



BY-LAW 5 CONCERNING THE ACADEMIC COUNCIL

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BY-LAW 5 – CONCERNING THE ACADEMIC COUNCIL

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ARTICLE 1 - GENERAL PROVISIONS

1.1 Preamble

- 1.1.1 The Academic Council, also known as the *Commission des études*, is a permanent consultative body established by the Board in conformity to the *General and Vocational Colleges Act* (CQLR, chapter C-29), as amended from time to time.
- 1.1.2 This By-law, known as "By-law 5 - Concerning the Academic Council", will hereinafter be referred to as By-law 5.
- 1.1.3 This By-law deals with the internal functioning of the Academic Council and sets out in particular:
 - 1.1.3.1 The composition of the Academic Council and the procedures for election and appointment of its members;
 - 1.1.3.2 The mandate of the Academic Council;
 - 1.1.3.3 The internal functioning of the Academic Council.

1.2 Definitions

The definitions set forth in By-law 1 - Concerning the General Administration of the College also apply to this By-law.

ARTICLE 2 - MEMBERSHIP

2.1 Composition

- 2.1.1 The Academic Council will have 20 members comprising of:
 - 2.1.1.1 The Academic Dean, who shall be the President of the Academic Council;
 - 2.1.1.2 Three Academic Administrators who are appointed by the Board;
 - 2.1.1.3 Eleven employees representing the teachers elected by their peers;
 - 2.1.1.4 One employee representing the non-teaching professional category elected by his or her peers;
 - 2.1.1.5 One employee representing the support staff category elected by his or her peers;
 - 2.1.1.6 Three students elected by their peers.

2.2 Elections

2.2.1 The elections of teachers, non-teaching professionals, support staff and students as members of Academic Council are carried out by their respective associations in a fair and transparent manner.

As well, in order to avoid difficulties caused by the resignation of members in the course of their mandate, each group will elect one or more replacements that can be called upon to permanently replace those unable or unwilling to complete their mandate.

2.2.2 Each of the associations shall notify the Academic Dean in writing of the individual(s) elected in their category, including replacement(s).

2.3 Duration

The mandate of the members of the Academic Council is for one academic year and is renewable.

2.4 Vacancy

In case of a vacancy caused by a resignation or loss of eligibility to represent the category, a new member is replaced within the provisions set forth in this By-law, to complete the initial term of the mandate.

ARTICLE 3 - MANDATE

3.1 Scope

3.1.1 The function of the Academic Council is to advise the College on any matter concerning the programs of studies dispensed by the College and the evaluation of learning achievement, including the procedures for the certification of studies.

The Academic Council may, in addition, make recommendations to the College in respect to these matters and on any question pertaining to the maintenance, improvement, or development of the College's academic life.

3.1.2 The Academic Council must give its opinion to the Board on any question submitted to it by the Board on matters within its jurisdiction.

3.1.3 The following items must be submitted to the Academic Council before being discussed by the Board:

(a) proposals for institutional policy on the evaluation of learning achievement and procedures for the certification of studies;

(b) proposals for institutional policy on the evaluation of programs of studies;

- (c) proposals for programs of studies envisaged by the College;
- (d) the selection of learning activities that are within the jurisdiction of the College;
- (e) any draft by-law or policy relating to the rules, procedures and criteria governing the admission and registration of students;
- (f) the draft strategic plan of the College as regards matters within the jurisdiction of the Academic Council.

