

**CONSTITUTION
OF
THE ACADEMIC COUNCIL
OF
RED DEER COLLEGE**

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ARTICLE 1 NAME

- 1.1 There is hereby established a representative council pursuant to the Post-Secondary Learning Act of Alberta (2003) Sections 46 and 47, called “THE ACADEMIC COUNCIL OF RED DEER COLLEGE”, hereinafter referred to as “the Council”.

ARTICLE 2 PURPOSES

- 2.1 The Council, subject to the authority of the Board of Governors of Red Deer College, is responsible for making recommendations or reports regarding academic matters of the College as specified in Article 3 of this Constitution.
- 2.1.1 Recommending authority is the right to make recommendations for approval by the President. These recommendations must be received and considered by the President before he or she makes a final decision. The President has the right to approve, reject or amend the recommendations.
- 2.1.2 The Council has recommending authority to the President of Red Deer College with respect to principles and policies related to the academic affairs of the College and with respect to such other matters as the President may refer to the Council.
- 2.1.3 The Council facilitates communication among Faculty, Students, Administration, and the President with respect to the academic matters of the College.
- 2.2 The Council may provide advice or reports to the President with respect to such other matters as the Council considers advisable.

ARTICLE 3 POWERS AND DUTIES OF THE COUNCIL

- 3.1 At Red Deer College, the Board of Governors has delegated responsibilities to the President of the College as per its authority provided in the Post-Secondary Learning Act (2003), Section 62. As such, recommendations from Academic Council in the matters specified by this constitution are made to the President.
- 3.2 The Council, subject to the authority of the Board of Governors, has recommending authority to the President for decisions affecting academic matters of the College (excluding non-credit and Trades and Apprenticeship programs) in the following matters:

- 3.2.1 Determining the programs of study for credit programs that are offered by the College and the requirements of those programs following a recommendation from the appropriate School Council;
- 3.2.2 Determining standards and policies respecting admission of persons to all credit programs that are offered in each of the Schools, ideally following recommendations from the appropriate School Council;
- 3.2.3 Providing for the granting of academic credentials as approved by the Government of Alberta through the Red Deer College Mandate. The granting of honorary degrees is excluded from consideration by the Council;
- 3.2.4 Determining the conditions under which a Student is required to withdraw from or may continue in a program in any School;
- 3.2.5 Establishing a process to hear and determine appeals of an academic decision of a School relating to applications, requests or petitions by Students or other persons;
- 3.2.6 Determining policy on academic matters including the following:
 - examinations and evaluation of Student performance, grading and assessment of Students, and awarding of credits;
 - academic standing and awards for academic merit;
 - the addition, deletion, or change of credit course offerings;
 - review and evaluation of credit programs at Red Deer College;
 - the selection of new programs;
 - the academic schedule;
 - scholarly activity and research.
- 3.3 Beyond those matters for which Academic Council has recommending authority, the Council may provide advice or reports to the President or other Governing Bodies of the College with respect to such other matters as the Council considers advisable or with respect to matters referred to Council.
- 3.4 Subject only to the final authority of the Board of Governors, the Council is empowered to:
 - 3.4.1 Establish in accord with the powers and duties specified in Section 3.1, the necessary bylaws, procedures, policies, and regulations for the conduct of the affairs of the Council and any of its committees;

- 3.4.2 Delegate any of its powers and functions under such conditions and in such manner as it deems proper.
- 3.5 All matters within the mandate of the Council are submitted to the Council for its consideration and recommendation prior to any formal approval.
 - 3.5.1 The Council may request any information relevant to its purposes from any group, committee, or individual within the College.
 - 3.5.2 The Council may refer matters to other groups, committees, or individuals within the College as appropriate.
 - 3.5.3 The Council may seek advice, request specific proposals for its consideration and recommendation, and seek timely reports from any group, committee or individual within the College as appropriate.
- 3.6 The Council regularly reviews its own effectiveness in accordance with Red Deer College Policies and the Bylaws of the Council.
- 3.7 A recommendation or report of the Council must be in writing and must be sent to the appropriate administrative officers of the College, appropriate College Governing Bodies, or the President when appropriate through the Chair of the Council.
- 3.8 Where any question as to the powers and functions of the Council, or any officer or member of the Council, or any Committee of Council, or any member of a Committee of Council, cannot be resolved by the normal procedures of the Council the question is determined and settled by the President subject to the authority of the Board of Governors.

