

Academic Council

Terms of Reference

updated as of May 31, 2021

I. ACADEMIC COUNCIL MANDATE

The Academic Council is a collaborative forum for faculty, support staff, students and administrative staff across Fleming College to exchange information and viewpoints on academic affairs. The Academic Council informs and is guided by the Academic Plan and provides advice to the Vice-President Academic Experience on college-wide practices, standards, policies and procedures related to academic matters that impact learning and teaching.

II. MEMBERSHIP, TERMS and VACANCIES

A – MEMBERSHIP

The Academic Council consists of the following regular members:

- Ten (10) members of the College’s full-time faculty, which includes counselling professionals
 - The Schools/Service Areas shall be responsible for facilitating the election of academic staff to sit on the Academic Council; faculty are elected to the Council by and from the faculty of the Schools;
 - Ideally, one member from each School;
 - Ideally, one counselling professional;
 - Ideally, one indigenous faculty member;
 - Ideally, one member representing the Learning Design and Support team;
 - If Schools/departments are not able to provide a representative, ideally, the remaining positions give consideration to: the relative size of faculty complement in the Schools; Enrolment and extend of program, offering of each School and representation of program areas, etc.
- One (1) member of the College’s contract faculty
 - The Schools shall be responsible for facilitating the election of contract faculty to sit on the Academic Council; Schools will elect a contract faculty member on a rotational basis; contract faculty are elected to the Council by and from Fleming College’s contract faculty;
- Two (2) students selected by the Student Associations (FSA and SAG)
 - The Student Associations shall be responsible for facilitating the selection of student representatives to sit on the Academic Council;

- Ideally, one student will be selected by each Student Association;
 - To be eligible, the candidate must be a full-time student in good academic standing.
 - The Student Associations President or Vice President will assume the membership for Spring/Summer Semesters. In the Fall Semester, the Student Associations will elect a member internally from their Board Members and Directors as the representative for the Fall and Winter Semesters.
- Four (4) support staff
 - The Service Areas shall be responsible for appointing support staff to sit on the Academic Council;
 - One member representing Academic Operations;
 - One member representing the Registrar Office;
 - One member representing Academic Quality Assurance;
 - One member representing the Learning Design and Support team.
 - Two (2) Administrative staff, determined by the Vice President Academic Experience
 - One (1) member representing the Student Experience division;
 - One (1) member representing the International Office.
 - One (1) member representing the Information Technology Services department.

Each year the Vice President Academic Experience, the Schools/Departments/Service Areas and the Student Associations name the members elected (faculty and student representation) or appointed (administrative and support staff) to fill vacant positions.

The names of the members of the Academic Council shall be communicated to the College community by August 30th. Due to SWF implications, members of the College's faculty must be determined by April 30th.

Full-time faculty serving on the Academic Council will receive the following release time on their SWFs:

0.5 hours for Academic Council Members, 1 hour for the Academic Council Chair.

Contract faculty are eligible for membership on the Academic Council and will receive compensation in alignment with full-time faculty release time:

0.5 hours for Academic Council Members, 1 hour for the Academic Council Chair.

B – TERMS and VACANCIES

Membership commences September 1st and terminates August 30th in any given year with the exception of student representatives.

Membership for student representatives commences September 30th and terminates April 30th. For the interim period, the President or Vice President of the Student Association will serve as the student representative.

Academic Council members will serve a two-year term with the exceptions of contract faculty and student representatives.

Contract faculty will serve a four-months term. Contract faculty must have a teaching contract for the term to serve on the Academic Council. Term appointments are renewable, with the exception of

contract faculty, and will be staggered to ensure continuity.

Student representatives will serve an eight-month term, and must remain in good standing for the duration.

The Academic Council may declare an unexpired position vacant in the event that:

- A member has submitted a written resignation to the Chair;
- A member fails to attend two consecutive scheduled meetings without notice to the Chair;
- The number of absences is deemed excessive by the Chair (less than 70% attendance of scheduled meetings).

