



Terms of Reference of the Academic Committee of the Board of Governors

1. INTRODUCTION

Under the *Ontario Colleges of Applied Arts and Technology Act, 2002* boards of governors are responsible for all aspects of program approval including approval of new programs, major program modification and program cancellation. Responsibility for funding of post-secondary programs remains with the Ministry.

The board of governors of a college is to approve programs of instruction consistent with the Minister's Binding Policy Directive: Framework for Programs of Instruction resulting in a comprehensive program of career-oriented post-secondary education and training, consistent with the college's mandate and overall strategic direction, the economic needs of its local and diverse communities, and government directions and priorities.

The Academic Committee, a standing committee of the Board of Governors, is responsible for reviewing proposals related to academic planning and referring this items to full Board for approval.

2. SCOPE OF ACTIVITY

- A. To review the Strategic Enrolment Management Plan based on community needs, niche program opportunities and employment opportunities, on an annual basis.
- B. Review and recommend to the Board of Governors new programs proposals and major program modifications that are consistent with the college's Strategic Plan and Strategic Mandate Agreement (SMA), ensuring that:
 - B.1. The program is consistent with the Minister's Binding Policy Directive on Framework for Programs of Instruction including the Credentials Framework it describes and any applicable program standards.
 - B.2. There is a demonstrated labour market or societal need.
 - B.3. There is a demonstrated student demand.
 - B.4. A relevant Program Advisory Committee has recommended the program.

- B.5. The program content and delivery complies with all requirements of regulatory bodies responsible for the field of study or other regulatory bodies related to the field of study.
- C. To develop policy to ensure programs meet government requirements.
- D. To receive for information programs recommended for suspension that are no longer considered responsive to student or employer need. Such programs can be reactivated as deemed appropriate according to student or employer need and will be received for information at that time.
- E. To recommend to the Board programs that have been dormant for a period of more than five (5) years where a final decision is required for suspension or cancellation.
- F. Receive an annual report on the internal Quality Assurance processes and updates on the College Quality Assurance Audit Process (CQAAP) as appropriate ensuring effective continuous improvement activities. Relevant measures such as Key Performance Indicators (KPI) and SMA metrics will be reported to the Committee.
- G. Review the performance and the effectiveness of the College's Program Advisory Committees (PACs).

3. COMPOSITION

The Committee shall be composed of a minimum of seven Governors, one of whom shall act as chair of the committee and shall, for the purposes of such committee and at the meetings of such committee, perform the function of Chair. The Chair of the Committee must be an external Governor. The committee will also include the Board Chair, Ex Officio, the President, Ex Officio and Senior Vice President Academic and Chief Learning Officer (non-voting) as a resource member of the Committee.

4. MEETINGS

Meetings will take place a minimum of three times a year on months that alternate with Student Affairs Committee meetings. Quorum is a simple majority.

5. REPORTING

- 5.1. Maintain a record of the meetings and report to the Board of Governors on the results of the foregoing activities.
- 5.2. Review and assess the adequacy of these Terms of Reference at least annually and submit the Terms of Reference to the Board of Governors for approval.