ARTICLE 4 MEMBERSHIP

- 4.1 The Council consists of the following members:
 - 4.1.1 The President, or the President's delegate (as per the delegation authority provided in the Post-Secondary Learning Act (2003) Section 81(4)).
 - 4.1.2 Seven additional Administrative members appointed by the Vice President, Academic, on the advice of Deans' Council. These members include the Vice President, Academic, if not assigned as the delegate for the President, and normally include the Dean or Associate Dean of each of the Schools (excluding the School of Continuing Education). Each year, the Vice President, Academic informs the Registrar of the appointees,

- Of the seven additional Administrative members, no fewer than two and no more than four members are Senior Officials drawn from among the Vice President, Academic, Associate Vice President, Academic, and the Deans of the Schools;
 - The balance of the seven are drawn from non-Senior Officials which may include the Associate Deans or other Exempt Administrative members from the Academic portfolio.
- 4.1.3 Eight representatives from the academic staff, elected by the Faculty Association of Red Deer College,
- Ideally, one from each of the Schools (excluding the School of Continuing Education). In the event that no faculty member stands for election in a particular School, then FARDC may elect a member from another School to fill that position;
 - Ideally, the remaining positions allocated by the Faculty Association of Red Deer College based on recommendations from the Registrar, giving consideration to: the relative size of the faculty complement in the Schools; representation of faculty that are not members of Schools; and breadth of representation of the program areas in the College.
- 4.1.4 Eight representatives from the student body, elected by the Students' Association of Red Deer College,
- Ideally, one from each of the Schools (excluding the School of Continuing Education);
 - Ideally, the additional members from the Schools with the largest Full Load Equivalent (FLE) enrolment in credit programs.
- 4.1.5 The number of academic staff members elected to Academic Council under Article 4.1.3 cannot be less than 1/3 of the total number of members of the Council.
- 4.1.6 Each year the Registrar requests that the Vice President, Academic, the Faculty Association, and the Students' Association name the members elected or appointed to fill the positions deemed to be vacant for each constituency.
- 4.1.7 Members are elected or appointed to the Council in accordance with the procedures devised for this purpose by their respective constituencies.

- 4.2 The term of office for members of the Council:
- 4.2.1 Is one year for Administrative members, except as otherwise specified in this constitution, with no limitation on re-election to office,
 - 4.2.2 Is two years for Faculty, except as otherwise specified in this constitution, with no limitation on re-election to office,
 - 4.2.3 Is one year for Students, except as otherwise specified in this constitution, with no limitation on re-election to office,
 - 4.2.4 Commences October 1st and terminates September 30th in any given year, and
 - 4.2.5 The Faculty Association of Red Deer College makes all reasonable effort to replace no more than half their members in any year.
- 4.3 Except as specified in Section 4.4, substitute or alternate members are not permitted.
- 4.4 Should any duly selected representatives be absent from the College during the May 1st to September 30th period, substitute members sufficient to provide for the full representation of their respective constituencies may be appointed/elected by their constituency. Constituencies advise the Registrar of these appointments.
- 4.5 The Executive Committee of the Council may declare a member's position vacant and request the appropriate constituency to appoint or elect a member to complete the unexpired portion of the term in the event that:
- 4.5.1 A member submits a written notice of resignation to the Chair; or
 - 4.5.2 A member, except as provided by clause 4.4, fails to attend two consecutive regular meetings of the Council without notice as required by the provision of clause 4.6.2; or
 - 4.5.3 The number of absences by a member of the Council is deemed excessive by the Executive (absence from four or more meetings per Council year is normally considered excessive), and the Executive presents the concern to the Council, which then considers the expulsion of the member;
 - 4.5.4 The Registrar informs the appropriate constituency of the membership vacancy and requests that a replacement member be elected or appointed according to the processes outlined in Section 4.1.

