Academic Planning and Priorities Committee
Terms of Reference

1.0 Mandate

1.1 Academic Planning and Priorities Committee (APPC) will:
   1.1.1 Review and recommend to Academic Governance Council (AGC) all new program proposals and recommended program closures tabled by the Faculty/School Councils.
   1.1.2 Review and recommend all academic directions of the University, such as general education, sustainability inclusion, interdisciplinary directions, etc.
   1.1.3 Review all internal and external domestic collaborative agreements that have University-wide impacts.
   1.1.4 Ensure quality assurance in academic programming for the University.
   1.1.5 Review, monitor, and make recommendations to AGC relating to the alignment and harmonization of institutional strategic and budget plans with the academic plans.

2.0 Responsibilities

2.1 The Committee will examine proposals for new programs tabled by Faculty/School Councils and recommend for approval to AGC. In carrying out the above, APPC will:
   2.1.1 Review both Ministry-approved and Institution-approved credentials.
   2.1.2 Take responsibility for ensuring the academic quality of the proposal.
   2.1.3 Require evidence that the proposal has emerged from Faculty/School planning processes; is aligned with mission, mandate, strategic directions, and academic policies; and, meets high quality standards consistent with relevant external bodies.
   2.1.4 Encourage cooperation and consultation among academic areas and service departments.
   2.1.5 Refer curriculum matters affecting academic policy to AGC Executive Committee.
   2.1.6 Publish forms, guidelines, and timelines to assist in the carrying out of its work.

2.2 The Committee will receive and recommend to AGC program suspensions and closures.

2.3 The Committee will examine proposals for new Faculties, Schools, Departments, and Institutes and recommend their approval, as appropriate, to AGC.

2.4 The Committee will receive and review program evaluation action plans, as presented by Faculty/School Councils, and submit comments to Faculty/School Council Deans, when appropriate.

2.5 The Committee will develop and recommend institutional academic planning and priorities to AGC in consultation with Faculty/School Councils.

2.6 The Committee will review enrolment management strategies.
2.7 In consultation with Faculty/School Councils, review, monitor, and make recommendations to AGC relating to the alignment and harmonization of institutional strategic and budget plans with academic plans.

2.8 Review, recommend, and report Distance and Distributed Education proposals to AGC.

2.9 Review academic-related information and technology management work.

2.10 Assess the physical infrastructure, information technologies, and the formal and informal learning spaces necessary for the development and maintenance of strong academic programs.

2.11 Any other task requested by AGC.

3.0 Accountability

3.1 APPC is a standing committee of Academic Governance Council (AGC), and as such, is accountable to AGC.

3.2 The Committee will submit an Annual Report to AGC for information and submit recommendations to AGC as required.

4.0 Composition

4.1 The Committee will consist of the following voting members:

4.1.1 12 faculty (including at least 1 instructional faculty member from each Faculty/School and at least 1 Professional Resource Faculty) elected by AGC.

4.1.2 3 students appointed by the Students’ Association of MacEwan University.

4.1.3 1 Dean or Associate Dean appointed by AGC.

4.1.4 The ex-officio members of the Committee are:

4.1.4.1. President or designate

4.1.4.2. Provost and Vice President Academic

4.1.4.3. University Registrar

4.2 Non-voting members:

4.2.1 3 staff with expertise relevant to the mandate of the Committee, elected by AGC.

4.2.2 1 staff member from Institutional Analysis and Planning, elected by the AGC.

4.3 One member from 4.1.1 will be elected annually to chair the Committee.

4.4 One member from 4.1.1 will be elected annually as Vice-Chair.

5.0 Terms of Office

5.1 Members shall serve two-year terms, except for student members, who shall serve one-year terms, and those serving by virtue of their positions. Terms may be renewed once.

6.0 Operations of Committee

6.1 The duties of the Chair will include:

6.1.1 approval of agendas prior to distribution

6.1.2 chairing APPC meetings and coordinating feedback processes

6.1.3 presenting recommendations at AGC meetings
6.2 Quorum is set at a simple majority of voting members. Ex-officio and School of Continuing Education faculty members do not count toward or against quorum.

6.3 The Provost and Vice President Academic is the ex-officio senior administrator who provides executive advice and support as needed.

6.4 The Vice-Chair will be a full-time faculty member of the Committee. The Vice-Chair will act for the Chair in his/her absence and to preclude a conflict of interest as may arise.

6.5 Faculty members from each Faculty/School will work as a liaison with the Faculty/School Councils. Members who are not in attendance for more than two meetings without an excused absence will be retired from the Committee.

6.6 The Committee will consult with other areas of the University (Office of the University Registrar, Student Services, and Facilities) as appropriate. The Committee has the discretion to invite resource persons to the Committee as non-voting members.

6.7 The Committee may establish subcommittees and ad hoc committees as required to do its business.

6.8 The Committee shall operate in a manner consistent with the Academic Governance Council’s Bylaws.

6.9 The Committee shall ensure a record of all decisions and discussions of the Committee is maintained in good order.

6.10 The Academic Governance Council Secretariat shall provide administrative and resource support to the Committee.

6.11 Meeting notes shall be filed with the Academic Governance Council Secretariat.

**Approved by Academic Governance Council**

June 12, 2012 (motion AGC-15-06-12-2012), effective September 1, 2013


Amendments: May 21, 2013 (motion AGC-01-05-21-2013)

Amendments: October 28, 2014 (motion AGC-09-10-28-2014)


Revised February 3 and March 11, 2016

Amendments: April 19, 2016 (motion AGC-10-04-19-2016)


Amendment to remove Work Plans, effective September 1, 2017: April 18, 2017 (motion AGC-09-04-18-2017)


Amendment to 4.0 Composition, effective October 31, 2018 (motion AGC-07-10-30-2018)