3.1.4 The Academic Council will be consulted on the following items:

- (a) the determination of criteria for the creation of departments and for establishing their number;
- (b) the development and introduction of programs of instruction for students in the regular program, particularly the development of new options or specializations in relation to the needs of the milieu and the resources available to the College, procedures/guidelines concerning development, particularly, among others:
 1. academic procedures/guidelines concerning the use of audio-visual and electronic data processing services;
 2. academic procedures/guidelines concerning the library and the purchasing and selection of volumes;
 3. the norms and priorities for academic facilities and the furnishing and modification of premises allocated for teaching;
 4. procedures/guidelines concerning the organization of teaching;
 5. policies/procedures/guidelines concerning pedagogical research;
- (c) the academic calendar and the establishment of moveable days;
- (d) teaching transfers, agreements with other educational institutions, modifications to school structures, staff reductions, total or partial closing of programs, the opening or the partial or total abandonment of a program, regionalization, introduction of institutional courses;
- (e) any procedure/guideline concerning admission criteria, classification, and establishment of student quotas, or choice of complementary courses offered to students;
- (f) any pedagogical project with foreign countries;
- (g) program planners.

ARTICLE 4 – MEETINGS

4.1 President and Chair

- 4.1.1 The Academic Dean is the President of the Academic Council.
- 4.1.2 At the first meeting of the Academic Council, the members will elect a Chair and an alternate (Vice-Chair) with the responsibility of chairing the meetings of the Academic Council.
- 4.1.3 The President and the Chair may represent the Academic Council at the Board.

If the College refuses to accept a recommendation of the Academic Council, it shall provide the Academic Council with reasons for its decision, in writing.

4.2 Quorum

- 4.2.1 The quorum of a meeting of the Academic Council is set at fifty percent plus one of the total membership; the presence of a member of Academic Administration is also required; if at one meeting the quorum is not attained, the members present at the next meeting will constitute quorum for the agenda items carried over.

4.3 Convening of Meetings (Regular and Special); Minutes

- 4.3.1 Regular meetings of the Academic Council shall be held on the dates and times set out at the first regular meeting of the academic year. Written notice of regular meetings and the proposed agenda must be sent to all members at least five (5) working days before the meeting is to be held.
- 4.3.2 Special meetings of the Academic Council are convened by the College either at its own request, at the request of the Academic Dean as President or at the request of five (5) members of the Academic Council. In the case of special meetings, the agenda and the convocation notice, as well as any pertinent documentation, must be sent to the members at least twenty-four (24) hours before the date that the meeting is to be held.
- 4.3.3 A copy of the minutes of each meeting of the Academic Council will be distributed to each member of the Academic Council and to each department with the agenda for the forthcoming regular meeting.

4.4 Committees

- 4.4.1 The Academic Council shall operate autonomously. It may create committees to carry out the necessary ground work and make recommendations, which assist Academic Council members in making informed decisions. Attached hereto as SCHEDULE A is a non-exhaustive list of the types of committees that may be created by Academic Council. All minutes, motions and reports of such committees are brought to Academic Council for approval.

- 4.4.2 When a committee is struck for the first time, a call for members is done by the Chair of Academic Council, the membership is filled and approved by Academic Council; subsequent vacancies are filled by Academic Council. In such respect, the Academic Council shall use its best efforts to ensure broad representation within its committees; each committee should have a majority of teacher representatives, as well as a representative from non-teaching professional category, a representative from the support staff category and at least one representative from the Student Union (SUJAC). Each committee has a Chairperson.
- 4.4.3 Committees must establish a complete membership, mandate and work plan, on a yearly basis, which must be approved by Academic Council at the beginning of each academic year (or when modifications are made). An annual re-cap should be submitted to the secretary of Academic Council at the end of the academic year in order to be included into the Academic Council's Annual Report.
- 4.4.4 At times, when deemed necessary, committees of Academic Council may mandate a sub-committee to be responsible for an aspect of their mandate. Also, ad-hoc committees may be established by committees of Academic Council to address a very specific and time-dependant issue.

4.5 Function

- 4.5.1 At the end of each academic year, the Academic Council shall submit a report on its activities to the Board.
- 4.5.2 Before the end of the teaching year, the Academic Council shall submit its work plan for the following teaching year to the Board.
- 4.5.3 If the Academic Council fails to perform its duties and assume its obligations within a reasonable time frame set by the College, the College shall proceed on its own initiative.

