

Appendix 4.12.4.1.10: Academic Quality Program Council

MEDAILLE COLLEGE ACADEMIC QUALITY PROGRAM COUNCIL

(sec 4.12.4.1.10 Faculty Handbook)

1. RESPONSIBILITY

The Academic Quality Programs Council (hereinafter referred to as AQPC) has been established to address matters relating to the maintenance, review and improvement of academic quality at Medaille College. To achieve this, it will:

- (1) Monitor and review the development of curricula to avoid confusion, conflict, or duplication which may be counter-productive (unless just cause can be stipulated in favour of implementing a proposed program or curriculum). Review new programs, new curricula, curricula that have undergone significant revision, new academic major materials, and new minor materials and concentrations that are not associated with an existing major.
- (2) Ensure the consistency and the standards of integrity are protected and guaranteed within all degreed programs and in the development and execution of all curricular activities, as well as ensuring that procedures, processes and actions taken are consistent throughout the College.
- (3) Make suggestions to the Graduate Program Council (GPC), Adult Learning Program Council (ALPC) and Undergraduate Standing Committees for further consideration should AQPC uncover items that need further review or are not in compliance with the mission and strategic plan of the College.
- (4) Make recommendations to Faculty Council, as required on policy and procedural matters, associated with the maintenance, review and improvement of academic quality.
- (5) Consider any matter referred by the GPC, ALPC and/or Undergraduate Standing Committees relevant to the maintenance, review and improvement of academic quality particularly as related to program and unit of study review as well as learning and teaching.
- (6) Consider any other matter referred to by Faculty Council and/or Vice President of Academic Affairs.

In undertaking its responsibilities, the AQPC will satisfy itself that adequate consultation and documentation (including, where appropriate, external verification) has occurred. AQPC does not alter, counteract or replace the work of various curriculum committees.

2. AQPC COMPOSITION

Membership: Nine (9) full time tenured or non-tenured faculty members elected by Faculty Assembly. The voting members must be a faculty member teaching in the program they wish to represent. When a position becomes vacant, a replacement shall be elected for the duration of term.

Name	Type of Appointment	Term of Office
Three full-time from ALP faculty	Voting	3 years
Three full-time from Graduate Program	Voting	3 years
Three full-time from Undergrad College	Voting	3 years
VP of Academic Affairs	Non-Voting	N/A
Dean of School of Adult & Graduate Education	Non-Voting	N/A
Dean of School of Education	Non-Voting	N/A
Dean of the Undergraduate College	Non-Voting	N/A
Invited Guests	As Appropriate	N/A

3. AQPC MEMBER DUTIES

Chair

1. Forward, where practicable, the agenda together with reports and documents that relate to the AQPC, in sufficient time to enable consideration prior to meetings.
2. At the opening of the meeting be satisfied that: the meeting has been properly convened, is properly constituted, a quorum is present, and a quorum is maintained throughout the meeting. Also make sure that minutes are taken during the meeting and distributed to the Faculty Council.
3. During the meeting, maintain and preserve order, be impartial, be consistent in all rulings and decisions. See that all items on the agenda are dealt with in sequence unless the members agree otherwise.
4. During debate on a motion or amendment, give reasonable opportunity to all present who are entitled to speak.
5. Put to the vote each question requiring a formal decision.
6. Declare the meeting closed after ensuring that each agenda item has been dealt with and inquiring if there is any other business relevant to the purpose of the meeting.
7. Take steps to ensure that actions, correspondence and reports arising from the meeting for which the Chair has responsibility are put in motion.

AQPC Members

1. Attend and participate at meetings.
2. Review agenda items and materials in advance of the meetings.
3. Participate in discussions (members are charged with objectivity in their deliberations, taking a 'universal' stance, when appraising materials before them rather than a 'parochial' view rising out of being within a particular school or department).

4. Work with the chair and members to schedule meetings.

4. OPERATING PROCEDURES

Materials to Review

The school or department that submits materials to AQPC for review must submit materials to the AQPC chair at least two weeks (excluding weekends) prior to the next committee meeting. The Chair will make copies and send them to members for review. AQPC members may bring materials to the chair for committee review.

Quorum

A quorum will be one half of the AQPC and must be present for AQPC to consider and discuss the materials for the meeting as well as for a vote to be taken. Voting will follow Roberts Rules of Order. Proxy votes will be permitted.

Meetings

(1)The AQPC will meet regularly and, in addition, when requested by the VP for Academic Affairs.

(2)Accurate minutes will be kept of each meeting of the AQPC. The minutes of a meeting shall be submitted to committee members for ratification at the next meeting of the AQPC.

5. Report on Activities

- (1) The AQPC will report to the Chair having submitted materials to the AQPC. **

6. Annual Review of Performance

(1) AQPC will submit an annual review of its performance to the secretary of Faculty Council and will present this information at a Faculty Assembly meeting.

(2) AQPC members will review their accomplishments and together make recommendations for improvement.