- 4.6 Members of the Council are responsible for:
- 4.6.1 Attending all meetings of the Council and of the committees of the Council on which they serve, and for participating in the affairs of the Council;
 - 4.6.2 Providing written notice to the Academic Council Secretariat in advance of any absence, clearly stating the reason for such absence;
 - 4.6.3 Keeping informed regarding the relevant issues which come before the Council;
 - 4.6.4 Seeking feedback from others as relevant to the matters dealt with at the Council while maintaining their freedom to vote as they individually deem appropriate;
 - 4.6.5 Acting in the academic interests of the College;
 - 4.6.6 Conducting themselves in a manner that:
 - affirms the right of freedom of expression; and
 - affirms the commitment to the highest standards of civility, respect and decency towards all.
- 4.7 The roster of appointed and elected Council members is maintained by the Registrar through the Academic Council Secretariat and is published in a manner that is publically available at all times.
- 4.8 Where any question arises as to the composition of Academic Council or any matter concerning the election of Academic staff members or Student members to Academic Council, the question is decided by the President subject to the authority of the Board of Governors.

ARTICLE 5 OPERATIONAL PROCEDURES OF THE COUNCIL

5.1 Business Year

The business year of the Council is October 1 to September 30.

5.2 Meetings of the Council

5.2.1 Regular meetings of the Council are normally held at least six times per year as governed by the Bylaws of Academic Council (Appendix 2).

- 5.2.2 Except as provided in Section 5.2.4, all meetings of the Council are open to the College community and to the general public.
- 5.2.3 Any member of the College community or the general public may participate in Council discussion with permission of the Chair, which must be sought prior to the commencement of the meeting.
- 5.2.4 The Council may meet *in camera* only when an *in camera* session has been included on the agenda or when Council votes to consider specific items of business, *in camera*, during a meeting.
 - 5.2.4.1. A motion to move *in camera* shall clearly specify what items of business are to be considered *in camera*.
 - 5.2.4.2. Such motion may be presented by the Executive Committee in the proposed agenda, or may be raised by any Council member during a meeting.
 - 5.2.4.3. Normally *in camera* discussions are closed to non-members of Council (other than the Academic Council Secretariat).
 - 5.2.4.4. *In camera* discussions are not recorded and no minutes are taken.
 - 5.2.4.5. No formal motions may be made while the Council is *in camera*.
 - 5.2.4.6. Notwithstanding that Council may from time to time have need to consider items on a confidential basis, Council should consider items in open meetings except where strong and legitimate rationale is provided to Council for moving *in camera*.

5.3 Off-site Participation

In extraordinary circumstances a member may participate in a meeting of the Council by means of telephone, video conference, or other means of communication that permits all persons participating in the meeting to hear each other. Members participating off-site have the same rights and responsibilities as those members in attendance. A request to participate off-site must be made to the Academic Council Executive with as much notice as possible. Reasonable effort will be taken to accommodate off-site requests but requests are not guaranteed.

5.4 Rules of Order

- 5.4.1 The proceedings for any meeting of the Council are governed by Robert's Rules of Order except as otherwise provided in this Constitution. At the discretion of Academic Council, the normal rules of order may be suspended for all or part of a single meeting upon request of the Chair and approval by the Council members present at the meeting.

5.5 Quorum

5.5.1 A quorum for any meeting of the Council is more than one half of the elected and appointed members, with at least one member from each constituency present.

5.5.2 At any meeting where a quorum fails, the members present may deliberate and decide the affairs of the Council with any decisions taken subject to ratification at the next regular meeting of the Council which achieves a quorum.

5.6 Voting

5.6.1 In any vote, a simple majority of those present is required to carry a motion except as specified in Article 8.

5.6.2 Voting is by a show of hands unless, upon motion of the Council, a secret ballot is directed to be taken.

5.6.3 All members of the Council (including the Chair of the meeting) are required to vote YES or NO on all formal motions put to the Council except when a member receives permission from the Chair to abstain prior to the vote being taken. Abstentions are permitted only upon full disclosure of the reasons for the request and with agreement of the Chair.

