

Education Council Standing Committee

Academic Regulations and Policies Committee

Terms of Reference

The Academic Regulations and Policies Committee (ARP) will review and make recommendations to Education Council on:

1. Institution-wide academic standards, policies and regulations including but not limited to:
 - a. admission, readmission and withdrawal
 - b. credentials
 - c. academic standing, the grading system and access to student information.
 2. The academic, convocation and commencement schedule for all program areas.
 3. Institutional policies relating to appeals by students on academic matters and the establishment of a final appeal tribunal for these appeals.
 4. Institutional policies regarding intra and inter-institutional transferability of courses, programs and course credit.
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Membership

- Education Council Chair (ex officio)
- Vice-President Education (ex officio)
- Registrar or designate (ex officio)
- One Education Council voting member (faculty)
- One Education Council voting member (faculty, administrator, support staff or student)
- Seven faculty members, one each from Engineering Technologies, Arts, Science, Business, Health & Social Development, Foundational programs, Trades and Apprenticeship programs
- Director, Learning and Teaching (ex officio)
- Director, International Programs or designate (ex officio)

Definitions:

Designate indicates an alternative member may be selected by the position named. The individual filling the position will not change over the course of the year.

Chair

The Chair will be elected every two years by the Committee, from among those members who are also members of Education Council.

Meetings

There will be regularly scheduled meetings of the Committee throughout the calendar year.

Quorum and voting

All members, including ex officio members, have voting privileges. A majority of the total membership is required for quorum.

Terms of Office

Education Council faculty and support staff members as well as faculty members from program areas may serve on this Committee for terms of up to two-years. Education Council student members may serve on this Committee for terms of up to one-year. Education Council faculty, support staff and student members as well as faculty members from program areas may be appointed to this Committee for multiple terms.

The mandate, membership, and appointment of nominees to all Education Council standing committees are under the sole authority of Education Council. All program area faculty members are eligible for membership on the ARP Committee. For the purposes of determining program area the following clarification is provided: Business includes the departments of Business Administration, Commercial Aviation and Office Administration. Foundational Programs includes the department of Adult and Academic Career Preparation, the department of Adult Special Education, and the department of English as a Second Language. Nominations may be submitted by any employee or department of the College and must include the information and signatures required of all nominations. Nominees are reviewed, by the Operations Standing Committee, to ensure balance and representativeness. Nominees will be reviewed and approved by Education Council.

Education Council is also solely responsible for changes to the mandate and membership of all its standing committees.

Note

Presentations by individual curriculum developers and review of individual programs are specifically excluded from the mandate of this Committee and this Committee will not act as an intermediary between Education Council and program area Curriculum Standing Committee(s).