Whenever a vacancy occurs, unless otherwise determined by the Academic Council, it shall be filled in the same manner that appointed or elected the person whose membership is vacant.

III. ROLE

The Academic Council acts as a non-voting consultative forum to inform academic affairs such as policies and the academic plan.

The Academic Council shall review documents, engage in productive discussions on academic matters with members of the Fleming College community and make recommendations to the Vice President Academic Experience that relate, but are not limited to:

- Fleming College academic practices, standards, policies and procedures including, but not limited to:
 - Transfer credits, prior learning assessments, pathways, dual diplomas
 - Requirements for graduation
 - Awards recognizing academic excellence
 - Quality Assurance, course and program evaluation, key performance indicators
 - Teaching methodology and standards
 - Student preparedness, remediation and retention
 - New programs, major changes in existing programs, suspension of programs, responsiveness to labour market needs
 - Academic plans and procedures
 - Student appeals on academic matters
- Fleming College practices, standards, policies and procedures supporting the academic area, including but not limited to:
 - Admissions and registrations
 - Standards of student conduct
- Fleming College professional practices, standards, policies and procedures:
 - Policy and procedures pertaining to faculty
 - Matters of professional interest to faculty
 - Professional development

The Academic Council will:

Keep our core value “*the student learning experience is our first priority*” and our Academic priorities outlined in the Academic Plan at the center of all activities.

Support Fleming College’s vision, mission and values as outlined in the Academic and Strategic Plan.

Act as a voice for faculty and students.

IV. PROCEDURAL MATTERS

A - MEETINGS and SCHEDULING

The Academic Council shall meet on the last Monday of each month from September to June, with the exception of December.

Each meeting shall be terminated after two hours from its commencement or on completion of the business, whichever is earlier, unless the Academic Council agrees to extend the time of termination.

Special meetings may be called by the Chair.

If the Chair determines that there is insufficient business ready for consideration and discussion by Academic Council, they may reach out to the Council members and may agree not to hold a regular meeting.

B – ACADEMIC COUNCIL CHAIR

The Chair shall be appointed by the Vice President Academic Experience (VPAE) for a given year and can be appointed for two consecutive years. In absence of the Chair, the VPAE will appoint a temporary Chair for the meeting.

C - MEETING AGENDA and COMMUNICATION

The agenda, minutes, reports and communications are posted on the [Academic Council Website](#) and shall be made available to all members of the College community.

The Chair shall determine the agenda.

Any member may place any academic matter on the agenda by forwarding it to the Chair ten business days prior to the next meeting.

The agenda and meeting packages shall be available for members’ review at least five business days prior to the next meeting.

The proposed agenda is subject to approval of the Council at the beginning of each meeting.

D - ROLES and RESPONSIBILITIES

Participation on the Academic Council shall be on a voluntary basis.

Meetings of the Academic Council must be conducted respectfully, efficiently and in accordance with the values of Fleming College.

A member shall have the duty to:

- Fully participate in all meetings of the Academic Council and review the meeting package prior to the meeting;
- Become and stay informed as to the guidelines, policies and affairs of the Academic Council and Fleming College;
- Attend meetings and provide advanced notice to the Chair when they are absent from a meeting;
- Make themselves available for their constituencies and keep their peers informed;
- Maintain confidentiality of private and/or sensitive information and disclose only when appropriate;
- Maintain at least 70% attendance at meetings in any academic year;
- Resign by providing written notice to the Chair.

The Administrative Assistant of the Academic Council shall have the duty to:

- Inform the body which has elected/appointed an individual to the Academic Council of the name of any elected member who has missed two consecutive meetings without giving notice to the Chair or three meetings in any academic year;
- Ensure that minutes are recorded and circulated, meetings scheduled, and meeting packages distributed;
- Maintain a list of elected and appointed members and make it publicly available.

The Chair shall have the duty to:

- Determine the agenda and call the meetings;
- Ensure that meetings are conducted appropriately;
- Call additional meetings as circumstances and need arise.