VANIER

CÉGEP/COLLEGE

BOARD OF DIRECTORS

VANIER COLLEGE

OF GENERAL AND VOCATIONAL EDUCATION

BY-LAW NO. 3

THE ACADEMIC COUNCIL

11 DECEMBER, 2001

Revised by the Vanier College Board of Directors By-laws Sub-committee, May 17, 1994.
Approved by the Vanier College Board of Directors, June 14, 1994.

Richard Beaulieu	David Johnson
Marilyn Bicher	Guy Legault
Maurice Cohen	Heather Lewis
Louis Devoe	Michael Macchiagodena

Edward Ropelski, Secretary

Amendment to Article 2.01 b) approved by the Vanier College Board of Directors, June 11, 1996.
Amendment integrated into Article 2.01, g) approved by the Vanier College Board of Directors, December 11, 2001.

1.00 MANDATE

1.01 The Academic Council is a permanent body whose mandate is to make recommendations to the College on any question pertaining to the maintenance, improvement or development of the College's academic life, including programs and courses in the regular and Continuing Education divisions, CAD/CAM and the Seminar Centre.

The Academic Council must give its opinion to the Board of Directors on any question submitted to it by the Board in matters within its jurisdiction.

1.02 The Academic Council shall be consulted on the following specific items, among others, prior to any decision by the College:

a) the determination of criteria for the creation of departments and for establishing their number;

b) the development and introduction of programs of instruction for students in the regular program, particularly the development of new options or specializations in relation to the needs of the milieu and the resources available to the College;

c) policies concerning development, particularly:

1. academic policies concerning the use of audiovisual and electronic data-processing services;
2. academic policies concerning the library and the purchasing and selection of library materials;
3. the norms and priorities for academic facilities and the furnishing and modification of premises allocated for teaching;
4. policies concerning the organization of teaching;
5. pedagogical experiments and research projects;
6. proposals for institutional policy on the evaluation of learning achievement and procedures for the certification of studies;
7. proposals for institutional policy on the evaluation of programs of studies;
8. proposals for programs of studies envisaged by the College;
9. the policy concerning the choice of complementary courses offered to students;
10. the selection of learning activities that are within the jurisdiction of the College;
11. any draft by-law or policy relating to the rules, procedures and criteria governing the admission and registration of students.

d) the academic calendar and the establishment of floating holidays;

e) teaching transfers, agreements with other educational institutions, modifications to academic structures, total or partial closing of programs, regionalization and the introduction of institutional courses along with their educational implications;

f) any policy concerning: pedagogical research;

g) any pedagogical project with foreign countries;

h) program grids.

1.03 If the College refuses to adopt a recommendation of the Academic Council, it shall provide the Council with the reasons for its decision, in writing.

2.00 MEMBERSHIP

2.01 The Academic Council is composed of the following:

a) the Academic Dean, who is the Council's chairperson;

b) ten (10) faculty members, including at least two from each of the three (3) Faculties, elected by their peers and designated by the Vanier College Teachers' Association (V.C.T.A.);

c) two (2) students attending the College, designated by the Vanier College Student Association (V.C.S.A.) in accordance with section 32 of the Act respecting the accreditation and financing of students' associations;

d) two (2) representatives of the professionals' association, elected by their peers and designated by the Association of Vanier College Professionals (A.V.C.P.);

e) one (1) representative of the support staff, elected by her/his peers and designated by the Association of Vanier College Support Personnel (A.V.C.S.P.);

f) two (2) members of the academic administration who are responsible for programs of study, designated by the Academic Dean and appointed by the Board

g) one (1) representative of the College administrators, elected by her/his peers and designated by the Association of Vanier College Administrators (A.V.C.A.).

2.02 The nomination of the representatives mentioned above is normally carried out by May 15th of each year. The Board of Directors, at its subsequent regular meeting, ratifies the names received from each of the constituent groups other than the student members whose names are ratified at the September meeting. Should a vacancy occur during the year, the Board ratifies the newly designated member of the Academic Council at its next regular meeting.

2.03 The normal term of office of a member of academic Council is one year, beginning with the date of teachers' availability in August, but this term may be renewed. A member appointed after the beginning of teachers' availability in August serves only until the following August, but this term may be renewed also.

3.00 MEETINGS

3.01 Meetings of Academic Council are held on College premises during regular College hours. The schedules of faculty, non-teaching professional, support staff and, as far as possible, student members of the Academic Council, are arranged to permit a common meeting time.

