

ACADEMIC PLANNING AND QUALITY ASSURANCE COMMITTEE

TERMS OF REFERENCE

Mandate

The Academic Planning and Quality Assurance Committee (Committee) was established by the General Faculties Council (GFC) under its general authority for academic matters under the *Post-Secondary Learning Act* (PSLA). The Committee provides academic oversight from a cross-program/institutional perspective. The Committee provides recommendations on academic planning and priorities to the GFC, and provides approval, or recommendations on quality assurance activities related to academic programs offered by the university.

Membership

Voting

Ex-Officio

- President and Vice-Chancellor
- Provost & Vice-President, Academic, or delegate, who shall serve as the administrative co-chair
- Associate Vice-President, Planning & Analysis, and Registrar, or delegate
- Vice-President, Finance and Administration & Chief Financial Officer, or delegate
- Academic Quality Assurance Officer

Elected

- Four (4) academic staff members of the GFC, one of whom shall be elected by the Committee as the academic co-chair for the academic year

Appointed

- Two (2) Deans, appointed by the Deans' Council
- One (1) student member of the GFC, appointed by the Students' Association of MacEwan University
- Three (3) additional academic staff members at large who shall be nominated by the Committee and appointed by the Executive Committee of the GFC

Non-Voting

Resources

- Chief Information Officer, or delegate
- University Secretary
- Recording Secretary
- The Committee may invite additional resource members or special consulting members who do not vote

Responsibilities

Delegated Authorities

The Committee shall:

- Approve all proposals for the suspension, extension of suspension, termination, or reactivation of existing Programs or for a new credit Program not requiring Ministry approval, including all Secondary Programs, as recommended by the relevant Faculty/School Council(s) and outlined in the Curriculum Policy and its associated procedures.
- Recommend the Academic Plan, including consideration of alignment with the institutional budget and policies and procedures related to academic planning to the GFC for approval.
- Recommend other institutional plans, frameworks, and strategies related to teaching, learning, students, research, or other elements central to the academic mission to the GFC for approval.
- Recommend physical infrastructure proposals related to academic priorities and plans to the GFC for approval.
- Recommend the establishment, dissolution, or merger of faculties, schools, departments, and academic chairs to the GFC for approval.
- Recommend all proposals for a new program requiring Ministry approval to the GFC for approval as outlined in the Curriculum Policy and its associated procedures.
- Develop and recommend principles for the creation of new credentials or similar framework-level advice to the GFC for approval.
- Recommend formal academic affiliate agreements with other academic institutions to the GFC for approval.
- Recommend Unit-Specific Tactical Plans to the Executive Committee of the GFC for approval as outlined in the Unit Review Policy and its associated procedure.

Responsibilities with Respect to Quality Assurance

With respect to quality assurance for academic programs, the Committee shall:

- Support the rigorous application of MacEwan's quality assurance process for its degree programs and ensure that self-study findings are addressed with an appropriate response as outlined in the Curriculum Policy and its associated procedures.
- Develop, implement, and maintain quality assurance processes for non-degree programs and non-ministry approved credentials and ensure that self-study findings are addressed with an appropriate response.
- Approve completed program reviews for Ministry-approved and non-degree programs that lead to a credential on the recommendation of the relevant Faculty/School Council as outlined in the Curriculum Policy and its associated procedures.
- Recommend new or revised policies, procedures, and guidelines for academic quality assurance reflective of best practices laid out the Campus Alberta Quality Council Handbook to the GFC for approval as outlined in the Curriculum Policy and its associated procedures.
- Conduct reviews of processes and units as outlined in the Curriculum Policy and the Unit Review Policy and their associated procedures.
- Approve and oversee the development and revision of a Quality Assurance Handbook that provides guidance to faculty and administrators on matters related to curriculum as outlined in the Curriculum Policy and its associated procedures.
- Conduct the institutional self-study for comprehensive evaluations, and recommend the resulting self-study and action plan to the GFC for approval.

- As required, receive Accreditation reports or reviews, and any evaluation thereof, from academic units holding accreditation or offering an accredited Program as outlined in the Curriculum Policy and its procedures.

Other

- Provide insight, advice and recommendations on other topics related to its mandate.

Subsidiary Bodies and Sub-Delegation

The Committee may:

- Strike sub-committees and/or working groups to support its functions, and approve terms of reference for such bodies, as listed in Appendix A.
 - A sub-committee will have an ongoing mandate and will be required to provide an annual update to the committee at the last meeting of the academic year. The sub-committee will provide an update to the committee at least twice per academic year.
 - A working group has a start and end date and will be required to provide a final report to the committee upon the working group's termination. The working group will provide an update to the committee at least twice per academic year.
 - The meeting schedules and membership for sub-committees and working groups will be shared with the committee at the start of the academic year.

