

DEANS' COUNCIL TERMS OF REFERENCE

PURPOSE:

Deans' Council is responsible for developing policies and procedures which govern instructional programs and academic life of the College. It provides a broad based, comprehensive approach to planning, coordination, policy formulation, communication and program decisions within the framework of the College values of exploration, inclusiveness, excellence, integrity, community and accountability.

By virtue of its membership, Deans' Council provides leadership to the College community for teaching, learning, and service to learners. It is responsible to advise the Vice President Academic and Research in all matters that will assure effective and efficient operation of the Academic Portfolio.

MANDATE:

The Vice President Academic and Research is responsible for the planning, management, supervision, and accountability of the Academic Portfolio and is delegated these responsibilities by the President of the College.

Deans' Council receives its mandate from the Vice President Academic and Research and is accountable to the Vice President Academic and Research.

The following functions, related responsibilities, and levels of authority* are delegated to Deans' Council by the Vice President Academic and Research:

1. Planning

Principal authority for planning related to the academic portfolio including the Academic Plan.

Recommending authority in the formulation of College-wide plans.

2. Coordination

Principal authority to align activities within the academic portfolio with the College Strategic Plan, the Comprehensive Institutional Plan, and the annual enrolment plan.

Principal authority to coordinate and equitably apply college policy within the academic portfolio.

Recommending authority in the formulation and application of policies and regulations in other divisions that impact ~~academic~~ staff, faculty, and learners.

3. Policy Formation

Advising authority to the Academic Policy Committee of Academic Council in the formulation of academic policy.

Recommending authority to the President on policy as outlined in the [Policy and Procedure Framework](#).

4. Communication

Deans' Council is the principal authority for communication plans within the Academic Portfolio.

Deans' Council has advising authority in the development of college-wide and community communication plans.

5. Deans' Council has advising authority to the Vice President Academic and Research and School Council for the program investigation, and concept development phases of new program development. The Vice President Academic and Research (VPAR) has principal authority for program investigation and advising authority for full concept development. For new program implementation and detailed course development, the VPAR has principal authority for overall budget; the respective Dean has principal authority for implementation/planning.

Deans' Council has advising authority to the Vice President Academic and Research, Dean, and School Council for program suspensions, cancellations, and reinstatement based on academic matters. Academic Council has recommending authority to the President. (As per [Program Quality Assurance policy](#) and the [Credit Program Suspension, Cancellation, and Reinstatement policy](#).)

Deans' Council has recommending authority to the Vice President Academic for program suspensions, cancellations, and reinstatement based on non-academic matters. The Vice President Academic has recommending authority to the President. (As per [Program Quality Assurance policy](#) and the [Credit Program Suspension, Cancellation, and Reinstatement policy](#).)

Deans' Council has recommending authority to the Vice President Academic and Research for Career Development Programs (non-credit) and is the governing body that assures the quality of the non-credit learning activities provided at RDC. The Vice President Academic and Research has recommending authority to the President. (As per the [Non-Credit Programming Policy](#))

6. Forum for Input and Response

Advising authority to non-academic areas in all matters related to learners, employees of the academic portfolio, or financial allocations.

Advising authority on any matter as requested by the President, Service Council, Academic Council, or the Vice President Academic and Research.

RELATIONSHIP TO OTHER COMMITTEES:

Academic Council: A portion of the membership appointed by the Vice President Academic and Research on the advice of Deans' Council and the Academic Council Constitution is ratified by the Deans' Council as per the Terms of Reference. Deans' Council may provide recommendations to Academic Council.

Academic Policy Committee: A portion of the membership is appointed by Deans' Council in accordance with the Terms of Reference.

Curriculum Committee: A portion of the membership is appointed by Deans' Council in accordance with the Terms of Reference.

Collective Agreement Negotiations: A portion of the membership includes members of Deans' Council on the collective agreement negotiations teams.

Educational and Information Technology Committee (EIT): EIT has recommending authority to Deans' Council and Service Council on matters pertaining to information and communication

technology at RDC. EIT provides an annual report to Deans' Council.

Facilities Planning Advisory Committee: A portion of the membership is appointed by Deans' Council in accordance with the Terms of Reference.

Faculty Performance Committee: One or more members of Deans' Council sit on the Faculty Performance Committee. The Faculty Performance Committee provides recommendations and an annual report to Deans' Council and to the Executive of FARDC.