5.6.4 In the event of a tie vote, the resolution is declared lost.

5.7 Officers of the Council

5.7.1 The Chair of the Council is a member of the Executive Committee and an *ex-officio* member of all Committees of the Council. The Chair presides over all meetings of the Council and the Executive Committee and assumes such other responsibilities as are specified in this Constitution or its Bylaws or as may be determined from time to time by the Council. The position of the Chair is alternated between a Faculty member and a member from those members appointed under Section 4.1.1 and 4.1.2 of this Constitution.

5.7.2 The Vice-Chair of the Council is a member of the Executive Committee, assists the Chair and carries out the duties of the Chair during the Chair's absence. The Vice-Chair also performs such other duties as the Chair sees fit. The position of Vice-Chair is filled by a Student member of Council.

- 5.7.3 The Secretary of the Council is a member of the Executive Committee and supports the operation of each meeting by maintaining speakers' lists and ensuring that members of the Council are recognized during debate.
- 5.7.4 The Academic Council Secretariat provides recording services for each meeting and is responsible for the maintenance of the files and records of the Council, the minutes of all meetings of the Council and the Executive Committee, and the list of current members of the Council. The Academic Council Secretariat retains the records of the Council, making them available to members of the Council upon request during regular College hours. The Secretariat is responsible for the maintenance of the publically available proceedings of the Council as directed by the Executive Committee of Council.

5.8 Election of Officers

- 5.8.1 At the first regular meeting of the Council in any year, the members elect from among the members of the Council, a Chair, a Vice-Chair and a Secretary, and such additional members as may be required under Article 6.1.4.
- 5.8.2 When more than one nomination is made and accepted for any position, the election of officers is by secret ballot and is presided over by the Chair whose term has expired or designate.
- 5.8.3 The terms of the Chair and the Secretary are two years. The term of the Vice-Chair is one year with no limitation on re-election to the position. Vacancies created in Executive office positions are filled by the Council, as required.

5.9 The Agenda

- 5.9.1 The proposed agenda and the supporting material for any meeting of the Council are prepared by the Academic Council Secretariat as directed by the Executive Committee and circulated to all members not less than five working days prior to any meeting.
- 5.9.2 The proposed agenda prepared by the Executive Committee is subject to the approval of the Council at the beginning of each meeting of the Council.
- 5.9.3 Any member of the College community may refer any academic matter to the attention of the Executive Committee of the Council by providing a written submission to the Chair of the Council. Such matters are assessed by the Executive Committee and referred, as appropriate, to a Standing Committee of the Council or included on the agenda of a meeting of the Council. Matters

beyond the mandate outlined in this Constitution are included in the agenda only at the discretion of the Executive Committee.

- 5.9.4 The Executive Committee, in setting the agenda, refers items as appropriate to the Committees of the Council or other responsible groups or individuals within the College.
- 5.9.5 The Council gives formal consideration only to matters that have been recommended to it in the form of a completed report or set of minutes.
- 5.9.6 The agenda includes the minutes of the Executive Committee so that the actions of the Executive Committee are regularly subject to the scrutiny of the full Council.

ARTICLE 6 THE EXECUTIVE COMMITTEE

- 6.1 The Executive Committee of the Council consists of:
 - 6.1.1 The Chair of the Council;
 - 6.1.2 The Vice-Chair of the Council;
 - 6.1.3 The Secretary of the Council;
 - 6.1.4 The Chair of the Academic Council Secretariat and the Recording Secretary assigned to Academic Council;
 - 6.1.5 The Vice President, Academic as an *ex officio* member when not elected as Chair or Secretary of the Committee.
- 6.2 The Executive Committee may name resource persons to meet with it on a regular or intermittent basis.
- 6.3 The Executive Committee:
 - 6.3.1 Receives, reviews, and approves all matters to be placed on an agenda of the Council; items or business received by the Executive Committee not placed on the agenda is reported, with rationale, in the Minutes of the Executive Committee meeting;
 - 6.3.2 Oversees the preparation and submission to Council, for the information of the members, a set of minutes for each meeting of the Executive Committee;