ARTICLE 5 - GENERAL

5.1 Notices

Any and all notices or documents to be sent pursuant to the terms of this By-law may be given by hard copy, e-mail or made available by any other electronic means.

5.2 Responsibility

The Academic Dean is responsible for the application of this By-law.

5.3 Effective Date

The present By-law will come into force when enacted.

SCHEDULE A

Types of Committees

For purposes of clarity, this is a non-exhaustive list and any changes to this Schedule A shall not require a by-law amendment.

Academic Advisory Committee for International Projects

Mandate

- To ensure the academic and pedagogical integrity and quality of international courses offered for credit or other academic mobility offerings with an international component;
- To recommend priorities to the International office, international initiatives of an academic nature;
- To work in collaboration with the international office in developing, communicating and supporting international initiatives and opportunities for our students and staff;
- To identify and make recommendations regarding academic support of foreign students attending the college;
- Contribute to the development of an internationalized curriculum;
- To understand and communicate trends in international/global education.

Academic Programs Coordination Committee

Mandate

- a. considering changes to the IPESA and other academic policies;
- b. considering the inter-relationships of existing and new programs including complementaries and certificates;
- c. consulting in advance with departments, program committees and other groups on proposed new programs and program revisions;
- d. considering the question on links with industry, with other educational institutions, with the Ministry of Education, and with other external groups;
- e. considering fairness and consistency across departments and programs;
- f. receiving minutes and recommendations from the Complementary Committee, its sub-committee;
- g. reviewing submissions of courses for cross listing.

Academic Standing and Advancement Committee

The mandate of the Academic Standing and Advancement Committee is to evaluate and review the bylaws, policies, procedures and relevant data in order to make recommendations to Student Services (Counselling), Academic Council and the Board of Governors. **This committee will do its best to be student centered and to Create the Conditions whereby students can stand and Advance in their studies at the College.**

Assessment Coordination Committee

Mandate

- recommend to Academic Council which areas of study will be assessed in the next year;
- approve an assessment outline, the criteria, and a timetable for each assessment undertaken;
- receive the reports of the Program Assessment Committees and submit the final reports to Academic Council with recommendations;
- ensure that the ethical guidelines in appendix 1 are followed;

- produce an annual report of its activities for Academic Council;
- review the Program Assessment Policy;
- ensure the functioning of this policy.

Curriculum Validation Committee

Mandate

- review course outlines for conformity to College policy
- to verify that the competencies as set forth by the Ministry are being evaluated
- to make appropriate recommendations regarding the course outline policy and the IPESA.

Library Media Services Committee

Mandate

The mandate of the Library Media Services Committee is to advise the Chair of Library Media Services on policies, collections, services and important matters that affect Library Media Services.

Pedagogical Use of New Technologies

Mandate

- enable students and teachers at John Abbott College to appropriately use technology to enhance teaching and learning.
- recommend to Academic Council the types of support needed by Faculty in the application and use of information technology in the instructional process and for course and program management
- recommend to Academic Council the level of student computing facilities needed to provide access to up-to-date hardware and software within the available resources
- advise the Academic Council on alternative sources of funding for Information Technology
- advise FPDC and CLTRC of the needs for professional and pedagogical development for the Faculty in the area of IT.
- advise the Academic Dean on any long term developments pertaining to the use of technology

Student Success Committee

Mandate

The mandate of the Student Success Committee is to make recommendations to Academic Council on student success issues, including standing and advancement policies and procedures.

Teaching and Learning Environment Committee

Mandate

- Make recommendations to Academic Council on standards to be considered when renovating academic spaces, be they classrooms or departmental and program learning centres;
- Advise the Academic Council on those factors which may negatively impact the teaching and learning environment;
- Receive and evaluate all applications for use of the active learning classroom(s);
- Conduct regular surveys throughout the College community on the teaching and learning environment and make appropriate recommendations based on the collected data;
- Be a consultative body to the Work Sequence Group for any and all renovations affecting spaces which involve teaching and learning.