

Terms of Reference

Academic Governance Committee

Education Council

September 2025

Purpose

The purpose of the Academic Governance Committee (Committee) is to review and make recommendations to Education Council (Council) regarding academic standards and policies. The Committee's goal is to ensure that the institution maintains high academic standards and establishes effective academic policies in alignment with the College's Mission, Vision and Inspire strategy.

Membership

The Committee shall have a maximum of twelve (12) voting members in the proportions that reflect the membership distribution of Council appointed by the Council and comprise of:

- A minimum of three (3) to a maximum of five (5) members selected from elected Faculty/Instructor members on the Council
- One member selected from elected Support Staff on the Council
- A minimum of one member selected from elected Students on the Council
- A minimum of one member from the appointed Educational Administrator members on the Council

In addition, the following shall be members of the Committee and not be included as representative of the groups above:

- Chair, Education Council (ex officio)
- Provost & Vice President (ex officio)

The Committee shall also include the following non-voting members:

- Registrar (ex officio)

The Chair of the Committee will be appointed by the Council Chair from Committee membership.

Designated Resource Persons

The Committee is supported by:

- Governance Administrator
- Dean, Students (or designate)
- Dean, Learning and Teaching (or designate)
- Director, Applied Research (or designate)

The Council Chair may request the President appoint other relevant employees as designated resource persons in support of the Committee.

Meetings

The Committee shall normally meet at least eight (8) times each year. Additional meetings may be held as deemed necessary as determined by the Committee Chair or the Council Chair.

Voting at Committee Meetings

Each voting member of the Committee has one vote on the Committee.

Duties and Responsibilities

Subject to the powers and duties of the Council established in the College and Institute Act, the Committee will perform the following:

- Review and recommend to the Council for approval or offer guidance on policies related to:
 - Academic standing and grading systems
 - Academic schedule
 - Academic excellence and rigor
 - Admission, readmission, and withdrawal of students
 - Faculty qualifications
 - Standards for the awarding of credentials by the institution;
- Reviews any policies referred by other Education Council Committees
- Annually review the institutional policy workplan for policies within the Council's area of responsibility to ensure that review and renewal timelines are properly maintained.
- Based on best practices identify for development within the College's Policy and Procedure Framework, the need for specific educational policies and standards.

Accountability

The Committee shall report its discussions to the Council by maintaining minutes of its meetings and providing a report at the next meeting of the Council.

Review

The Terms of Reference for this Committee will be reviewed by the Committee at least once every three years and changes will be forwarded to the Council for approval.

Review History

| Date | Action |
|------------|---|
| 2024-03-06 | New Terms of Reference Approved by the Okanagan College Education Council: <i>Academic Governance Committee Terms of Reference</i> |
| 2025-09-18 | Revised Terms of Reference Approved by the Okanagan College Education Council: <ul style="list-style-type: none">• <i>Membership distribution updates</i>• <i>Addition of the Dean, Students (or designate) to the Designated Resource Persons list</i> |