- 6.3.3 Prepares and circulates an Agenda no fewer than five working days prior to each regular meeting of the Council;
- 6.3.4 Refers reports and projects to the Council's Committees or other responsible groups or individuals within the College as appropriate; seeks timely reports to the Council by such Committees, groups or individuals; and works to ensure that the Council normally does not debate matters which are only in a partial state of completion;
- 6.3.5 Provides for the adequate recording of all meetings of the Council and distribution of the Minutes of each meeting;
- 6.3.6 Coordinates and conducts such affairs of the Council as are necessary between meetings;
- 6.3.7 Prepares an Annual Report that is submitted to the Council at the last meeting in September of any given year. Once approved by the Council, the report is sent by the Council Executive Committee to the President of the College, the Students' Association, and the Faculty Association for information;
- 6.3.8 Calls special meetings of the Council;
- 6.3.9 Recommends to the Vice President, Academic, an operating budget as prepared by the Chair of the Academic Council Secretariat which is considered in the annual budget process of the College;
- 6.3.10 Assumes such other responsibilities as the Council may from time to time assign.

ARTICLE 7 COMMITTEES OF COUNCIL

- 7.1 Standing Committees of the Council established by this Constitution include:
 - 7.1.1 Curriculum Committee, which reviews and recommends for approval to Council new credit programs, curriculum, program changes, academic residency requirements, admission requirements, and graduation requirements;
 - 7.1.2 Academic Policy Committee, which has recommending authority to the Council on all academic policies as specified in this Constitution;
 - 7.1.3 Research and Scholarship Committee, which provides oversight, on behalf of Council, for research and scholarly activity at the College.

- 7.2 The mandate, membership, and operation of the Standing Committees of the Council are established by the Council through its bylaws.
- 7.3 Powers and duties specified in Article 3.0 may be delegated to the Standing Committees of Council through the bylaws of this Constitution. Some of these delegated powers and duties of Council may be further delegated by the Standing Committees to School Councils but only through amendment of the bylaws governing those Committees.
- 7.4 The Council may establish *ad hoc* committees. *Ad hoc* committees:
 - 7.4.1 Are assigned a specific mandate and timelines and will cease to exist once the mandate is discharged;
 - 7.4.2 Follow such procedures as the Council determines.

ARTICLE 8 AMENDMENT AND RATIFICATION

- 8.1 This Constitution may be amended at a regular meeting of the Council provided that:
 - 8.1.1 A quorum is present;
 - 8.1.2 Notice of motion regarding the proposed amendment was given at least one meeting previous to its consideration in writing as part of a regular agenda; and
 - 8.1.3 The amendment receives support from at least two-thirds of all members present.
- 8.2 This Constitution or any amendment of the Constitution can only come into effect when:
 - 8.2.1 It is ratified by the Faculty Association of Red Deer College; and
 - 8.2.2 It is ratified by the Students' Association of Red Deer College; and
 - 8.2.3 It is ratified by the Deans' Council of Red Deer College; and
 - 8.2.4 It receives the approval of the Board, or the President where the Board has delegated this authority to the President as per the authority provided in the Post-Secondary Learning Act (2003), Section 62.

8.3 The Bylaws of Academic Council as appended to this Constitution in Appendix 2 may be amended at any regular meeting of the Council, provided that:

8.3.1 A quorum is present;

8.3.2 Notice of motion regarding the proposed amendment was given in writing as part of a regular agenda package at least one meeting prior to its consideration;
and

8.3.3 The amendment receives support from at least two-thirds of all members present.

APPENDIX 1 DEFINITIONS

In this Constitution:

Policies: Are statements of general approach to more or less particular kinds of problems or cases, without mention of specific procedures. They guide but do not specify action. Policies are, or ought to be, derived from principles.

Academic: Will be understood to mean "having to do directly with admission to, content, conduct, or results of credit curricular studies".

Academic Council

Secretariat: Is established in the bylaws of this Constitution providing planning, communication, and coordination of the business and records of Academic Council including the Standing Committees of the Council.

Credit Program: Is a specified group of courses and/or other learning experiences for which the College is authorized to grant certification (for example, certificate, diplomas, or degrees) through the Mandate of Red Deer College as approved by the Government of Alberta.

Credit Course: Is a unit of instruction which may be applied directly toward a College certification; or which may be applied by some other body toward its certification, in accordance with formalized transfer agreements.

Deans' Council: Is a governing body at Red Deer College. It provides leadership to the College community for teaching, learning, and service to learners. It is responsible to advise and make recommendations to the Vice President, Academic and the President in all matters that will assure effective and efficient operation of the Academic Portfolio.

