

# COMMITTEE ON ACADEMIC STANDARDS, CURRICULUM, AND THE CALENDAR

## TERMS OF REFERENCE

### Mandate

The Committee on Academic Standards, Curriculum, and the Calendar (Committee) is established by the General Faculties Council (GFC) under its authority for academic matters under the *Post-Secondary Learning Act* (PSLA). The Committee provides academic oversight from a cross-program/institutional perspective, on the following matters:

- Admissions
- Transfer credit
- Other academic standards and regulations
- The academic calendar
- Curriculum development and changes to existing programs of study

### Membership

#### Voting

##### *Ex-Officio*

- President and Vice-Chancellor
- Provost & Vice-President, Academic, or delegate
- Registrar and Associate Vice President, Strategic Enrolment Management, or delegate, who shall serve as the administrative co-chair
- Associate Vice-President, Students

##### *Elected*

- Four (4) academic staff members of the GFC, one of whom shall be elected by the Committee as the academic co-chair for the academic year

##### *Appointed*

- One (1) Dean, appointed by the Deans' Council
- One (1) student member of the GFC, appointed by the Students' Association of MacEwan University
- Three (3) additional academic staff members at large who shall be nominated by the Committee and appointed by the Executive Committee of the GFC

#### Non-Voting

##### *Resources*

- Administrative officers responsible for admissions and transfer credit
- Administrative officer responsible for the academic schedule
- Administrative officer responsible for the academic calendar
- Administrative officer responsible for curriculum coordination process

- University Secretary
- Recording Secretary
- The Committee may invite additional resource members or special consulting members who do not vote.

## **Responsibilities**

### Delegated Authorities

The Committee shall:

- Recommend the academic calendar, including the academic schedule to the GFC for approval.
- Approve non-substantive changes to the academic calendar, including the academic schedule (i.e., revisions that do not change the intent or interpretation of the content).
- Approve changes to admission criteria for existing academic programs upon recommendation by a Faculty or School Council.
- Approve academic degree regulations for existing degrees upon recommendation by a Faculty or School Council.
- Approve all proposals for Program name or load change or for any other Program change requiring Ministry approval not otherwise delegated to the Academic Planning and Quality Assurance Committee to ensure University standards are met as outlined in the Curriculum Policy and outlined in its associated procedures.
- Approve any institutional standards for transfer credit.
- Provide direction or advice on issues related to new, or changes to existing, programming and courses that cannot be resolved through the consultation process (e.g., cross-program impacts, duplication, and questions of jurisdiction).
- Recommend policies and procedures related to academic standards, program and curriculum development, admission criteria, transfer credit, the academic calendar, and the academic schedule to the GFC for approval.
- Recommend new program admission requirements to the GFC for approval.
- Review and make recommendations regarding centralized administrative processes impacting curriculum, program changes, and admission criteria changes (e.g., processes managed by the Office of the University Registrar and by Institutional Analysis and Planning).
- Monitor best practices related to admissions requirements, as well as wider changes in education systems that would impact qualifications of applicants to MacEwan University and recommend changes in response.
- Provide insight, advice and recommendations on other topics related to its mandate.
- Undertake other duties related to its mandate as assigned by the GFC from time to time.

### *Other*

- The academic co-chair of the committee shall be included on the institutional curriculum and program consultation process.

## **Subsidiary Bodies and Sub-Delegation**

The Committee may:

- Strike sub-committees and/or working groups to support its functions, and approve terms of reference for such bodies, as listed in Appendix A.
  - A sub-committee will have an ongoing mandate and will be required to provide an annual update to the committee at the last meeting of the academic year. The sub-committee will provide an update to the committee at least twice per academic year.
  - A working group has a start and end date and will be required to provide a final report to the committee upon the working group's termination. The working group will provide an update to the committee at least twice per academic year.
  - The meeting schedules and membership for sub-committees and working groups will be shared with the committee at the start of the academic year.

## **Workplan**

The Committee will maintain a workplan, to be updated annually and shared with the GFC for feedback.

## **Reporting**

The Committee will regularly report to the GFC on its activities and decisions.

## **Office of Record**

The Office of University Governance is administratively responsible for the operation of the Council, including meeting coordination, issuing agendas, record keeping and communication.

## **Amendment, Modification or Variation**

The Committee will review these Terms of Reference and related delegated authorities at least every three years.

