
Policy Title:	Academic Governance – Academic Council	Policy Version:	4
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Policy Statement

Ascenda School of Management (ASM) established the Academic Council to advise the President on academic governance matters. The Academic Council plays a vital role in ensuring the quality and integrity of academic programs and policies at ASM.

Purpose

The objectives of this policy are to define the mandate and composition of the Academic Council and its Standing Committees as well as the decision making authority that is delegated to it by the President.

Scope

Academic Council

There shall be an Academic Council with authority delegated by the President of ASM to carry out the following functions:

1. Develop and ensure the review and implementation of academic policies and programs applicable to all ASM programs.

Specifically the Academic Council must:

- Set academic and other qualifications for admission of students to ASM, including the assessment and recognition of prior experience;
- Ensure appropriate pedagogical strategies and monitoring of their effectiveness;
- Establish and monitor criteria for supporting learners;
- Approve policies related to examinations, including how examinations must be conducted, and how the results of examinations must be assessed and reported;
- Review and approve all new or proposed major changes in the content or structure to curriculum content for courses of study, instruction and educational programs within priorities established by the President;
- Approve policies and criteria for awards, grants, scholarships, bursaries, and fellowships;
- Approve terms for student withdrawal from courses, programs and from ASM;
- Set academic standards and standards for determining academic standing or grades;
- Set criteria for awarding degrees including honorary degrees and other credentials such as certificates and diplomas;
- Establish and uphold standards of academic excellence;
- Advise and recommend the mission and vision, educational goals, objectives, strategies, and priorities of ASM to the to the President;
- Approve policies with respect to research and research ethics;
- Approve policies with respect to academic freedom;
- Approve policies on qualifications for faculty members;

- Serve as the final decision-making body for dispute resolution pertaining to academic matters and on non-academic matters as required by ASM policies or as requested by the President.
- 2. Periodically review all programs to ensure they meet the criteria and standards consistent with the ASM policies and the quality assurance requirements of the BC government and recommend changes.
- 3. Ensure the articulation of degree programs with other institutions and through BC Council on Admissions and Transfers (BCCAT); review and advise on block transfer credit agreements with other institutions.
- 4. Establish criteria and priorities for the development of new and existing programs at ASM.
- 5. Establish and oversee a Research Ethics policy.
- 6. Establish liaison guidelines with the Ministry of Advanced Education and its quality assurance regulatory bodies.
- 7. Approve all new program proposals, organization reviews, self-studies, and annual reports prior to their submission to the Degree Quality Assurance Board (DQAB),
- 8. Provide recommendations to the President with respect to:
 - Advice pertaining to the establishment or discontinuance of programs, faculties, schools and academic or research centres at ASM;
 - The remuneration of faculty;
 - The infrastructure requirements of ASM;
 - Other matters affecting the academic life or the students' experience at ASM.

Composition and Term of Office

Chair and Vice Chair: The Chair will be nominated from amongst the external members and will be selected by majority vote of members of the Academic Council. The Chair will appoint a Vice-Chair following consultation with Council members.

Faculty: Four (4) to six (6) faculty members nominated by the VP Academic and Dean, BBA and appointed by the Chair for three (3) year terms.

External: Between four (4) to six (6) persons, as external members whose experience and/or academic stature will assist the Academic Council to carry out its mandate. External members may be nominated by the Academic Council and shall be appointed by the President. The terms shall be for three (3) years renewable for a further three (3) years with appointments staggered to ensure continuity

Internal: The Chancellor, the President, the Senior Vice President, EduCo Canada or designate of the ownership group; the Vice President (VP) Academic and Dean, BBA; the Dean, Bachelor of Hospitality Management (BHM); the Vice President (VP) Enrolment and Student Services (Registrar); the Manager of Library and Instructional Services; the Manager, Student Alumni and Career Services; and other degree Program Directors or Program Heads as appointed.

Student: One (1) to two (2) current students nominated by the VP Academic and Dean, BBA and appointed by the Chair for a two (2) year term.

