

REFERENCE DOCUMENT #B4.1

(supporting material for *Heritage College Bylaw #4 concerning Academic Senate*)

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/revised 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 form General Education

2. ACADEMIC PLANNING

Mandate

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

- Academic facilities
- Calendar
- Timetables
- Institutional research/data collection, analysis and reporting
- Enrollment
- Textbook Services

Membership

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

3. POLICY WRITING COMMITTEE

Mandate

To write policies in a standard format.

Membership

- Representation from Academic Services
- Reps with a special interest in policy writing

4. LEARNING RESOURCES COMMITTEE

Mandate

To discuss and make recommendations on issues regarding the pedagogical use and applications of the College's learning resources, which include:

- Library
- The Learning Centre
- Open Learning
- Electronic Access
- Technological Applications

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Membership

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

5. STUDENT ACCESS COMMITTEE

Mandate

To review, consult, and advise on any bylaws 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.

6. STUDENT SUCCESS COMMITTEE

Mandate

To review, consult, and advise on matters related to student academic performance, particularly concerning student success/retention

Membership

- Representation from Academic Services
- Representation from Student Services
- Support Staff
- Student body (i.e. non-traditional, fresh out of high school and other)
- The Learning Centre
- Representation – one each from the Career, Pre-University, General Education and /or Mathematics sectors.

7. EVALUATION COMMITTEE

Mandate

To develop and examine proposals for policies and procedures relating to evaluation, particularly:

- Student Learning Achievement
- Program Evaluation
- Institutional Evaluation

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Membership

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

8. AGENDA SETTING COMMITTEE

(This committee was not revised. The following mandate is taken from a memo from Claude dated August 1997 – ref: AD-005-98)

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.

AD HOC COMMITTEES

GENERAL EDUCATION COMMITTEE

Mandate: The task for this ad hoc committee is to respond to the evaluation report on General Education. (Motion adopted Nov. 16, 2000)