting members.

3.2 Regular meetings of Academic Council shall be called by the Chair in accordance with a schedule established in consultation with Academic Council members.

3.3 There will be one meeting of Academic Council per academic semester.

3.4 Academic Council may hold additional meetings as deemed necessary upon serving notice of no less than three working days to members of Academic Council.

3.5 Notice of a regular meeting, including an agenda, shall be circulated to every Academic Council member at least seven working days prior to a meeting.

3.6 Agenda items suggestions may be submitted to the Chair by any Academic Council member.

3.7 All reporting of Academic Council meetings will be through formal minutes or other official communications from the Chair.

3.8 Recommendations from Academic Council to the President shall require a majority vote of the membership in attendance, providing a quorum is present. No attempt will be made to break a tied vote. Recommendations resulting in a tied vote will be presented to the President for decision.

4.0 Protocols for Development and Documentation of Detailed Proposals to Academic Council

4.1 Academic Council shall prioritize its formal hearing and disposition of each submission according to the (i) urgency of the matter which may be determined by the President with respect to the institutional interests of CNA; and (ii) the quality of the *Detailed Proposal* as defined in both the Program Approval Policy (AC-106) and the approved template format.

4.2 Each *Detailed Proposal* shall be expected to include written documentation as follows:

- The identity of the group(s) or officer(s) making the *Detailed Proposal*;
- Evidence of an appropriately thorough collegial vetting;
- A desirable time frame for Academic Council's response, and a summary of the implications of delay; and
- The new or revised measures at issue with an accompanying rationale.

4.3   All *Detailed Proposals* must be submitted to the Chair at least ten working days prior to a scheduled Academic Council meeting. Otherwise, *Detailed Proposals* may be presented only with permission of the Chair of Academic Council.

4.4   All recommendations relating to curriculum and programs will be presented by the Deans and received at the Academic Development Office at least three working weeks prior to the scheduled Academic Council meeting.

4.5   Notwithstanding Item 3.4, groups or individuals who wish to make presentations will require Academic Council's approval to present at a subsequent meeting.

4.6   Recommendations for course and minor curriculum changes may be given final approval on the basis of the following level changes:

       Level 1 changes require the approval of the Vice President, Academics and Applied Research.

       Program changes that may include:

- Increase/Decrease in the total length of program duration by at least one (1) academic semester, or
- Additions/deletions/revisions of 30% or more of the courses to the program, or
- Changes impacting the accreditation status of the program

       Level 2 changes require the approval of the Director, Academic Development and Planning.

       Program changes that may include:

- Additions/deletions of less than 30% of the courses in a program, or
- Changes to the name of an existing approved program, or
- Changes to entrance requirements or
- Changes to graduation requirements

Level 3 changes require the approval of the School Dean.

Program changes that may include:

- Resequencing of course(s) within a program, or
- Substitution of a course in a program with an existing CNA-approved course
- Course outline changes

Note: Same course numbers may be continued if:

- All changes impacting <u>less</u> than 30% of intended learning outcomes in a course outline are changed
- All changes impacting less than 30% of intended learning outcomes in a course outline are changed, and

4.7 Recommendations for minor changes in student services policies and procedures may be given final approval by the Vice President responsible for that department.

5.0 Committees

5.1 Standing committees or ad hoc committees may be struck by Academic Council as deemed appropriate to carry out a specific function or assignment.

5.2 Academic Council may recommend membership on standing committees or ad hoc committees and appointment will be made by the Chair.

5.3 Standing committees or ad hoc committees will be provided with detailed terms of reference including time frames for completion of assignments.

Approval History	
Approved by President	November 9, 1998
Revision 1	November 11, 1998
Revision 2	November 27, 2001
Revision 3	November 14, 2002
Revision 4	February 15, 2007
Revision 5	May 12, 2016
Revision 6	November 4, 2016
Revision 7	December 8, 2016
Revision 8	April 19, 2017
Revision 9	December 7, 2021

Revision 10   December 20, 2022