

 UCN University College of the North Policy & Procedures Manual	# Pages: 4	Policy Reference: LC-01-03
	Approved by: UCN Learning Council	
Section: Committee Terms of Reference Title: ACADEMIC PLANNING COMMITTEE	Effective Date: October 24, 2023	
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These Terms of Reference define the scope of possible committee activities of the Academic Planning Committee (APC). Committee business will vary and will not necessarily include all nor be limited to the following activities at any one time or during any given year.

1. Purpose

- 1.1. To create, review, monitor, and make recommendations to the Learning Council with respect to the UCN’s Academic and Research Plan, detailing the courses, certificates, diplomas, and degrees to be offered and academic activities to be implemented.
 - 1.1.1. To review, monitor, and make recommendations to the Learning Council on:
 - 1.1.1.1 the harmonization and congruency of UCN’s Academic and Research Plan with UCN’s Strategic Plan, including UCN’s Mission and Vision Statements;
 - 1.1.1.2 the harmonization and congruency of UCN’s Academic and Research Plan with any plans established and managed by academic Faculties, the Library, Enrolment Services, or other academic units;
 - 1.1.1.3 any proposed additions, deletions, or suspensions of new or existing programs, except those addressed through the Learning Council’s Non-Degree Program Approval Process.
 - 1.1.2. To review Statements of Intent regarding proposed new certificate, diploma, and degree programs from Deans; specifically, to:
 - 1.1.2.1 determine if the program fits into the Strategic Plan and the Academic and Research Plan;
 - 1.1.2.2 confirm that the development of the Statement of Intent can proceed to Full Program Proposal; and
 - 1.1.2.3 communicate that decision to the VP, Academic & Research, who will then communicate the decision to the respective Dean.
 - 1.1.3. To annually review and approve a three-year rolling UCN’s academic schedule for inclusion in the academic calendar; specifically, to:
 - 1.1.3.1 to approve and provide advice to the Registrar as to the form and content of the annual academic schedule to be included in UCN’s academic calendar scheduled to be published for the subsequent academic year;
 - 1.1.3.2 provide advice to the Registrar regarding the content of the academic calendar for an additional two (2) years.

- 1.2. To consider and make recommendations to the Learning Council with respect to the establishment of faculty councils, how they are constituted, and their powers and duties within UCN.
- 1.3. To review, advise, and make recommendations to the Learning Council regarding the following:
 - 1.3.1 The general allocation of University College resources to support academic programs and services with respect to their desirability and efficiency, including, but not limited to:
 - 1.3.1.1 the allocation of University College resources to proposed physical plant development related to academic operations;
 - 1.3.1.2 the prioritization of academic programming, given the operating and capital expenditures required to resource the programming within available resource allocations.
 - 1.3.2 Matters that Learning Council or its Executive Committee may refer to it for comment or advice.

2. Authority

- 2.1. The Academic Planning Committee is accountable to Learning Council.
- 2.2. The Committee Chair shall be responsible for:
 - 2.2.1 Managing committee business and meetings, including but not limited to setting agendas and ensuring minutes are taken and circulated to committee members.
 - 2.2.2 Report on the Committee's activities to the Learning Council and submit written recommendations as required for the Learning Council's consideration.

3. Composition

- 3.1. The Committee shall be composed of a maximum of twenty-three (23) members, twenty (20) of whom are voting members, and shall include:
 - 3.1.1 Vice-President, Academic & Research (ex-officio)
 - 3.1.2 Vice President, Strategic Growth (ex-officio)
 - 3.1.3 Associate Vice-President, Mihcet Meskanawah Teaching and Learning (ex-officio, non-voting)
 - 3.1.4 Associate Vice-President, Community & Industry Solutions (ex-officio, non-voting)
 - 3.1.5 Associate Vice President Indigenous Initiatives and Reconciliation (ex-officio, non-voting)
 - 3.1.6 Deans (6) (ex-officio)
 - 3.1.7 Registrar (ex-officio)
 - 3.1.8 Manager of Research (ex-officio)
 - 3.1.9 Manager - Inter-Universities Services (ex-officio)
 - 3.1.10 Manager of Academic Development (ex-officio)