Workplan

The Committee will maintain a workplan to be updated annually and shared with the GFC for feedback.

Reporting

The Committee will regularly report to the GFC on its activities and decisions.

Office of Record

The Office of University Governance is administratively responsible for the operation of the Committee, including meeting coordination, issuing agendas, record keeping and communication.

Amendment, Modification or Variation

The Committee will review these Terms of Reference and related delegated authorities at least every three years.

Last Updated/Approved

- August 24, 2020 - Motion of GFC Executive Committee
- November 2022 - Minor editorial correction to ex-officio titles
- October 2023 - Motion of GFC Executive Committee
- October 2024 – Motion of GFC Executive Committee

Academic Policy Delegation Table

Section 1: GFC Policies and GFC EC Procedures	Approve	Recommend	Consult
Student Code of Conduct	GFC	Standards	Student Affairs
Student Academic Integrity Policy	GFC	Standards	Student Affairs
Student Academic Misconduct Procedure	GFC EC	Standards	Student Affairs
Credentials Policy	GFC	Standards	-
Graduation Procedure	GFC EC	Standards	-
Posthumous and Honorary Award Procedure	GFC EC	Standards	-
Subsequent Baccalaureate Credential Policy	GFC	Standards	-
Admissions Policy	GFC	Standards	-
Admission Procedure	GFC EC	Standards	-
Admission Evaluation Procedure	GFC EC	Standards	-
Curriculum Policy	GFC	Planning	Standards
Baccalaureate Program Review Procedure	GFC EC	Planning	Standards
Program and Course Approvals Procedure	GFC EC	Planning	Standards
Academic Advisory Councils Policy	GFC	Planning	-
Student Advisory Committees	GFC	Planning	-
Student Advisory Committees Faculty of Arts and Science Procedure	GFC EC	Planning	-
Student Advisory Committees Faculty of Fine Arts and Communications Procedure			
Student Advisory Committees Faculty of Health and Community Studies Procedures			
Student Advisory Committees Faculty of Nursing Procedure			
Student Advisory Committees School of Business Procedure			
Postdoctoral Fellows Policy	GFC	Scholarly	-
Procedures for Postdoctoral Fellows	GFC EC	Scholarly	-
Honorary Doctorates Policy	GFC	-	-
Honorary Doctorates Procedure	GFC EC	-	-
Research Institutes, Research Centres and Research Groups Policy	GFC	Scholarly	-
Research Partnerships and Affiliations Policy	GFC	Scholarly	-

Section 2: Standing Committee Policies and Procedures		
Committee on Academic Planning and Quality Assurance (2 policies)	Approve	Consult
Work Integrated Learning Policy	Planning	-
Co-Operative Education Policy	Planning	-
Committee on Academic Standards, Curriculum, and the Calendar (14 policies and 4 procedures)	Approve	Consult
Academic Scheduling of Classes Standard	Standards	-
Academic Standing Policy	Standards	-
Withdrawal from University Programs Policy	Standards	-
Prior Learning Assessment and Recognition Policy	Standards	-
Inter-Institutional Transferability Policy	Standards	-
External Course Taking Policy	Standards	-
Student Leave of Absence Policy Authorized Leave for International Students Procedure	Standards	Student Affairs
Classification of Registered Students Policy	Standards	Student Affairs
Required English Course Policy	Standards	-
Student Assessments Policy Student Deferrals Procedure Disrupted Final Assessment Procedure	Standards	Student Affairs
Repeating Credit Courses at MacEwan University Policy	Standards	-
Internal Recognition of Credit Course Policy	Standards	-
Grading Policy Grading Procedure	Standards	Teaching
Auditors of Courses Policy	Standards	-
Committee on Scholarly Activity (6 policies)	Approve	Consult
Adjunct Faculty and Visiting Scholars Policy	Scholarly	-
Titled Chairs Policy	Scholarly	-
Responsible Conduct of Research and Scholarly Activity Policy	Scholarly	-
Ethical Review of Research with Human Participants Policy	Scholarly	-
Animal Research Ethics Policy	Scholarly	-
Indirect Costs of Research Policy	Scholarly	-
Committee on Teaching and Learning (2 policies)	Approve	Consult
Faculty Development Policy	Teaching	-
Teaching Awards Policy	Teaching	-