

EXECUTIVE COMMITTEE

Terms of Reference

1. Mandate

The Executive Committee of the School of Continuing Education's School Council (SCESC) has a coordinating role in managing the academic affairs for SCESC and its committees and may elect to flag for SCE School Council's consideration questions or issues of particular interest or concern in the documents directed to SCE School Council's for approval. In this regard, the SCESC Executive Committee is responsible for:

- 1.1. setting the agenda for meetings of the SCE School Council's and to ensure that relevant background material is available to its members prior to meetings.
- 1.2. making decisions on behalf of the SCE School Council's in the event of an emergency or the inability of the SCE School Council to meet in a timely manner.
- 1.3. making decisions on behalf of the SCE School Council in matters specifically delegated to it by GFC.
- 1.4. reporting any decisions made by the SCESC Executive Committee on behalf of the SCE School Council to GFC at the next scheduled meeting.
- 1.5. considering all major reports to be submitted to the SCE School Council prior to distribution to the SCE School Council.
- 1.6. considering and reporting on policy matters relating to the SCE School Council.
- 1.7. reviewing the committee structure of the SCE School Council as required and making recommendations for the consideration of GFC.

2. Accountability

- 2.1 The SCESC Executive Committee is accountable to the SCE School Council.
- 2.2 In the circumstances referred to in Sections 1.2 and 1.3, the SCESC Executive Committee shall possess all power and authority of the SCE School Council.
- 2.3 The SCESC Executive Committee may not contravene any policy of the SCE School Council.
- 2.4 Decisions of the SCESC Executive Committee as referred to in Section 1.2 are subject to review and confirmation by the SCE School Council at its next regularly scheduled meeting.

3. Composition

- 3.1 All SCESC Executive Committee members shall be members of the SCE School Council.
- 3.2 The SCESC Executive Committee shall consist of the following:
 - a) the Chair of the SCE School Council (ex-officio)
 - b) the Vice-Chair of the SCE School Council (ex-officio)
 - c) the Chair of Academic and Language Preparation Unit
 - d) four faculty members from the School

- 3.3 The Chair of the SCE School Council shall serve as the Executive Committee Chair.
- 3.4 The Vice-Chair of the SCE School Council shall serve as the Executive Committee Vice-Chair.

4. Term of Office

- 4.1 Apart from ex-officio, members shall serve for one-year terms.

5. Operations of Committee

- 5.1 The General Faculties Council Secretariat is the office of record for the Executive Committee.
- 5.2 The General Faculties Council Secretariat shall provide administrative and resource support to the Executive Committee.
- 5.3 The Committee shall meet at least once before each regularly scheduled GFC meeting.
- 5.4 The Vice-Chair will act for the Chair in his/ her absence.
- 5.5 Executive Committee minutes shall be provided to the General Faculties Council for information.
- 5.6 Where the Executive Committee cannot meet to approve a time-sensitive but routine or previously addressed resolution, the Committee Chair may request that a decision be made by use of electronic vote, which must pass by 2/3 majority and must be discussed at the next Committee or GFC meeting as a matter of record.
- 5.7 The President is the ex-officio senior administrator who provides executive advice and support, as needed.

Approved by Academic Governance Council (now called General Faculties Council)

March 10, 2009 (motion AGC-03-03-10-2009)

Revised October 13, 2009 (motion AGC-03-10-13-2009)

Updated as result of change of name to Grant MacEwan University: November 17, 2009 (motion AGC-09-11-17-2009)

Revised September 24, 2013 (motion AGC-05-09-24-2013)

Revision to student composition to specify Students' Association of MacEwan University Vice President Academic (ex-officio), effective May 1, 2015 (motion AGC-14-04-28-2015)

Revisions to composition and AGC Review-related changes as recommended in the approved AGC Review Report (2014), effective July 1, 2015 (motion AGC-14-04-28-2015)

Revised on October 7, 2020 (motion: SCEEC-04-10-07-2020)