Faculty Professional Development Committee: The Faculty Professional Development Committee provides meeting minutes, an annual report, and budget to Deans' Council. It is accountable to both FARDC and Deans' Council in accordance with the Terms of Reference.

Faculty Workload Committee: May communicate with Deans' Council regarding the activities of the Committee. Committee provides an annual report to Deans' Council.

Quality Improvement of Programs Committee (QIPC): QIPC has advising authority to Deans' Council on matters pertaining to program review. QIPC is established under the Program Review Policy and is accountable to Deans' Council in accordance with the Terms of Reference.

Quality Improvement of Services Committee (QISC): QISC has recommending authority to Deans' Council on matters concern policy formulation in accordance with the Terms of Reference. QISC provides an annual report on service review to Deans' Council.

Research and Scholarship Committee: A portion of the membership is appointed by Deans' Council in accordance with the Terms of Reference.

Service Council: Service Council has advising authority to Deans' Council on matters pertaining to services provided to learners, employees of the College, or other stakeholders, in accordance with the Terms of Reference. Communication and collaboration will be facilitated between Service Council and Deans' Council through the joint membership of specific members.

COMPOSITION:

Deans' Council members are appointed by the Vice President Academic and Research and normally include:

- Vice President Academic and Research
- Associate Vice President, Teaching, Learning and Research
- Dean, School of Arts & Sciences and School of Creative Arts
- Dean, School of Continuing Education
- Dean, Donald School of Business
- Dean, School of Education
- Dean, School of Health Sciences
- Dean, School of Trades and Technologies
- Dean, Library & Student Supports
- Associate Deans
- Registrar, Office of the Registrar
- Associate Registrars
- Director, International Education

ACCOUNTABILITY:

Deans' Council is accountable to the Vice President Academic and Research.

RESPONSIBILITY:

The office of the Vice President Academic and Research is administratively responsible for the operation of Deans' Council including issuing agendas, record keeping, and communication.

ADMINISTRATIVE SUPPORT:

The office of the Vice President Academic and Research provides administrative support to Deans' Council.

OPERATING PROCEDURES:

- Deans' Council is Chaired by the Vice President Academic and Research or delegate.
- Decisions are made by a vote, which may be carried out at a meeting or electronically through the Vice President Academic and Research's office.
 - Members of Deans' Council are voting members. The Vice President Academic and Research only votes in the instance of a tie.
 - In order to hold a vote during a meeting, quorum must be met and a majority consensus reached.
 - In order to hold an electronic vote, all members must be provided opportunity to vote via electronic means. Quorum is met/indicated by responses received. Any motion passed is included in the next Deans' Council as information.
- Quorum is 50% plus 1 of the members, and the Chair
- Scheduled to meet a minimum of 6 times but may meet more often in order to fulfill its responsibilities.
- May request information from any group or individual in the College.
- May strike sub committees and may appoint members outside of Deans' Council to sit on these sub committees.
- May invite guests to its regular meetings.
- Agendas are set by the Vice President Academic and Research in consultation with the Deans' Council members.
- Will review Terms of Reference annually
- Publishes meeting minutes accessible to the RDC community.

*** Levels of Authority for Decision Making:**

Decision authority: The right to make a decision or create a policy without consultation with other individuals or groups.

Principal authority: The right to make a decision or create a policy with input and recommendations from other groups or individuals; such input may be accepted or rejected. Principal authority allows for the right to make decisions and create policy which is forwarded to another body for action. Decisions or policies may be forwarded to another group or individual for approval where such approval would not be unreasonably denied.

Principal authority also permits policy creation within the guidelines established by another group or individual. Finally, principal authority accommodates decision-making or policy creation within the parameters set by another body.

Shared authority: Authority to make decisions or create policy that is delegated equally to two or more groups or individuals where all parties are required to approve the decision or policy.

Recommending authority: The right to make recommendations for approval by another group or individual, where the final decision may approve, reject, or amend the recommendations. Recommending authority specifies the requirement that the recommendations be received by the decision making group or individual before a final decision is made.

Advising authority: The right to provide advice on a decision or policy created by another group or individual. The final decision may include or reject the advice provided. The group or individual making the decision in this case would be considered the principal authority.