



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: COUNCIL OF DEANS AND ACADEMIC DIRECTORS

Procedure No.	AC-115-PR	Division	Academics
Supersedes	n/a	Board Policy Ref.	n/a
Related Policy	AC-115	Effective Date	September 27, 2022 (R2)

PROCEDURE

The Council of Deans and Academic Directors (CDAD), comprised of administrative leaders of academic schools and offices, collaboratively makes strategic decisions respecting the planning, development, and delivery of academic programs. The CDAD oversees academic standards, reviews of programs, and quality assurance.

Through shared leadership and collaboration, the CDAD will perform the functions outlined in the Terms of Reference. Consensus decision-making or review and advise processes guide CDAD's functions. Where required, the Vice-President, Academic and Applied Research will have final decision-making authority or present a recommendation to Executive for final decision-making.

1.0 Terms of Reference

- A. Provide leadership to CNA's academic programs;
- B. Provide oversight for academic standards and academic quality assurance;
- C. Ensure academic programs are developed, implemented, and evaluated in a consistent manner and in accordance with institutional policies, regulatory requirements, accreditation requirements, contractual requirements, and/or other such agreements (e.g., MOUs);
- D. Share information and provide advice on matters relating to the academic community at the local, regional, national, and international level;
- E. Review, revise, develop, and recommend policies, procedures, and regulations relating to academic programs and applied research;

- F. Oversee policies and guidelines for cyclical academic program review, program development, and program assessment;
- G. Foster excellence in teaching and learning at CNA;
- H. Promote the quality and relevance of academic programs offered by CNA;
- I. Play a leadership role in all aspects of accreditation activity, articulation agreements, curriculum sharing, and other academic partnership/contractual agreements;
- J. Play a leadership role in developing, implementing, and evaluating CNA's Academic Plan;
- K. Lead and engage in cross-school and cross-divisional partnerships and information sharing activities;
- L. Promote a respectful and inclusive environment among all CNA stakeholders;
- M. Promote a culture of continuous faculty development in support of the Centre for Teaching and Learning Innovation; and,
- N. Promote applied research opportunities that align with CNA programming for students and college employees.

2.0 Membership

- 2.1 CDAD shall consist of the following members:
 - Vice-President, Academic and Applied Research (Chair)
 - 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
 - Associate Vice-President, Campus Operations
 - Director, Academic Development and Planning
 - Director, Academic Quality Assurance
 - Director, Strategic Initiatives
 - Director, Office of Applied Research and Innovation
 - Director, Center for Teaching and Learning Innovation
 - Academic Planning Controller
- 2.2 Other participants/contributors will be invited to whole or parts of CDAD meeting(s) in alignment with the nature of agenda topics.

- 2.3 The Vice-President, Academic and Applied Research or designate shall serve as chair of CDAD and will be responsible for:
- a) Setting the agenda, meeting location(s), and meeting dates;
 - b) Presiding over meetings;
 - c) Inform CDAD of communications, requests, and decisions by CNA Executive and the President;
 - d) Inform CNA Executive and the President of deliberations, decisions, and recommendations by CDAD; and
 - e) Serving as ex-officio members of all CDAD subcommittees. All members are expected to execute their responsibilities on the Council of Deans and Academic Directors in accordance with the mission and values of the institution.
- 2.4 All members are expected to execute their responsibilities on CDAD in accordance with the mandate and values of both the committee and the institution.
- 2.5 Members are required to contact the Chair, to the extent possible, in advance if they are unable to attend a scheduled meeting.

3.0 Operational Guidelines

- 3.1 A quorum for CDAD meetings shall consist of a majority (50 percent plus one) of members.
- 3.2 Regular meetings of CDAD shall be called by the Chair in accordance with a schedule established in consultation with the committee:
- a) CDAD will normally meet on a bi-weekly basis with at least two in-person meetings per year;
 - b) CDAD may hold additional meetings as deemed necessary;
 - c) Suggestions and requests for agenda items may be submitted to the Chair by any member of CDAD; and
 - d) All reporting of CDAD meetings will be through formal minutes or other official communications (e.g., correspondence, reports).

4.0 Ad Hoc Committees

Ad hoc committees may be established through the CDAD as necessary to carry out a specific function, task, or project.

Ad hoc committees will be provided with specific terms of reference - including time frames for completion of tasks or projects as well as reporting requirements.

Approval History	
Approved by President	October 6, 2009
Revision 1	November 4, 2016
Revision 2	September 27, 2022