## **Last Updated/Approved**

- August 24, 2020 - Motion of GFC Executive Committee
- November 2022 - Minor editorial correction to titles of ex-officio and non-voting resources
- October 2023 – Motion of GFC Executive Committee
- October 2024 - Motion of GFC Executive Committee

## Academic Policy Delegation Table

Section 1: GFC Policies and GFC EC Procedures	Approve	Recommend	Consult
Student Code of Conduct	GFC	Standards	Student Affairs
Student Academic Integrity Policy	GFC	Standards	Student Affairs
Student Academic Misconduct Procedure	GFC EC	Standards	Student Affairs
Credentials Policy	GFC	Standards	-
Graduation Procedure	GFC EC	Standards	-
Posthumous and Honorary Award Procedure			
Subsequent Baccalaureate Credential Policy	GFC	Standards	-
Admissions Policy	GFC	Standards	-
Admission Procedure	GFC EC	Standards	-
Admission Evaluation Procedure			
Curriculum Policy	GFC	Planning	Standards
Baccalaureate Program Review Procedure	GFC EC	Planning	Standards
Program and Course Approvals Procedure			
Academic Advisory Councils Policy	GFC	Planning	-
Student Advisory Committees	GFC	Planning	-
Student Advisory Committees Faculty of Arts and Science Procedure	GFC EC	Planning	-
Student Advisory Committees Faculty of Fine Arts and Communications Procedure			
Student Advisory Committees Faculty of Health and Community Studies Procedures			
Student Advisory Committees Faculty of Nursing Procedure			
Student Advisory Committees School of Business Procedure			
Postdoctoral Fellows Policy			
Procedures for Postdoctoral Fellows	GFC EC	Scholarly	-
Honorary Doctorates Policy	GFC	-	-
Honorary Doctorates Procedure	GFC EC	-	-
Research Institutes, Research Centres and Research Groups Policy	GFC	Scholarly	-
Research Partnerships and Affiliations Policy	GFC	Scholarly	-

Section 2: Standing Committee Policies and Procedures		
Committee on Academic Planning and Quality Assurance (2 policies)	Approve	Consult
Work Integrated Learning Policy	Planning	-
Co-Operative Education Policy	Planning	-
Committee on Academic Standards, Curriculum, and the Calendar (14 policies and 4 procedures)	Approve	Consult
Academic Scheduling of Classes Standard	Standards	-
Academic Standing Policy	Standards	-
Withdrawal from University Programs Policy	Standards	-
Prior Learning Assessment and Recognition Policy	Standards	-
Inter-Institutional Transferability Policy	Standards	-
External Course Taking Policy	Standards	-
Student Leave of Absence Policy Authorized Leave for International Students Procedure	Standards	Student Affairs
Classification of Registered Students Policy	Standards	Student Affairs
Required English Course Policy	Standards	-
Student Assessments Policy Student Deferrals Procedure Disrupted Final Assessment Procedure	Standards	Student Affairs
Repeating Credit Courses at MacEwan University Policy	Standards	-
Internal Recognition of Credit Course Policy	Standards	-
Grading Policy Grading Procedure	Standards	Teaching
Auditors of Courses Policy	Standards	-
Committee on Scholarly Activity (6 policies)	Approve	Consult
Adjunct Faculty and Visiting Scholars Policy	Scholarly	-
Titled Chairs Policy	Scholarly	-
Responsible Conduct of Research and Scholarly Activity Policy	Scholarly	-
Ethical Review of Research with Human Participants Policy	Scholarly	-
Animal Research Ethics Policy	Scholarly	-
Indirect Costs of Research Policy	Scholarly	-
Committee on Teaching and Learning (2 policies)	Approve	Consult
Faculty Development Policy	Teaching	-
Teaching Awards Policy	Teaching	-

## **Academic Calendar Advisory Subcommittee Terms of Reference**

### Mandate

The Academic Calendar Advisory Group (Committee) is Subcommittee that reports to the GFC Committee on Academic Standards, Curriculum, and the Calendar (ASCC). The Sub-Committee reviews and recommends updates on the Academic Calendar Policy, and relevant procedures.

### Membership

#### *Voting – Ex-Officio*

- Assistant Registrar, Scheduling and Curriculum Services (Chair)
- Registrar and Associate Vice-President, Strategic Enrolment Management

#### *Voting*

- One member from the ASCC, appointed by the ASCC.
- One member (responsible for curriculum management) from each Dean's office, appointed by their Dean.
- One member from the Students' Association of MacEwan University (SAMU), appointed by SAMU.

#### *Terms of Office*

- Members are appointed for two years.
- At the end of a term of office, appointed members are eligible for reappointment on an ongoing basis.

### Committee Responsibilities

The Committee shall:

- Review and recommend updates on the Academic Calendar policy (and relevant procedures).
- Approve information items for inclusion as addenda and errata in published Academic Calendars.
- Coordinate consultation and approval of new and altered subject codes.
- Recommend functional enhancements and information architecture for the online Academic Calendar and for the Curriculum Inventory Management System.

### Roles and Responsibilities of Members

Members should:

- Provide insight, advice and recommendations on other topics related to its mandate.
- Attend all meetings of the Calendar Advisory Sub-Committee.
- Review all meeting materials prior to the meeting.
- Declare any real, potential, or perceived conflicts of interest.
- If any items have been noted as confidential, all discussions and actions shall remain confidential to the committee.

Meetings

- Meeting frequency is at least once per term. Additional meetings or electronic votes may occur as issues emerge.
- A simple majority of the current members shall constitute a quorum at any Calendar Advisory Sub-Committee meeting.
- It is the responsibility of the Chair to ensure that discussions are noted, and that action and decision items are recorded.