7. Terms of Reference

(1) AQPC will review its terms of reference on an annual basis.

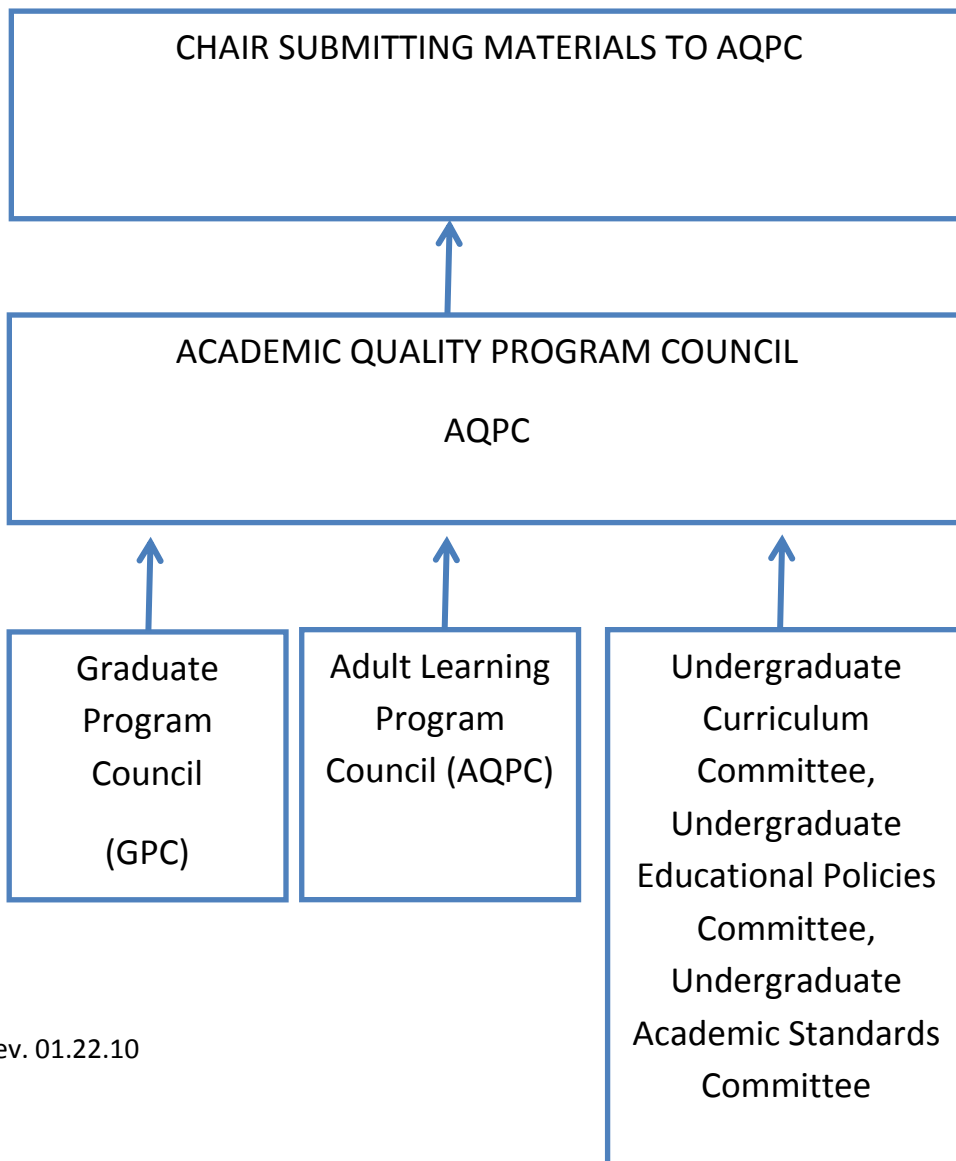
(2) AQPC will refer any recommended changes to its terms of reference to the Faculty Council for decision.

(3) Terms of Reference approved by the Faculty and Faculty Council will be published in the Faculty Handbook.

** Amended item #5, per minutes of Full Time Faculty Meeting on March 4, 2011.

MEDAILLE COLLEGE

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Final rev. 01.22.10

Medaille College

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PROGRAM REVIEW TEMPLATE

- (1) Has the rationale for developing the program been identified? Yes No
- (2) Does the program compete with or duplicate other Medaille programs? Yes No
- (3) Has a target population of students been identified? Yes No
- (4) Is the proposed curriculum relevant to current learning outcomes? Yes No
- (5) Does the proposed curriculum encourage the use of experiential / active / collaborative / problem-based learning? Yes No
- (6) Has the method of delivery been identified? Yes No
- (7) Is the delivery method (traditional, on-line, accelerated, hybrid, etc.) appropriate for the needs of the students? Yes No
- (8) The committee providing the report for review has followed their processes? Yes No

AQPC DECISION

- Program has been reviewed and meets academic quality standards
- Program has been reviewed but additional information is requested in _____

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This information has been communicated to:
