

REFERENCE DOCUMENT #B4.1

(SUPPORTING MATERIAL FOR *HERITAGE COLLEGE BYLAW #4 CONCERNING ACADEMIC SENATE*)

ACADEMIC SENATE COMMITTEES

1. STANDING COMMITTEE ON COMPLEMENTARY COURSES

Mandate

To review the existing bank of complementary courses, evaluate proposals for complementary courses, and advise the Academic Senate on the complete bank of complementary courses the College could offer. To develop a set of criteria to be approved by the Senate, to be reviewed/revise each year to be used to review courses.

Membership

- Associate Academic Dean
- Registrar
- 1 – Faculty from pre-university sector
- 1 – Faculty from Career Program sector
- 1 – Faculty from General Education

2. ACADEMIC PLANNING COMMITTEE

Revised and Adopted at Academic Senate of September 19, 2007

Mandate

To develop and examine principles, proposals for policies and procedures related to:

- Academic facilities as related to timetabling
- Academic Calendar
- Timetables

Membership

Membership includes one representative from each of the following:

- Representation from Academic Services (Registrar)
- Representation from Student Services
- Representation – one each from the Career, Pre-university, General Education and /or Mathematics sectors.

3. THE TEACHING AND LEARNING RESOURCES COMMITTEE

Adopted at Academic Senate of October 10, 2007

(Committee created June 12, 2007 from the merge of the Library Ctee. and the Learning Resources Ctee.)

Mandate

- To study the needs, pedagogical use, and applications of the College's learning resources with a view to support the academic disciplines.
- To review, consult, and advise on matters of policy related to the implementation and use of learning resources, the development of learning resources and services, and the integration of these resources and services with all services of the College.
- To promote and encourage the use of these resources in developing information literacy and life-long learning among students and Faculty
- The committee promotes links between programs, the committee, and Academic Senate.

Membership

- Associate Academic Dean
- Representation from The Learning centre
- 1 - Faculty from pre-university sector
- 1 - Faculty from Career Program sector
- 1 - Faculty form General Education
- 1 - Education Advisor
- The Librarian

4. STUDENT ACCESS COMMITTEE

Mandate

To review, consult, and advise on any by-laws or policies relating to the rules, procedures and criteria governing the admission of students and the recognition of learning already achieved, including:

- Credit transfer
- Student access/admission requirements
- Prior Learning Assessment
- Second language issues
- International students
- Bridging
- Summer Sessions

Membership

- Representation from Academic Services
- Representation from Student Services
- Representation – one each from the Career, Pre-University, General Education and /or Mathematics sectors.

5. AGENDA SETTING COMMITTEE

Mandate

- To prepare the agenda for Academic Senate meetings.
- To ensure that supporting documentation is available as required.
- To prepare the proposed annual workplan for Academic Senate, integrating recommendations from the previous year.

Membership

The Agenda Setting Committee consists of three (3) Academic Senate members: the Chair, Secretary and Facilitator.

Procedures

Members of the Heritage College community are requested to submit items to the Chair or Secretary for inclusion on the agenda.