School: A major teaching and learning division within the College, comprising one or more departments or programs and led by a Dean. Schools may be subject to reconfiguration or renaming over time.

School Council: The first level of academic governance where the expertise of Faculty can be applied to the formulation and delivery of quality academic programs and to the formulation of academic policy. It is responsible for making recommendations regarding: new programs and curricula, changes in programs and curricula, admission and graduation requirements, grading and assessment guidelines, and hiring criteria for academic staff.

APPENDIX 2 BYLAWS OF ACADEMIC COUNCIL

BYLAW 1 Meetings of Academic Council

- 1.1 Regular meetings of the Council are called by the Executive in accordance with a schedule established by and approved at the first meeting of the Council.
- 1.2 A minimum of six regular meetings of the Council are held during the October through September period of each year.
- 1.3 The first regular meeting of the Council in any year is normally held in the second week of October and is called by the previous year's Executive.
- 1.4 Regular meetings are normally held twice monthly except in December (once) and January (once).
- 1.5 Regular meetings of the Council are normally held between 17:00 and 20:00 hours.
- 1.6 The Executive provides written notice to each member at least five working days prior to all meetings of the Council.
- 1.7 At its discretion, the Executive may cancel regular meetings of the Council if the timing of the meeting prevents the reasonable expectation of quorum or if there are insufficient matters before the Council for its consideration. Notice of such cancellation is given at least five working days prior to the day scheduled for that meeting.
- 1.8 At its discretion, the Executive may call special meetings of the Council. The Executive provides at least five working days' notice of such meetings.
- 1.9 The agenda for meetings of the Council is structured by the Executive Committee in order to facilitate efficient and effective academic governance of the College. The agenda includes:
 - 1.9.1 Consent Agenda: Items that are deemed by the Executive Committee to be routine in nature and that have been recommended for approval by a standing sub-committee of the Council. These items are deemed approved by Council for recommendation to the President upon approval of the Agenda at the beginning of the Council meeting. Items included in the Consent Agenda may be moved to the Discussion or Action Agendas by an amendment motion of the Council as it approves the Agenda for the current meeting.
 - 1.9.2 Action Agenda: Items deemed by the Executive Committee to require formal consideration by the Council. These include significant changes to policy, new credit programs, significant changes to existing credit programs, and changes in

admission and graduation requirements. Motions for the action agenda are prepared in advance by the Executive Committee and included in the published agenda package. Action item motions are recommended to the President for approval.

- 1.9.3 Discussion Agenda: Items deemed by the Executive Committee to warrant a free flow of discussion normally without motions being tabled. Such items include the provision of advice to the committees of the Council or referral of items for further consideration to a committee of the Council. Motions may be considered, at the discretion of the Chair, during the discussion but are limited to non-binding advice to Council Committees or other individuals or governing bodies of the College.

BYLAW 2 Academic Council Secretariat

- 2.1 The College provides an Academic Council Secretariat, chaired by the Registrar, that is responsible for:
 - 2.1.1 Recording services for each meeting of the Council, the Executive Committee of the Council and all standing committees of the Council.
 - 2.1.2 Maintaining all the files and records of the Council including all agendas, minutes, and supporting documents for the Council and its committees.
 - 2.1.3 Maintaining and posting the list of all appointed and elected members of the Council and its committees.
 - 2.1.4 Making all records of the Council available to members of the Council at their request during normal business hours.
 - 2.1.5 Providing for posting and maintenance of all publically available proceedings of the Council through the means established by the Executive Committee.
- 2.2 Members of the Secretariat are identified by the Registrar and communicated to the Council Executive Committee at the beginning of each Council year.

BYLAW 3 Orientation to Academic Council

- 3.1 The incumbent Executive Committee annually prepares and conducts a full and comprehensive orientation for the members of the incoming Council.

- 3.2 The orientation to Academic Council may be held in conjunction with the first regular meeting of the Council or at a time prior to that meeting that is convenient to all the new members of the Council.
- 3.3 The orientation includes at least the following: a review of the Mission Statement of the College; the Constitution of Academic Council; the year-end report of the outgoing Council and its committees; and an introduction to the unfinished business of the Council which will be before the new Council.