- 3.1.11 College Faculty members (3)
 - 3.1.12 University Faculty members (3)
 - 3.1.13 Representative of the student body
 - 3.1.14 Representative of the Council of Elders
- 3.2. The term 'ex-officio,' as used in Section 3.1, to describe membership in the Academic Planning Committee, refers to an obligation or privilege a person has, by virtue of their position, to serve on the committee. An ex-officio member has all the rights and obligations of membership of the committee, including making motions and participating in discussions. The obligations include attending meetings and being an active member. Unless otherwise noted, an ex-officio member is a voting member of the Academic Planning Committee.
- 3.3. The Committee has the discretion to invite resource persons to sit on the Committee as non-voting members, from time to time, to be determined by the Committee.
- 3.4. The committee shall select its Chair from the Committee's membership for a one-year renewable term.
- 3.5. Appointment of Committee members shall be ratified by motion of the Learning Council.

4. Term of Office

- 4.1. Term of office shall depend upon the nature of the representative's position:
- 4.1.1 Faculty members - three-year terms, renewable once;
 - 4.1.2 Council of Elders member - three-year term, renewable once;
 - 4.1.3 Student member - one-year term, renewable for up to three years;
 - 4.1.4 Ex-officio members - for the duration of their appointment to the position;

Terms of members are to be staggered to ensure continuity within the Committee.

5. Committee Operations

- 5.1. The Committee shall operate in a manner consistent with the Learning Council's Rules of Governance.
- 5.2. The Committee shall ensure a record of all decisions and discussions of the Committee is maintained in good order.
- 5.3. Committee minutes shall contain three sections on attendance: present, regrets, and absent.
- 5.4. All Committee minutes are considered to be records of the Learning Council and shall be maintained in a central file managed by the Tri-Council Executive Officer.
- 5.5. The Committee may strike subcommittees as required in order to do its business.
- 5.6. The Committee shall meet as often as necessary to conduct its business, but no less frequently than once per year.
- 5.7. An annual schedule of meetings shall be drawn up at the commencement of each academic year.

5.8. Notice of Meetings

5.8.1 In addition to scheduled meetings, such other meetings as may be required to conduct the business of the Committee, may be called by the Committee Chair. Notice provisions of 48 hours shall apply.

5.8.2 Notice of the time, date, and location of the subsequent meeting shall be given at the conclusion of each Committee meeting. In addition, notice of meetings shall be mailed, e-mailed, or otherwise delivered in such a manner that, under normal circumstances, the members shall receive notice at least 48 hours before the meeting.

5.9. Quorum of Meetings:

5.9.1 A minimum of 50 % plus one (1) member or a simple majority of the filled positions shall constitute quorum for the transaction of business.

5.9.2 For purposes of determining quorum, those Committee members on approved leave not exceeding one (1) year shall not be considered.

5.10. The meeting venue of the Committee shall be by means of face-to-face, video-conference, telephone, or other means of communication that permits all members in attendance to hear each other; and a member so participating is considered to be present at the meeting.

5.11. Robert's Rules of Order shall govern the conduct of all Committee meetings. Such matters on which the Learning Council's Rules of Governance lay down specific procedures shall be excepted from the foregoing.

5.12. Where the Committee Chair decides that it is desirable for a business item to be voted on before the next scheduled meeting, an e-mail, fax, and/or telephone vote may be held.

5.13. Members shall exercise due diligence in the performance of their duties, maintain respect for confidentiality, comply with UCN's Code of Ethics, follow procedures for disclosing and dealing with conflict of interest, and act at all times in the best interests of UCN rather than in the interests of particular constituencies.

5.14. Committee members are required to advise the Committee Chair, in advance, of their inability to attend a meeting.

5.15. Committee members are expected to attend all meetings, including any extraordinary meetings. If a member fails to attend two consecutive meetings, a vacancy may be declared at the discretion of the Committee Chair.