

---

## 2.D-2003: Academic Decision-Making Policy

---

### 1. Overview

In accordance with the Bylaws of St. Mary's University, this policy provides an overview of academic decision-making at the university. This policy is also consistent with the Post-Secondary Learning Act (PSLA) in Alberta and as recommended in the CAQC report.

The policy describes how faculty provides input, from the ground up, into academic matters via the Area Chair meetings. The Area Chairs then bring academic ideas and proposals forward to the Deans' Council meetings.

The newly created Program Development Review Committee is an ad hoc committee that meets only when new majors and degrees are being considered, guiding the sponsoring faculty member(s) in creating a Program Development Application.

The Deans' Council ultimately helps determine the agenda for the Academic Council. Academic Council, St. Mary's version of the Faculties General Assembly under the PSLA, is where all final academic decisions are made.

### 2. Scope of the Area Chair Faculty Meetings

Area Chairs will meet with their Area faculty on a regular basis to discuss academic matters affecting their individual areas which require consideration and consultation at the Area level.

There will be separate Area Chair Meetings for the following Areas:

- a. Education
- b. Mathematical & Natural Sciences
- c. Social Sciences
- d. Humanities

Composition of each Area Chair Meeting will be as follows:

Area Chair for the Discipline noted in 3. a-d, (Chair)

All Full-time and Part-time faculty members of the Area are invited to participate.

Administrative Assistant to the Dean of the Area, (administrative support)

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
Academic Council	President's Office	August 26, 2003	March 6, 2023	Every 5 years

Area Chairs will present matters arising from the Area Meetings that require further consideration and consultation to the Deans' Council.

### **3. Scope of the Deans' Council Meetings**

Deans' Council will meet regularly with the Area Chairs to discuss the following:

- a. Academic matters arising from the Area Chair meetings requiring further consideration and consultation.
- b. Course Changes for recommendation to the Academic Council for approval.
- c. New Course Applications for recommendation to the Academic Council for approval.
- d. New program proposals for discussion, consideration, and then recommendation to the Program Development Review Committee. Faculty member proposing the new program shall present the program with the applicable Area Chair to Deans' Council.

Composition of the Deans' Council will be as follows:

- a. President (Ex-officio)
- b. VPA (Chair)
- c. Area Chairs
- d. Dean of Education
- e. Dean of Arts & Sciences
- f. Registrar
- g. EA to VPA, administrative support (non-voting role)

### **4. Scope of the Program Development Review Committee (PDRC)**

The Program Development Review Committee will receive, on the recommendation of the Deans' Council, all new Program Development Applications.

The PDRC shall be responsible for the following:

- a. Make recommendations on the mapping and timing of curriculum proposals at the major and degree plan level with input from the Enrollment Management Council (EMC).
- b. Develop a Program Development Application form in year one of its existence.
- c. Develop a rubric of criteria for how decisions will be made prior to receiving the first new program application.
- d. Guide sponsoring faculty member(s) in completing the Program Development Application.
- e. The PDRC process must include documented consultation and input with key university stakeholders including Advancement, IT, Libraries, Finance, Facilities, Enrollment Management, and HR.

- f. Based on input from the EMC, the PDRC will prepare a report outlining the reasons for the recommendation or rejection of completed applications to the VPA.
- g. The VPA will present the findings report to the Deans' Council.
- h. The faculty member who originally proposed the new program shall attend the Deans' Council meeting with the Area Chair to hear the findings of support or rejection of the new program application by the VPA.
- i. Recommended Application will be forwarded for consideration at Academic Council.
- j. Rejected Applications, along with the report, will be returned to the applicable Area Chair.
- k. Rejected applications are not barred from resubmission at a later date.

Composition of the Program Development Review Committee will be as follows:

- a. VPA (Chair)
- b. Registrar
- c. Dean of Education
- d. Dean of Arts & Sciences
- e. Area Chairs
- f. 2 Faculty Representatives, one from Education and one from Arts & Sciences - nominations to be put forward at Academic Council
- g. Student Representative - nominated by the Student Legislative Council (SLC)
- h. EA to VPA, administrative support (non-voting role)

#### **4. Appeal Process**

Faculty member who first proposed the rejected new program application shall be entitled to appeal the rejection of the application by the PDRC.

- a. Appeal must be in writing.
- b. Appeal will be heard by the VPA.
- c. Appeal must be filed within thirty (30) days of the date the rejection report was presented at Deans' Council.
- d. Response to the Appeal shall be provided in writing to the faculty member, the Area Chair, applicable Dean and VPA.

#### **5. Enrollment Management Council**

The EMC will bring together key campus representatives to build out a strategic approach to enrollment management.

Composition of the Enrollment Management Council will be as follows:

- a. Vice-Chancellor and President (Chair)
- b. VP Finance
- c. VP Advancement, Marketing, and Campus Services
- d. Registrar
- e. Communications Lead
- f. Director of Indigenous Initiatives
- g. Dean of Education
- h. Dean of Arts & Sciences
- i. Institutional Researcher
- j. Director of Athletics
- k. Recruitment Specialists
- l. Faculty Rep (To be put forward by Academic Council)
- m. EA to VPA, administrative support

**6. Academic Council**

In accordance with the University Bylaws, the Academic Council, subject to the authority of the Board of Governors, is responsible for the academic affairs of the University. In particular, but without restricting the generality of the following, the Academic Council is empowered to:

- a. recommend to the Board the establishment of courses of study and degree, diploma and certificate programs in any area in which the University has a right to provide such courses of study, degrees, programs and certificates;
- b. determine all courses of study that are to be offered by the University for credit towards the requirement for any degree, diploma or certificate;
- c. provide for the granting of and conferring of degrees, including honorary degrees and/or honorary fellowships;
- d. make decisions on the conduct and results of examination;
- e. provide for the preparation and publication of the Academic University Calendar;
- f. determine the beginning and ending dates of the University semesters/terms and of lectures and related activities as recommended by the Registrar;
- g. make rules and regulations for the management of the University Library;
- h. determine academic standards for the admission of students;
- i. make recommendations, through the Vice-President Academic, to the Board of Governors with respect to academic matters including academic planning, campus planning, facilities planning, academic budget; and procedures in respect to salaries, appointments, promotions, tenure and dismissals; and any other academic matters considered by the Council to be of interest to the University; and

- j. any recommendation from the Academic Council to the Board of Governors must be transmitted to the Board by the President.

Composition of the Academic Council will be as follows:

- a. the President of the University, (Chair)
- b. the Vice-President Academic or the senior academic officer of the University, who shall act for the President in the latter's absence
- c. the Director of Campus Services of the University
- d. the Registrar of the University
- e. the Director of Campus Ministry
- f. all full-time members of the University who hold academic appointments
- h. two students nominated by the Student Legislative Council
- i. up to two (2) members appointed by the President who are of recognized stature as senior academics and who hold part-time faculty appointments at St. Mary's University