



POLICY AND PROCEDURE STATEMENT

SUBJECT: Program Council	CATEGORY: Academic Programming	NO. 113
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PREAMBLE

Maintaining exceptional program quality, integrity and relevance is one of Saskatchewan Polytechnic's most important obligations. This is achieved through regular and rigorous program reviews and validations that involve external stakeholders, Saskatchewan Polytechnic faculty and staff, and students

POLICY

Program Council is constituted and mandated to assist in ensuring exceptional academic quality, integrity and relevance of Saskatchewan Polytechnic credit programs. As such, program council provides for a forum and peer review process to examine and make recommendations on development and implementation of new programs and major revisions to existing programs.

PROCEDURES

Refer to the terms of reference for the program council.

AMENDMENT HISTORY

1. Original issue date: December 17, 1999
2. Revision dates: January 4, 2006
December 7, 2010
December 5, 2012
3. Scheduled review date: October 2019

Approved by: President & CEO	Sponsored by: Associate Vice President Academic and Research	Current Issue Date: October 2, 2014	Page 1 of 5 #113
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Saskatchewan Polytechnic Program Council

Terms of Reference

1.0 Mandate

The program council [hereinafter referred to as *the council*] is an advisory body to deans' council. The council is mandated to review and make recommendation to deans' council with respect to all new proposed Saskatchewan Polytechnic credit programs as well as of major revisions to existing credit programs in accordance with the Saskatchewan Polytechnic academic authorities' grid.

2.0 Primary function

The role of the council is to ensure the academic quality, relevance and integrity of Saskatchewan Polytechnic credit programs.

The council will operate on a consensus model and will:

- 2.1 Review and present all recommendations to deans' council on proposed curriculum development and implementation of new program proposals.
- 2.2 Review and present all recommendations to deans' council on proposed major revisions to existing programs.

3.0 Membership

The following constituencies will be represented on the council:

faculty, students, registrar, and external stakeholders.

The council is comprised of the following fifteen (15) members:

- Faculty representatives (9): seven (7) from among the twelve schools plus one (1) faculty member from arts & sciences and one (1) from student services division
- Student representatives (3): one (1) from each student association
- Registrar (1)
- External representatives (2):
 - one (1) from the Dumont Technical Institute
 - one (1) from the regional colleges

Ex Officio: associate vice president, academic and research

Approved by: President & CEO	Sponsored by: Associate Vice President Academic and Research	Current Issue Date: October 2, 2014	Page 2 of 5 #113
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4.0 Terms of office

- 4.1 Each faculty representative of the council will serve for a term of three (3) years. The registrar is a permanent member.
- 4.2 To encourage continuity, approximately one-third of the council's members will change each year. A rotation process will be established.
- 4.3 As required, student and external representatives to the council may be replaced more frequently.
- 4.4 Faculty representatives to council may not serve more than two, three-year terms consecutively.

5.0 Selection of members

Membership to the council is established on a volunteer basis.

- 5.1 The following constituencies will determine their own selection process for representatives to the council:

Students associations, Dumont Technical Institute and regional colleges

- 5.2 Seven (7) faculty members will be selected from among the twelve academic schools (one per dean) plus one (1) faculty member from arts & sciences and one (1) faculty representative from the student services division. (In selecting faculty members, care should be taken to select those who have a good understanding of the complexities of both program implementation and major revision and the processes for the maintenance of relevant curriculum and are able to contribute in a meaningful and effective way.)
- 5.3 A program council orientation will be provided for all new council members prior to the first program council meeting.
- 5.4 External stakeholder participation is encouraged and reviewed as required.
- 5.5 In the event of a vacancy on council, the chair shall request a replacement.

6.0 Chair and vice-chair of council

From among the Saskatchewan Polytechnic faculty representatives, members of the council will annually elect the vice-chair of the council, who will be selected from a base Saskatchewan Polytechnic program within one of the schools. Through a process of rotation

Approved by: President & CEO	Sponsored by: Associate Vice President Academic and Research	Current Issue Date: October 2, 2014	Page 3 of 5 #113
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and after one year with council, the vice-chair will be automatically appointed as chair.

6.1 The chair will serve for a one-year term.

6.2 The vice-chair will then assume the office of chair after serving as vice-chair for one year.

7.0 Duties of chair of council

The council chair:

7.1 Acts as official speaker for the council.

7.2 Calls the members of council together, as required.

7.3 Finalizes the agenda for each meeting and forwards it to council members in advance of the meeting, in consultation with the program council administrative support.

7.4 Presides over the meetings of the council.

7.5 Provides deans' council with council minutes and recommendations on those programs reviewed by the council.

8.0 Meetings of the council

8.1 Meetings dates will be established in advance of each academic year, and meetings will be held between the months of September and June. The meetings will be open, subject to space availability which should be confirmed with the program council administrative support at least one week prior to the meeting.

8.2 Three weeks' notification will be provided to the members if additional meetings are required.

8.3 Council meetings may convene with a quorum of the members, which is a simple majority of eight.

8.4 Members will be notified two weeks in advance of the cancellation of a scheduled meeting.

8.5 Council members will excuse themselves from a council meeting agenda item where there may be a conflict of interest.

8.6 While council meetings will normally be held in-person, alternate meeting delivery will be available by videoconference and telephone conference to afford opportunity for all members to participate.

Approved by: President & CEO	Sponsored by: Associate Vice President Academic and Research	Current Issue Date: October 2, 2014	Page 4 of 5 #113
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9.0 Administrative support to the council

The office of the associate vice president, academic and research arranges for the provision of on-going administrative support (*program council administrative support*) as necessary for the operations of council.

10.0 Agenda submissions

In order for members of program council to review program proposals under consideration, all proposals are to be submitted in an electronic format to the program council administrative support by a set date prior to the meeting.

11.0 Official records of council deliberations

The official records of all council deliberations will be maintained at the Saskatchewan Polytechnic Administrative Offices. Program council minutes will be posted on Saskatchewan Polytechnic’s main portal.

12.0 Budget for council

A budget will be established to assist with meeting expenses and council members’ travel costs.

Approved by: President & CEO	Sponsored by: Associate Vice President Academic and Research	Current Issue Date: October 2, 2014	Page 5 of 5 #113
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