Alumnus: One member of the alumni to be nominated by the VP Academic and Dean, BBA and appointed by the Chair for a two (2) year term.

Duties of the Members of Academic Council

The Academic Council shall meet quarterly or at the call of the Chair as often as necessary to carry out its business. Meetings may be convened using electronic communications technology.

The Officers of Academic Council shall consist of the Chair, the Vice-Chair, and the Secretary. In the absence of the Chair, the Vice-Chair shall fulfill the duties of the Chair and shall assist the Chair in the performance of duties related to the Academic Council. The Secretary of the Academic Council will be a staff member nominated by the President and appointed by the Chair.

The Chair has a duty to:

- Call meetings of Academic Council as set out in this Policy;
- Ensure that an agenda is prepared and distributed for each meeting as set out in this Policy;
- Preside over all meetings of Academic Council;
- Execute documents as authorized by Academic Council;
- Ensure Councils' decisions are enacted; and
- Act as the spokesperson and representative of Academic Council.

The Secretary has a duty to:

- Make the approved minutes of meetings and approved policies available to members of the ASM community;

- Maintain an official repository of Academic Council records and documents.
- Maintain a current list of Academic Council members, appointment dates, and terms;
- Issue a copy of this policy to newly elected Academic Council members; and
- Circulate the agenda and materials for meetings ordinarily at least seven (7) calendar days prior to a regular Academic Council meeting.

Each Academic Council member has a duty to:

- Act in the best interest of ASM even if that conflicts with the wishes of any constituency that the member may represent on Academic Council;
- Consult with any constituency the member may represent and communicate to such constituency the matters dealt with at Academic Council that are relevant to that constituency within the appropriate parameters of confidentiality with reference to the official and approved minutes of Council; and
- Maintain confidentiality of any issues discussed in camera.

Procedures

- Unless otherwise determined by the Academic Council, a quorum for Academic Council, or a Committee of Academic Council, shall consist of a minimum of 50% of the eligible voting members;
- An Academic Council member may participate in a meeting of Academic Council or of any Committee of Academic Council (and shall be deemed to be present) by means of a conference telephone or other communication device by which all members participating in the meeting can hear each other.
- Unless otherwise determined by Academic Council, *Robert's Rules of Order Newly Revised, 11th edition* apply with respect to procedural matters governed by this policy. The agenda will normally be closed five (5) days prior to each meeting to permit for advanced distribution of documentation.
- Each voting member shall have one vote on a motion. Decisions shall be made by majority vote of the voting members present at the meeting who cast a vote. The names of those opposed shall not be recorded unless a member requests that they be recorded. The names of abstentions shall be recorded.
- An elected member may be granted a leave of absence by a resolution of Academic Council for up to a maximum of three (3) consecutive ordinary meetings of Council. An elected member's seat will be considered vacated if the member has been absent for three consecutive meetings without a resolution of Academic Council authorizing that absence.
- Any student member who ceases to be a student in good standing at ASM, or any support staff member who ceases to be an employee of ASM, or any Faculty Member who ceases to be an employee of the ASM shall be declared by the Chair of Academic Council to have vacated their seat on Academic Council. A student member's seat will be considered vacated if the member has been absent for three consecutive meetings without a resolution of Academic Council authorizing that absence. Discontinuance of membership to the Academic Council of any student, faculty and staff member may be initiated by the VP Academic and Dean, BBA for approval by the Academic Council Chair.
- For each motion or amendment, the Chair shall develop a speakers list. The mover of a motion or amendment shall have the final opportunity to speak.
- It is expected that items presented to Academic Council or its committees will normally have been vetted or screened by the appropriate faculty or administrative body prior to being presented to Academic Council.

Presentations

Written presentations to Academic Council by members of the ASM community must be delivered to the Secretary to Academic Council normally at least ten (10) calendar days before the scheduled meeting at which the presentation is to be made. Council may invite speakers or presentations to Council meetings.

Conflict of Interest

- A person's membership on Academic Council should not be used to advance the member's personal or business interests, the interests of a related person, the member's business associate(s), corporation, union or partnership, or the interests of a person to whom the member owes an obligation.