3.02 The first meeting of Academic Council should be convened by the Academic Dean within two weeks of the start of the Fall semester. The purpose of this meeting is to elect an alternate Vice-Chairperson and receive the report of the previous year's activity from the past Vice-Chairperson of Academic Council. Council meets at least once per month from September to June.

3.03 Meetings of Academic Council are convened by the Academic Dean. Upon receipt of a request in writing from five members of the Council, the Academic Dean will convene a special meeting to be held not earlier than two, not later than five working days from receipt of the request.

3.04 Written notice of regular meetings, the agenda and all pertinent documentation are sent to the members at least five days before the date of each meeting; the notice and agenda are sent to all Council members; when special meetings are necessary, the agenda, the notice of meeting and pertinent documentation are sent one working day before the time of the meeting.

3.05 When notice of a meeting of Academic Council is given, the agenda must be publicized and posted in prominent places.

3.06 Academic Council may consult with and invite to meetings any person whose opinion it considers useful. Meetings of Academic Council are open to all members of the College community unless the agenda, or portion thereof, necessitates an *in camera* discussion.

3.07 The quorum consists of half the members plus one; if the quorum is not attained in any meeting, the members present at the following regular meeting constitute the quorum for that meeting.

3.08 The Academic Council shall operate autonomously. It establishes its own internal procedures and may create committees and task forces it deems useful, and it shall determine their mandates. Standing committees of Council submit an annual report to Council.

3.09 Meetings shall be conducted according to Robert's Rules of Order.

3.10 If any member misses three (3) consecutive meetings, Academic Council may request the mandating body to name a replacement.

3.11 There will be no proxy vote except in the case of a member who resigns before the completion of his/her mandate. Then the person who is elected or appointed to replace him/her holds the proxy vote of the resigning members until the Board of Directors confirms his/her appointment.

3.12 A draft copy of the minutes of each meeting of Academic Council is transmitted to each of the members of the Council, each department and program coordinator, all Cadres, and the president of each Union, within ten working days of the meeting. The approved minutes are transmitted by the College to each of the members of the Board of Directors and to the Library. The official minutes are also kept by the Chairperson of Academic Council and the Director of Corporate Affairs.

4.00 CHAIRPERSON

4.01 The Academic Dean is the Chairperson of the Academic Council. The Chairperson is responsible for setting the agenda of Council meetings in conjunction with the Vice-Chairperson, convening meetings, and maintaining liaison with Management Council and the Administration of the College.

5.00 VICE-CHAIRPERSON

5.01 The Vice-Chairperson of Academic Council presides at Academic Council meetings in the absence of, or at the request of the Academic Dean. The Vice-Chairperson assists the Chairperson to set the agenda of meetings, provides reports to the Board of Directors, and maintains liaison with the rest of the College community and exercises such other responsibilities as delegated by the Academic Council.

5.02 The Vice-Chairperson is nominated from among the incoming faculty members, and elected by the incoming members of the Academic Council by June 15th. In case of resignation of the holder of the office, a by-election is held.

5.03 Each Spring the outgoing Vice-Chairperson will discuss with the Academic Dean provision of resources necessary for the efficient operation of Academic Council and report to the Council.

5.04 The Vice-Chairperson or his/her designate reports on behalf of the Academic Council at all Board meetings. The Vice-Chairperson or designate may also be accompanied by another representative of the Council if Council so decides.

5.05 The Vice-Chairperson represents Academic Council on the Joint-Faculty Curriculum Committee.

6.00 ALTERNATE VICE-CHAIRPERSON

6.01 The alternate Vice-Chairperson is elected from among the Council's members at its first meeting of the new academic year.

6.02 The alternate Vice-Chairperson acts in absence of the Vice-Chairperson and carries out other duties assigned by Council.

7.00 YEARLY REPORT

7.01 The Academic Council submits a yearly report of its activities to the Board of Directors. The College transmits a copy of this report to each group which has designated representatives on Academic Council. This report includes proposed activities for Academic Council for the following year.

8.00 AMENDMENTS

8.01 Proposed amendments to these by-laws are recommended to the board by majority vote of Council after due notice of motion.

9.00 AMENDING CLAUSE

9.01 This By-law replaces all previous By-laws on The Academic Council of Vanier College of General and Vocational Education.