Proxies and Alternates

- Each appointing body may identify one alternate committee member to attend meetings and conduct the business of the Committee in the event a regular member of the Committee is unavailable.
- An alternate committee member may participate in any Committee meeting and will have a voice at all meetings. However, they will not be counted in establishing a quorum or voting unless the regular Committee member is absent.

Voting

- Each member present shall have one vote. Only members may move, second, and vote on motions presented at meetings.
- Motions shall be passed by a simple majority of members present at the meeting.

Reporting

- The Calendar Advisory Sub-Committee will report to ASCC at least twice per academic year.
- The Calendar Advisory Sub-Committee will provide an annual report to ASCC at the end of each academic year.
- The meeting schedule and membership for Calendar Advisory Sub-Committee will be shared with ASCC at the start of each academic year.

Office of Record

- The Office of University Governance is the official repository of records and documentation for the Calendar Advisory Sub-Committee.
- It is the responsibility of the Chair to send approved minutes and any relevant documents to the Office of University Governance.

Terms of Reference Review

- The Calendar Advisory Sub-Committee will review the Terms of Reference and provide them to the Academic Standards, Curriculum and the Calendar Committee annually.
- The Academic Standards, Curriculum and the Calendar Committee will need to approve any changes to the Terms of Reference.

## **Convocation Advisory Sub-Committee Terms of Reference**

### **Mandate**

The Convocation Advisory sub-committee is a sub-Committee of Academic Standards, Curriculum, and the Calendar. The sub-committee provides feedback and makes recommendations on matters relating to Convocation, including the academic and logistical aspects.

### **Membership**

Stakeholders from the broader university community who have interests and direct or indirect connections to the Convocation activities, including academic and non-academic areas. This will include, but is not limited to, managers or directors of the departments represented in the Core Convocation team.

- Representatives from across the University made up from:
  - Associate Registrar, Student Records & Services (Chair)
  - Convocation Coordinator
  - Communications Coordinator, Office of the University Registrar
  - Dean from any Faculty or School recommended by the Provost
  - Representative from each Faculty or School recommended by the Deans
  - Representative from Student Affairs
  - Representative supporting the Student Ambassadors
  - Representative from Students' Association of MacEwan University
  - Representative from the Office of University Governance
  - Representative from the Office of Communications and Marketing
  - Representative from Alumni and Development
  - Representative from Facilities
  - Representative from Retail & Campus Services (Bookstore)
  - Representative(s) from Conference and Event Services
  - Representative from kihêw waciston Indigenous Centre
  - Additional representatives may be added as need is identified

### **Committee Responsibilities**

The Committee shall:

- Provide feedback and make recommendations on matters relating to Convocation, including academic and logistical aspects.
- Spread awareness of Convocation to promote involvement and participation, as well as communicate information about the event to the wider university community.
- All feedback and recommendations will inform decisions made by the Core Convocation Team and the Steering Committee; however, neither the Advisory Committee nor General Faculties Council has the jurisdiction to make decisions regarding the event.



### Roles and Responsibilities of Members

Members should:

- Provide insight, advice and recommendations on other topics related to its mandate.
- Attend all meetings of the Convocation Advisory Sub-Committee.
- Review all meeting materials prior to the meeting.
- Declare any real, potential, or perceived conflicts of interest.
- If any items have been noted as confidential, all discussions and actions shall remain confidential to the committee.

### Meetings

- Meeting frequency is at least once per term. Additional meetings or electronic votes may occur as issues emerge.
- A simple majority of the current members shall constitute a quorum at any Convocation Advisory Sub-Committee meeting.
- It is the responsibility of the Chair to ensure that discussions are noted, and that action and decision items are recorded.

### Proxies and Alternates

- Each appointing body may identify one alternate committee member to attend meetings and conduct the business of the Committee in the event a regular member of the Committee is unavailable.
- An alternate committee member may participate in any Committee meeting and will have a voice at all meetings. However, they will not be counted in establishing a quorum or voting unless the regular Committee member is absent.

### Voting

- Each member present shall have one vote. Only members may move, second, and vote on motions presented at meetings.
- Motions shall be passed by a simple majority of members present at the meeting.

### Reporting

- The Convocation Advisory Sub-Committee will report to ASCC at least twice per academic year.
- The Convocation Advisory Sub-Committee will provide an annual report to ASCC at the end of each academic year.
- The meeting schedule and membership for Convocation Advisory Sub-Committee will be shared with ASCC at the start of each academic year.

### Office of Record

- The Office of University Governance is the official repository of records and documentation for the Convocation Advisory Sub-Committee.
- It is the responsibility of the Chair to send approved minutes and any relevant documents to the Office of University Governance.

Terms of Reference Review

- The Convocation Advisory Sub-Committee will review the Terms of Reference and provide them to the Academic Standards, Curriculum and the Calendar Committee annually.
- The Academic Standards, Curriculum and the Calendar Committee will need to approve any changes to the Terms of Reference.