- An Academic Council Member shall not directly or indirectly benefit from a transaction with ASM over which a member can influence decisions made by ASM.
- Every Academic Council member shall avoid any situation in which there is, or may appear to be, potential conflict which could appear to interfere with the member's judgment in making decisions in the best interest of ASM. Situations that could give rise to conflict of interest include but are not limited to accepting gifts, favours or kickbacks from suppliers, close or family relationships with outside suppliers, passing information identified to be confidential to competitors or other interested parties, or using privileged information inappropriately.

Disclosure

- An Academic Council member shall fully disclose all circumstances that could conceivably be construed as or perceived to be conflict of interest.
- An Academic Council member shall, immediately upon becoming aware of a potential conflict of interest situation, disclose the conflict (preferably in writing) to the Academic Council Chair. This requirement exists even if the member does not become aware of the conflict until after a transaction is complete.
- If an Academic Council member is in doubt about whether a situation involves a conflict, the member shall immediately seek the advice of the Academic Council Chair. If appropriate, Academic Council may wish to seek advice from the ASM's legal counsel.

Confidential Information

Confidential information includes proprietary academic, technical, business, financial, legal, or any other information that ASM identifies as confidential (including all matters discussed at in-camera meetings). Academic Council members shall not either during, or following, their term as an Academic Council member, disclose such information to any outside person unless in receipt of prior written authorization by the Chair of Academic Council.

Academic Standards Committee

There shall be an Academic Standards Committee (ASC) with general responsibilities to review and monitor implementation of and changes to ASM academic policies and programs and to recommend changes to Academic Council for approval.

Responsibilities

Specifically the Committee shall:

1. Examine and review all proposed major changes in the content or structure of the ASM programs and advise the Academic Council on such proposals;
2. Exercise oversight on behalf of the Academic Council on all matters of Admissions Policy and Procedure;
3. Advise the Academic Council on all changes in Credit Transfer Policies and on new inter-institutional transfer agreements;
4. Consult with the administration on all proposed new course offerings or major changes in existing courses and advise the Academic Council on their approval and any required conditions for implementation;
5. Advise and assist the Academic Council and senior administration in the establishment of policies and procedures related to academic matters;
6. to address Student Academic Appeals in conformity with ASM Policy;
7. Undertake other assignments related to the monitoring of ASM academic policies as requested by the Academic Council;
8. Participate in program reviews for degree programs at ASM.

Membership and Appointments

All members of the Academic Standards Committee are appointed by the Council Chair in consultation with the VP Academic and Dean, BBA; and the Vice Chair of Academic Council. Membership should be drawn primarily from the ranks of the Academic Council.

Composition

Chair: The Vice Chair of the Academic Council or another external member appointed by the Chair.

Faculty: Two (2) faculty members nominated by the VP Academic and Dean, BBA.

Internal: VP Academic and Dean, BBA; Vice President Enrolment and Student Services, and the Manager of Library and Instructional Services.

External: Two (2) external members of the Academic Council appointed by the Chair of Academic Council in consultation with the VP Academic and Dean, BBA.

Guests: Guests may be invited to participate and advise on specific matters as deemed useful by the Committee Chair.

Reporting

The Academic Standards Committee will normally meet prior to each Academic Council meeting in order to provide opportunity for careful consultation of important matters of Academic governance

The VP Academic and Dean, BBA and the Chair will be responsible for soliciting and finalizing meeting agenda items with consultation as appropriate. The Academic Standards Committee will report to the Academic Council following each of its meetings. The agenda and minutes are recorded and are available to Academic Council members if requested.

On occasion the Academic Council may delegate decision-making authority in academic matters to the Academic Standards Committee to facilitate the work of the Academic Council.

Strategic Planning Committee

There shall be a Strategic Planning Committee with general responsibility for advising the President on the development and implementation of a Strategic Plan for ASM.

