

MANDATORY INSTRUCTIONAL AND NON-INSTRUCTIONAL FEES COMMITTEE TERMS OF REFERENCE

PURPOSE:

The Mandatory Instructional and Non-instructional Fees Committee is responsible for leading the process for consultation between administration and students regarding all mandatory credit instructional and non-instructional fees and fee increases. The primary function of the Committee is consultation.

MANDATE:

The mandate of the Committee is established by the Vice President College Services to comply with the Tuition Fees Regulation legislated as part of the Post-Secondary Learning Act.

The Committee is mandated to provide a forum for administration to consult with students regarding proposed mandatory instructional and non-instructional fees and fee increases. The Committee:

- reviews proposed instructional fee increases for a four-year period
- reviews proposed non-instructional fees for the upcoming academic year
- Establishes the framework and the timelines for the consultation process to ensure the Students' Association Executive have adequate time to consult with its student body on the proposed instructional and non-instructional fees and to allow for the views of students to be heard and carefully considered.

The Committee has advising authority to the Vice President College Services concerning the consultation process regarding proposed mandatory instructional and non-instructional fees.

The Committee submits the results of the consultation process to the President for consideration and approval.

RELATIONSHIP TO OTHER COMMITTEES:

This Committee is not directly related to any other committee at the College.

COMPOSITION:

Membership of the Mandatory Instructional and Non-Instructional Fees Committee:

Director of Student Services (Co-Chair)

Director of Finance (Co-Chair)

The Executive of the Students' Association of Red Deer College

ACCOUNTABILITY:

The Committee is accountable to the Vice President College Services.

REPORTING:

The Co-Chairs of the Committee provide a summary report of the consultations to the Vice President College Services annually.

RESPONSIBILITY:

The Vice President College Services is responsible for the appointment and operation of the Committee.

ADMINISTRATIVE SUPPORT:

Administrative support for the Committee is provided by the Financial Services department.

OPERATING PROCEDURES:

1. The Committee:
 - Meets a minimum of twice per year.
 - May request information regarding mandatory instructional and non-instructional fees from any source within the College.
 - Holds closed meetings (members only) unless otherwise determined by the Committee.
 - Is chaired by Co-Chairs (the Director of Student Services and the Director of Finance).
 - Reviews the Terms of Reference periodically and submits recommendations to Service Council for approval.
2. Agendas are set by the Co-Chairs.
3. Co-chairs monitor the Tuition Fees Regulations to ensure institutional compliance.

Levels of authority:

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.