

ACADEMIC COUNCIL AUTHORITY AND BYLAWS			
<b>Effective Date</b>	June 1, 2023	<b>Policy Type</b>	Academic
<b>Responsibility</b>	Board of Governors President and CEO Provost and Vice-President Academic	<b>Cross-Reference</b>	Post-Secondary Learning Act
<b>Approver</b>	Board of Governors	<b>Appendices</b>	Appendix 1 – Operational Procedures of Academic Council
<b>Review Schedule</b>	Yearly in May		

## 1. Bylaw Statement

1.1. The composition, powers, and duties of Academic Council (“the Council”) are established by the Alberta Post-Secondary Learning Act (2003, current as of December 9, 2020). The Act empowers the College Board of Governors (“the Board”) to oversee the Council. Unless otherwise stated in the Act, the Council reports and makes recommendations to the Board. The Board is the final authority for acceptance or rejection of the Council’s recommendations.

## 2. Bylaw Objective

2.1. The mandate of Academic Council is to provide a forum for Northwestern Polytechnic (NWP) constituents to debate ideas and concepts leading to the development of Academic Policies. In addition to policy development and review, the Council monitors the implementation of Academic Policies, recommending the future direction of Polytechnic programming and identifying significant trends in education and society and their implications for NWP.

## 3. Scope

3.1. The Academic Council Bylaws pertain to the function of Academic Council.

## 4. Definitions

4.1. **“Academic Policies”** refers to policies that impact academic programs and services to students and faculty.

4.2. **“Recommendations to the Board”** refers to an approved motion by Academic Council to be brought forward to the Board of Governors for final decision.

4.3. **“Reports to the Board”** refers to documentation from Academic Council to be shared with the Board of Governors for informational purposes.

## 5. Guiding Principles

5.1. Academic Council must provide recommendations or reports to the Board with respect to any matter that the Board refers to the Council. This includes but is not limited to:

5.1.1. Academic Policies

5.1.2. Program Review

5.1.3. Program/Course Changes

- 5.1.4. Academic Standards and Requirements for Admission, Progression, and Completion of programs and courses
- 5.1.5. New Program Proposals
- 5.1.6. Academic Schedule
- 5.2. Academic Council shall identify significant issues in education and society and discuss the implications for Northwestern Polytechnic.
- 5.3. Academic Council shall establish sub-committees for working groups as needed and at any point during the academic year. At a minimum, sub-committees of Academic Council include a Curriculum Committee, Program Review Committee, Co-curricular Committee, and a Nominating Committee.
  - 5.3.1. The Curriculum Committee debates course and program changes from a philosophical, andragogical, and polytechnical perspective and brings recommendations to Academic Council.
  - 5.3.2. The Program Review Committee reviews the annual and comprehensive program review templates and updated program action plans and makes recommendations to Academic Council. It also monitors the rolling schedule of reviews and makes provisions for linked and/or similar programs to be reviewed together.
  - 5.3.3. The Co-Curricular Committee makes recommendations to Academic Council reading co-curricular transcripts that provide students with recorded evidence of progress and developmental accomplishments.
  - 5.3.4. The Nominating Committee ensures that the slate of nominees for all standing committees is ready for submission to Academic Council by April 30<sup>th</sup>.

## 6. Roles and Responsibilities

Stakeholder	Responsibilities
Board of Governors	<ul style="list-style-type: none"> <li>• Review and formally approve these Bylaws.</li> <li>• Fulfill duties of Board of Governors outlined in these Bylaws.</li> </ul>
President and CEO	<ul style="list-style-type: none"> <li>• Review and present recommendations and reports to the Board of Governors, and formally support these Bylaws.</li> <li>• Communicate approval status of recommendations from the Board of Governors to Academic Council.</li> <li>• Fulfill duties of President and CEO outlined in these Bylaws.</li> </ul>
Academic Council	<ul style="list-style-type: none"> <li>• Review, recommend revisions, and formally support these Bylaws.</li> </ul>
Provost and Vice-President Academic	<ul style="list-style-type: none"> <li>• Review and formally support this policy.</li> <li>• Ensure these Bylaws are reviewed by Academic Council yearly.</li> <li>• Ensure these Bylaws align with the Post-Secondary Learning Act.</li> <li>• Fulfill duties of Provost and Vice-President Academic outlined in these Bylaws.</li> </ul>
Polytechnic Community	<ul style="list-style-type: none"> <li>• Review and support these Bylaws.</li> </ul>

## 7. Exceptions to these Bylaws

- 7.1. Any exceptions to these Bylaws must be approved by the President and CEO. Requests for exceptions must be submitted through the Provost and Vice President Academic Office.