Responsibilities

Specifically the Committee shall:

- Recommend a strategic planning format and process to the President;
- Develop and/or review and revise the vision, mission and values statements for ASM;
- Develop and/or review the long, medium, and short term outcomes to be achieved by ASM along with appropriate performance measures and potential risks affecting achievement;
- Ensure adequate continuous performance and risk monitoring and periodic evaluations and reporting;
- Ensure the plan is maintained on a continuous basis through semi-annual review of results and recommendations for plan adjustments; and
- Recommend and participate in a process of consultation with ASM stakeholders.

Membership and Appointments

Members of the Strategic Planning Committee are appointed by the President in consultation with the Chair of Academic Council, the VP Academic and Dean, BBA, and the VP Enrolment and Student Services normally for two (2) years terms.

Composition

Chair: President

Faculty: Two (2) faculty members.

Internal: President; VP Academic and Dean, BBA; Dean BHM; VP Enrolment and Student Services; Recruitment and Marketing Manager, Canada; and the Senior Vice President or representative of the Ownership Group.

External: Two (2) Academic Council members

Guests: Guests may be invited to participate and advise on specific matters as deemed useful by the Committee Chair.

The Committee may establish working groups as may be required to assist in the work of the Strategic Planning Committee. The final strategic plan shall be approved by all members of the Strategic Planning Committee prior to a motion for approval by Academic Council.

Reporting

The Strategic Planning Committee will establish a schedule of meetings according to the stages of the strategic planning process while monitoring the implementation of the strategic plan. The Committee will report on progress to Academic Council at least once a year in accordance with the strategic planning process and cycle.

Ad Hoc Committees

Such committees may be established by the Academic Council from time to time to focus on particular tasks that are not normally recurring and that can be addressed within a specified time frame.

Definition

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
N/A	

Related legislation

Degree Authorization Act, BC

Related policies

Policy Number	Policy Title
N/A	N/A

Responsibility

The President is responsible for ensuring that the Academic Governance Policy is adhered to and up to date.

The VP Academic and Dean, BBA is responsible for advising the Chair on the Academic Council agenda and for ensuring that the meeting schedule and procedures are followed.

The President is responsible for ensuring that Academic Council and its committees have the required information and administrative support to carry out their mandate and responsibilities.

The VP Academic and Dean, BBA; the Dean, BHM; and the VP Enrolment and Student Services (Registrar) are responsible for bringing forward programs, policies and relevant academic matters for advice and approval by Academic Council.

Responsibilities for Academic Council members and the Committees of Academic Council are outlined in the policy.

PROCEDURE

Policy Title:	Academic Governance	Policy Version:	V3
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Academic Council meetings are scheduled quarterly on the third or fourth Monday in January, April, July and October.

The meeting schedule for the year is set in October of the previous year. Meeting dates align with timing for approval of students for graduation.

Academic Standards Committee meeting is scheduled 3-4 weeks before the Academic Council meeting.

The Procedures are as follows:

- The Chair of Academic Standards Committee sets the agenda in consultation with the VP Academic and Dean, BBA.
- The Secretary to Academic Council notifies members of Academic Standards Committee and Academic Council of the meeting dates, organizes and distributes the agenda and meeting documents;
- Agenda and materials are sent out at least one week prior to the meetings. The agenda includes standing reports from senior staff (President, VP Academic and Dean BBA, the Dean BHM, and the VP Enrolment and Student Services /Registrar);
- The Secretary confirms (to the Chair) meeting attendance and quorum requirements prior to the meeting;
- The Secretary takes the minutes for Academic Standards Committee and Academic Council and reviews with the Chairs for approval prior to distribution to members;
- The Secretary retains the records for all meetings in Shared Drive (SharePoint);
- The Secretary edits and deposits final copy of approved policies and other documents in Shared Drive (SharePoint) and distributes to students, faculty, and staff as directed by the Chair ;
- The Secretary tracks status of all policies (approval and review dates; new and rescinded policies).
- The Secretary prepares and files letters of appointments as directed by the Chair, and maintains current contact information for Academic Council members.

APPENDICES

Policy Title:	[Type text]		
Policy No:	[Type text]	Policy Version:	[Type text]
		Approval Date:	[Type text]
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