BYLAW 4 Academic Policy Committee

- 4.1 The Academic Policy Committee:
 - 4.1.1 Is a standing committee of the Council.
 - 4.1.2 Reviews and revises academic policies on a regular basis in order to keep those policies current and consistent with Red Deer College structures and directions.
 - 4.1.3 Carries out research and consultation in the development of new policies in response to issues and requests referred to it by the College community or by Academic Council.
 - 4.1.4 Has recommending authority on all new policies and changes in existing policies to Academic Council for recommendation to the President.
 - 4.1.5 Identifies for the Council any major implications or policy implications of the changes.
 - 4.1.6 Recommends substantive items to Council for the action agenda of Council, advice sought for the discussion agenda of Council and minor impact items for the consent agenda of Council.
 - 4.1.7 Provides an annual report to the Council.
- 4.2 Minor changes that arise in discussion at Council can be dealt with by Academic Council, rather than referring the matter back to the Committee. Substantive changes, however, are referred back to the Committee for consideration.
- 4.3 Minor editorial changes to Academic policies are approved by the Committee when changes do not alter the core substance and meaning of the policy. Examples include changes such as updates to appendices; changes to department, school or division

name; changes to position title where the position responsibilities and characteristics have not been substantially changed; updated website links. Such changes are sent to the Council for information.

4.4 Membership

4.4.1 The Vice President, Academic or designate;

4.4.2 The Registrar;

4.4.3 Five Faculty members elected by the Faculty Association for staggered two year terms;

4.4.4 Two Students appointed by the Students' Association, one of whom is a member of the Students' Association Executive;

4.4.5 One Academic Dean appointed by Deans' Council;

4.4.6 One additional member appointed by Deans' Council.

4.5 Operating Procedures:

4.5.1 The Academic Policy Committee:

- Meets at least eight times per year.
- May request information from any group or individual in the College.
- May strike sub-committees and may appoint members outside of the Committee to sit on these sub-committees.
- May invite guests to its regular meetings.
- Is chaired by the Vice President, Academic or a delegate appointed by the Vice President, Academic.
- Makes decisions by consensus or, where consensus is not possible, by a simple majority vote at a meeting where quorum is established.
- Achieves quorum when there is attendance by at least one member from each constituent group with a minimum of six members.

4.5.2 Agendas are set by the Chair of the Committee.

BYLAW 5 Curriculum Committee

5.1 The Curriculum Committee:

- 5.1.1 Is a standing committee of the Council. The Curriculum Committee brings together the academic expertise of its Faculty with the expertise of academic administration and support services to assure the quality and academic standards of the educational services provided by Red Deer College.
- 5.1.2 Reviews and recommends for approval: curricula, programs, program changes, academic residency, admission requirements, and graduation requirements for programs that are under the purview of the Council as specified in its Constitution.
- 5.1.3 Provides detailed evaluation of curricula and the expectations for certification that are not normally discussed by Academic Council at its regular meetings.
- 5.1.4 Is guided by the values of Red Deer College: exploration, inclusiveness, excellence, integrity, community, and accountability.
- 5.1.5 Carries out its mandate ensuring fairness and transparency.
- 5.1.6 Makes recommendations consistent with the Mandate of Red Deer College and the legislation governing the activities of the College.
- 5.1.7 Identifies for the Council any major implications or policy implications of the changes.
- 5.1.8 Recommends to the Council Executive Committee the nature of agenda items that are referred. Substantive items are recommended for the action agenda, advice is sought through the discussion agenda and minor impact items are included in the consent agenda.
- 5.1.9 Provides an annual report to the Council.

5.2 Membership

- 5.2.1 The Vice President, Academic (*ex officio*, non-voting);
- 5.2.2 Eight Faculty members elected by the Faculty Association, including one member from each of the Schools (excluding Continuing Education), one Librarian from

the Library Information Common, and one Learning Designer from the Centre for Teaching and Learning;

5.2.3 One Academic Dean appointed by Deans' Council;

5.2.4 The Registrar;

5.2.5 Two Students appointed by the Students' Association;

5.2.6 The Director of the Centre for Teaching and Learning;

5.2.7 One Associate Dean appointed by Deans' Council;

5.2.8 The Associate Vice President, Academic;

5.2.9 Additional members may be added with the agreement of the Committee and Academic Council Executive, provided faculty majority is maintained.