## 8. Inquiries

- 8.1. All inquiries about these Bylaws are handled by the Provost and Vice President Academic Office.

## 9. Amendments (Revision History)

Repatriated from the Board of Governors: April 27, 1999  
Reviewed and revised by Academic Council: January 11 & February 8, 2001  
Updated to include PWAC Committee: April 12, 2001  
Updated by Board of Governors: September 25, 2001  
Reviewed and revised by Academic Council: April 10, 2003  
Reviewed and approved by Board of Governors: May 22, 2003  
Review and revised by Academic Council: November 18, 2004 & April 21, 2005  
Reviewed and approved by Board of Governors: May 26, 2005  
Reviewed and revised by Academic Council: April 27, 2006  
Reviewed and approved by the Board of Governors: September 21, 2006  
Reviewed and revised by Academic Council: October 11, 2007  
Reviewed and approved by the Board of Governors: December 13, 2007  
Reviewed and revised by Academic Council: November 13, 2008  
Reviewed and revised by Academic Council: November 13, 2008  
Reviewed and approved by the Board of Governors: December 11, 2008  
Reviewed and revised by Academic Council: April 16, 2009  
Reviewed and approved by the Board of Governors: June 17, 2009  
Reviewed and revised by Academic Council: April 12, 2012  
Reviewed and approved by the Board of Governors: January 24, 2013  
Reviewed and approved by Academic Council: October 13, 2016  
Reviewed and approved by the Board of Governors: November 24, 2016.  
Reviewed and recommended by Academic Council: October 14, 2021  
Reviewed and approved by the Board of Governors: October 28, 2021  
Reviewed and recommended by Academic Council: May 5, 2022  
Reviewed and approved by the Board of Governors: May 19, 2022  
Reviewed and recommended by Academic Council: May 11, 2023  
Reviewed and approved by the Board of Governors: June 1, 2023

## Appendix 1 – Operational Procedures of Academic Council

1. Membership on NWP's Academic Council shall be in accordance with the Post-Secondary Learning Act.
  - 1.1. Board-appointed members of Academic Council will serve a two-year term beginning May 25 and ending May 24. Board-appointed members normally include:
    - 1.1.1. The President
    - 1.1.2. Four other senior administrators:
      - 1.1.2.1. Provost and Vice President Academic,
      - 1.1.2.2. Registrar, and
      - 1.1.2.3. Two academic Deans (Appointment shall rotate at the discretion of the Provost and Vice-President Academic)
    - 1.1.3. Two members of the general public
    - 1.1.4. Two Employees' Association members from different departments elected by the Employees' Association and appointed by the Board.
    - 1.1.5. One member of the Alberta Union of Provincial Employees Local 071 Chapter 007 elected by the Alberta Union of Provincial Employees Local 071 Chapter 007 and appointed by the Board.
  - 1.2. Elected Members will serve a one- or two-year term. Elected members shall be eligible for re-election every two years, but may not serve more than two consecutive terms. Elected students shall be eligible for re-election every year.
    - 1.2.1. Ten Academic Staff Association (ASA) members elected by the ASA. There shall be no more than two members from a department where possible.
      - 1.2.1.1. Except for the Chair and Vice Chair, elected members will serve a two-year term beginning May 25. In the event that the Chair or Vice Chair of Academic Council is an elected member of the ASA then their terms on Academic Council end 12 months after their election to the office or until a new Chair or Vice Chair is elected, respectively.
    - 1.2.2. Ten students appointed by the Northwestern Polytechnic Students' Association (NWPSA).
      - 1.2.2.1. Elected students will serve a one-year term from the date of approval by the Council until the end of April.
  - 1.3. Alternate Members
    - 1.3.1. The Provost and Vice-President Academic may appoint an alternate from Senior Administration to attend an Academic Council meeting in the event of the appointed senior administrator's absence.
    - 1.3.2. The Academic Staff Association may elect up to five alternate members from any department to attend in the absence of elected members.
    - 1.3.3. The Students' Association may elect up to five alternate members to attend in the absence of elected members.

