

### **PURPOSE**

The Internal Academic Governance committee (referred to hereafter as the Committee) is a subcommittee of Academic Council, charged with reviewing and developing academic policies and procedures and making recommendations to Academic Council for alterations to, or cancellations or additions of, policies and procedures as necessary.

### **DUTIES OF THE COMMITTEE**

1. Review and revise existing academic policies, procedures and processes
2. Develop and review new academic policies, procedures and processes
3. Recommend to Academic Council that a policy, procedure or process needs alteration or is no longer relevant and should be cancelled and/or replaced with something new
4. Provide monthly reports, with briefing notes wherever appropriate, to Academic Council.

### **APPROVAL AUTHORITY**

All decisions by the Committee are submitted to Academic Council for final approval.

### **BACKGROUND**

Academic Council is the approval authority for academic policies and procedures. All policies belonging to Academic Council are kept within the Governance Office for scheduled review and revision.

### **MEMBERSHIP**

The Committee shall have 10 members:

- 1. Ex Officio Voting Members:**
  - a) Associate Vice-President, Research Operations
  - b) Vice-President, Academic and Student Services
  - c) Dean, Applied Arts or Dean, Applied Science and Management
- 2. Faculty Voting Members:**

Four appointed members of faculty, counselors, and researchers as defined by Academic Council Terms of Reference.
- 3. Non-voting Members:**
  - a) Associate Registrar

- b) Administrative Assistant, Academic Council.
- c) Director of Governance and Strategic Initiatives

From time to time, voting members of the Committee may invite guests to meetings to speak to specific agenda items.

Members are appointed by Academic Council for a one-year term from July 1<sup>st</sup> to June 30<sup>th</sup>. There is no limit to the number of terms a member can serve.

The Committee shall be co-chaired by the Vice-President, Academic and Student Services, and an appointed faculty member, to be determined by an internal selection process.

### **COMMITTEE OPERATIONS**

The Committee shall meet once a month from September to May every academic year.

Quorum of 2 faculty members is required.

Minutes of the meeting will be recorded by the administrative assistant to Academic Council and, once approved by Committee members, posted on the SharePoint for Academic Council members to review.

Additional meetings or working groups may be scheduled as needed.