5.3 Operating Procedures

5.3.1 The Curriculum Committee:

- Meets at least eight times per year.
- May request information from any group or individual in the College.
- May strike sub-committees and may appoint members outside of the Committee to sit on these sub-committees.
- May seek advice from groups or individuals external to the College.
- May invite guests to its regular meetings.
- Is chaired by a member of the Committee appointed by the Committee at its first meeting of each Academic Council year (October 1 to September 30).
- Makes decisions by consensus or, where consensus is not possible, by a simple majority vote at a meeting where quorum is established.
- Achieves quorum when there is attendance by at least one Faculty member, one Student member, and one Administration member with a minimum of seven members in total.
- Agendas are set by the Chair of the Committee.

5.4 Delegation of Authority

5.4.1 The Council may recommend to the President that approval for some minor revisions to curricula be delegated to the Curriculum Committee without the requirement for inclusion in the Council agenda package. The request for this

delegation must state clearly the nature of those changes to be considered in the delegation.

- 5.4.2 This delegation may be further delegated to School Councils by resolution of the Council when School Councils provide evidence of adequate peer review processes for such changes and when the programs being considered are deemed by the Curriculum Committee to be fully compliant with the standards for documenting program and course learning objectives.

BYLAW 6 Research and Scholarship Committee

6.1 The Research and Scholarship Committee:

- 6.1.1 Is a standing committee of the Council. The Research and Scholarship Committee monitors the overall research and scholarly activity of the College to ensure alignment with the provisions of the Scholarly Activity at Red Deer College Policy and recommends action when alignment is not demonstrated.
- 6.1.2 Advises constituents and decision-makers throughout the College on matters pertaining to research and scholarship.
- 6.1.3 Recommends changes to the Scholarly Activity at Red Deer College Policy to the Academic Policy Committee of the Council.
- 6.1.4 Promotes a culture of scholarly activity in the College.
- 6.1.5 Is guided by the values of Red Deer College: exploration, inclusiveness, excellence, integrity, community, and accountability.
- 6.1.6 Recommends methods for collecting information and reporting of scholarly activity at the College.
- 6.1.7 Publishes an annual report of scholarly activity at the College.
- 6.1.8 When requested provides advice to departments, schools, and individuals regarding issues that arise related to definitions and accountability.
- 6.1.9 Advises the Director of Applied Research and Innovation and the Vice President, Academic on any matter pertaining to scholarly activity and research.
- 6.1.10 Reviews School standards for scholarly activity and makes recommendations for changes and/or approval.

6.1.11 Considers proposals from Deans for School standards for Scholarly Activity from Deans. If the Committee approves, the proposal is recommended to the Council for its approval and recommendation.

6.1.12 Provides an annual report to the Council.

6.2 Membership

6.2.1 Vice President, Academic (*ex officio*, non-voting);

6.2.2 Five Faculty members elected by the Faculty Association and representing a broad spectrum of scholarship and research interests;

6.2.3 One Faculty member from the Faculty Professional Development Committee;

6.2.4 One Faculty member from the Faculty Performance Committee;

6.2.5 The Director of Applied Research and Innovation;

6.2.6 One representative appointed by Deans' Council;

6.2.7 One student appointed by the Students' Association.

6.3 Operating Procedures

6.3.1 The Committee:

- Meets at least four times per year.
- May request information from any group or individual in the College.
- May strike sub-committees and may appoint members outside of the Committee to sit on these sub-committees.
- May seek advice from groups or individuals external to the College.
- May invite guests to its regular meetings.
- Is chaired by a member of the Committee appointed by the Committee at its first meeting of each Academic Council year. (October 1 to September 30)
- Makes decisions by consensus or, where consensus is not possible, by a simple majority vote at a meeting where quorum is established.
- Achieves quorum when there is attendance by at least one member from each constituent group (Students, Faculty, and Administration) with a minimum of six members.
- Agendas are set by the Chair of the Committee.