



Working Group Terms of Reference

Revised: December 5, 2018

Previous Revision/Review:

Approved: December 19, 2017

Executive Responsibility: Academic & Learner Services

TITLE: Academic Operations

RELATED COMMITTEE: Academic Affairs a forum to discuss **the implementation of established academic processes to ensure effective and efficient application of college policies, procedures, and academic plans**

B. Purpose

The Purpose of the Academic Operations Working Group (AOWG) is to operationalize the College's academic strategies and plans, and make recommendations to the Academic Affairs & Strategic Enrolment Committee (AASEC) on related matters.

C. Statements

1. Reporting structure:

The AOWG reports to the AASEC through the Associate Vice President, Academic & Learner Services (AVPALS). The AVPALS will take AOWG recommendations to AASEC and will report back on AASEC decisions.

2. Duties and Responsibilities:

- a) as directed by AASEC, support academic operations in the successful delivery of elements of the College's strategic plan;C



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RELATED COMMITTEE: Academic Affairs & Strategic Enrolment

3. Membership:

Associate Vice President, Academic & Learner Services (Chair)
Associate Deans (all)

4. Appointment: ex-officio

5. Meeting Procedures:

- a) Recommendations to AASEC developing from discussion may be taken by the Chair to AASEC for resolution or deferred for further discussion;
- b) Rules of order: Working Group procedures observe Robert's Rules of Order for Informal Meetings. Robert's Rules of Order for Formal Meetings may be instituted at the discretion of the Chair;
- c) Preparation of reports/materials will be coordinated through the office of the Vice President, Academic & Learner Services with material and documents for presentation provided by the related working group member of invited guest associated with each agenda item;
- d) Agendas and supporting documents will be distributed to the working group members and AASEC members one (1) week prior to the meeting. Notes will be taken to record discussion highlights and recommendations, and will be posted for working group and AASEC members only within three (3) working days of the meeting;
- e) Meetings will be held monthly from September to August of each year, with additional meetings scheduled as needed at the discretion of the Chair;
- f) Secretariat responsibilities will be with the Office of the Vice President, Academic & Learner Services

D. Related Documents

Terms of Reference NC100 Committee-Academic Affairs & Strategic Enrolment