- 1.3.4. The Employees' Association may elect up to two alternate members. The names of these alternate members must be submitted to the Provost and Vice-President Academic for formal appointment by the Board.
- 1.3.5. The Alberta Union of Provincial Employees Local 071 Chapter 007 may elect up to two alternate members. The names of this alternate members must be submitted to the Provost and Vice-President Academic for formal appointment by the Board.

## 2. Standing Committees

- 2.1. Standing committees of Academic Council shall have their terms of reference, nominated members, and reporting structure approved by the Council.

### 2.1.1. Curriculum Committee

- 2.1.1.1. Academic Council shall make a report for existing course and program changes to the Board of Governors.
- 2.1.1.2. Academic Council shall make a recommendation for new courses and programs to the Board of Governors.

### 2.1.2. Program Review Committee

- 2.1.2.1. Academic Council shall make recommendations to the Board of Governors based on the annual and comprehensive program review templates for program re-activation, suspension, and termination,
- 2.1.2.2. Academic Council shall make a report to the Board of Governors based on the annually updated program action plans for continuing programs.

### 2.1.3. Co-Curricular Committee

- 2.1.3.1. Academic Council shall make an annual report for co-curricular recognition to the Board of Governors.

### 2.1.4. Nominating Committee

- 2.1.4.1. Academic Council shall approve membership for all standing committees.

- 2.2. Normally, committee members shall be approved at the May meeting each year.

## 3. Operational Procedures of Academic Council

- 3.1. In order to assure full student representation, the Council shall elect its Chair at the October meeting. The Chair will remain in office for twelve months from the time of the election of the Chair or until a new Chair is elected, whichever comes first. In the event that the elected Chair is not a member of the Council on May 25, the Vice Chair will assume the role until the Council elects a chair.
- 3.2. The Council shall elect a Vice Chair at the October meeting. The Vice Chair shall preside over meetings in the absence of the Chair or assume the role of Chair in the event of a long-term absence. Unless the elected Vice Chair is a student member of Academic Council, the Vice Chair will remain in office for 12 months from the time of the election of the Vice Chair or until a new Vice Chair is elected, whichever comes first. If the Vice Chair is a student member of Council, the Vice Chair will remain in office until May 24.

- 3.3. In the absence of the elected Chair and the elected Vice Chair or in the event that the Chair and the Vice Chair cannot perform their duties, the Provost and Vice-President Academic, or designate, may assume the role of the Chair of the Council until a new Chair is elected.
- 3.4. In the event that the elected Chair is not a member of the Council on May 25, the Chair shall remain the Chair for the purpose of fast tracking over the spring and summer months and shall remain the Chair of the Nominating Committee until the slate of nominees is submitted by the October meeting.
- 3.5. The Chair of the Council shall:
  - 3.5.1. Preside over all meetings of the Council according to the principles of Robert's Rules of Order;
  - 3.5.2. Prepare correspondence as necessary on behalf of the Council;
  - 3.5.3. Prepare the meeting agenda in consultation with the Provost and Vice President Academic, and the Council Secretary.
- 3.6. Regular meetings of the Council will normally be held four (4) times during the academic year.
  - 3.6.1. Typically in October, December, February, and May.
  - 3.6.2. Meetings will normally be scheduled on the second Thursday of the month in which there is a meeting.
  - 3.6.3. The agenda and supporting documents shall be distributed to the Council members no fewer than four days prior to the meeting.
- 3.7. Quorum of the Council shall consist of a majority of the voting members. Members who intend to be absent from a scheduled meeting of the Council are expected to give notice to either the Chair or the Secretary. Any member who is absent without notice from two meetings during the year will forfeit their membership on the Council and the nominating body will be so informed and asked for a replacement.
- 3.8. Any member of the NWP community may refer a matter to the attention of the Council by presenting in writing a submission to the Chair no less than ten days prior to any meeting of the Council.
- 3.9. All submissions to the Council will be considered for the agenda of the next regular meeting of the Council. Submissions may be returned to the originator only:
  - 3.9.1. If there is insufficient information for the Council to make an informed decision;
  - 3.9.2. If the submission would be better served in a different forum;
  - 3.9.3. If prescribed College procedure has not been followed.
- 3.10. The President may call special meetings as necessary to conduct the Council business. Notice of a special meeting shall be given to the Council members no fewer than three working days prior to the meeting.