

PROCEDURE TITLE	Academic Council Terms of Reference
EXECUTIVE RESPONSIBILITY	Governance Office
PROCEDURE HOLDER	Academic Council
ORIGINAL DATE	June 20, 2018
REVIEW DATE	
REVISED DATE	
NEXT REVIEW	June 2019

PROCEDURE

1.0 Purpose

Pursuant to the *Yukon College Act*, Section 10.1, the Academic Council, in respect of the certificate, diploma and degree programs of the Yukon College, determines and regulates the College's policies relating to

- admissions and registrations;
- terminations and withdrawals;
- transfer credit, advanced credit and prior learning assessment and recognition;
- curriculum content for courses;
- student academic conduct and student appeals on academic matters;
- requirements for graduation; and
- awards recognizing academic excellence.

2.0 Roles

The Academic Council fulfills three principal roles:

- to develop academic standards and, once approved, ensure compliance with them;
- to review course and program requests, and to assign academic credit;
- to administer and to hear, as required, student appeals on academic matters.

3.0 Composition

The Academic Council will consist of the following eighteen* regular (voting) members:

- The Registrar of the College or, if there is no registrar, the person holding the most equivalent office, who shall be a member by virtue of their office;
- Five administrative officers, or employees of the College, appointed by the President;
- One student, selected by the student union;

- Eleven* members of the College’s faculty, which includes counselling professionals and researchers** selected by the heads of the academic divisions or departments and by faculty election. ***

The Academic Council will have two (2) alternate administrative members, three (3) alternate faculty members, an alternate student member, and the Associate Registrar who may attend as the alternate for the Registrar.

Alternates may attend but will only officially participate and vote in meetings when replacing an existing member.

* Fifteen as per YC Act and three additional faculty members as approved by the Academic Council (November 15, 2017).

** Perm/term YRC Staff, holding positions of research associate, research manager, research chair, research coordinator, research technician, research analyst or research post-doctoral fellow.

*** 2018 Yukon College Academic Council Faculty Selection Process.

4.0 Membership

Both, Regular Faculty Members and Alternate Faculty Members will serve a two-year term.

For positions whose membership is not fixed (appointed positions), the term of appointment is for two-years beginning in July.

Term appointments are renewable and will be staggered to ensure continuity.

Membership on the Academic Council is subject to the following conditions:

- Members must remain in the constituency for which they were appointed;
- Members are responsible for maintaining confidentiality of private and/or sensitive material;
- Members are responsible for scheduling an alternate and informing the Governance Office when they are absent from a meeting;
- Members must maintain 70% attendance at meetings in any twelve (12) month period;
- Members and alternates may resign by providing written notice of such to the President and Chair;

5.0 Responsibilities

As a minimum, the Academic Council will ensure the following responsibilities are fulfilled:

- The Governance Office will serve as the Council’s secretariat and will ensure that meetings are conducted appropriately, minutes are recorded and circulated, and ensure that academic matters that do arise are resolved in a timely manner;

- The Council should meet every month during the academic year, will promptly meet at the call of the Chair and will meet no less than eight times per year;
- The Council will take reasonable steps to protect the confidentiality of private or sensitive material including closing a meeting to observers when such topics are discussed;
- The Council may establish ad hoc sub-committees as appropriate to ensure that it fulfills its roles. Members may be selected from outside the Council's membership, but sub-committees will normally be chaired by a member of the Council.

6.0 Operational Procedures

The Council year shall be from July 1 to June 30.

A quorum of ten (10) members present at meetings is required to conduct business, six (6) of which must be faculty.

A majority of the members present is required to carry a motion.

Faculty Chair position is nominated by AC, and a vote occurs if there is more than one nomination. The successful nominee is appointed by the president. The faculty chair position is for a 2-year term.

For inclusion in the agenda, all submissions, including supporting documentation, shall take place at least five business days prior the meeting. The meeting package shall be available for members' review at least five business days prior the meeting.

Copies of Council agendas and minutes as well as policies, procedures and forms shall be made available to all members of the College community.

7.0 Conflict of Interest

A conflict of interest arises when a council member's private interests supersedes or competes with his/her dedication to the interests of the institution. This could arise from Real, Potential, or Apparent Conflict of Interest for a Council member or related persons and may be financial or otherwise. For this purpose:

A "**Real Conflict of Interest**" occurs when a Council member acts on behalf of the College and at the same time knows that the action will further a private interest.

A "**Potential Conflict of Interest**" occurs when a Council member knows that an act on behalf of the College will further a private interest but has not acted.

An "**Apparent Conflict of Interest**" occurs when a Council member could and should know that an act on behalf of the College will further a private interest.

Council members must arrange their private affairs and conduct themselves in a manner to avoid conflict of interest. In cases where conflict cannot be avoided, a Council member has an obligation to declare a conflict of interest prior to discussion or decision of an issue. Upon declaration of a conflict of interest, the person recording the events of the meeting should note the declaration and the Council member must refrain from discussion on that particular matter, contract or arrangement.