

## UNIVERSITY OF THE FRASER VALLEY

### TERMS OF REFERENCE FOR THE STRUCTURE AND FUNCTION OF THE COLLEGE OF ARTS COUNCIL

#### 1. Preamble

In accordance with *the University Act of British Columbia*, c. 468 RSBC (1996) faculties of universities are required to make rules for the governance, direction and management of their affairs and to ensure that such affairs are conducted with representation from their membership. In accordance with the *Act* and with the *University of the Fraser Valley Terms of References for the Structure and Function of Faculties and College Councils*, the College of Arts shall have a *College References for the Structure and Functions of Faculties and College Councils* council referred to as the College of Arts Council (CAC).

#### 2. Establishment of College Council

In accordance with the *University Act* and with the *University Amendment Act, 2008*, the College of Arts Council is hereby established as the senior academic governance body of the College of Arts at the University of the Fraser Valley. The CAC shall be responsible for the governance and management of academic affairs of the College of Arts. The College of Arts comprises the Faculty of Humanities and the Faculty of Social Sciences, which resolve to meet jointly on an ongoing basis, thereby establishing the College of Arts Council.

#### 3. Mandate

The CAC shall:

- (a) serve as the forum for sharing information and the discussion of academic matters;
- (b) receive recommendations related to academic programs, including but not limited to: development of new programs, program changes, new courses, course changes, and discontinuation of courses;
- (c) vote on recommendations as related to the above; except where authority has been devolved to another body (e.g., CACC)
- (d) transmit recommendations to Senate;
- (e) pass policies related to the functioning of the CAC;
- (f) deal with matters assigned by the Board or Senate.

#### 4. Membership

##### 4.1 Voting Membership

- (a) all Type B Faculty in the College of Arts;
- (b) four students, declared in an Arts major or minor or admitted into an Arts degree, elected as representatives by students in the College of Arts;
- (c) two support staff representatives employed within the College of Arts, elected by support staff for a two-year term;

- (d) two College of Arts Sessionals and LTAs, elected as representatives by College of Arts Sessionals and LTAs for a one-year term;
- (e) Director of the Academic Advising Centre (or designate)
- (f) Academic Support Faculty in the College of Arts
- (g) The Dean of the College of Arts;
- (h) The Associate Deans of the College of Arts;
- (i) The President of the University;
- (j) Departments outside the College of Arts (CoA) which offer a major that may be taken as part of a degree program in the CoA will have one designated representative each. They may not stand for election to Senate or vote to elect senators as members of the College of Arts Council.

#### **4.2 Ex-Officio and Non-voting Members**

- (a) Provost and Vice-President Academic
- (b) Registrar
- (c) University Secretary
- (d) One representative each from other Faculty Councils
- (e) University Librarian or designate
- (f) Those invited by the Dean, as approved by the College of Arts Council
- (g) One representative each from: Teaching and Learning Centre, Academic Success Centre, and Centre for Experiential and Career Education

### **5. College Business**

College business will normally be carried out at regularly scheduled Council meetings where there is a quorum. The CAC has the right to delegate business to standing committees and ad hoc committees, which may make recommendations to the Council for consideration. The Dean of the College or designate will assume the role of chair on these committees, until such time as a chair may be elected by the committee.

**5.1 Standing Committees** – Standing committees will report to the College Council and will be elected or approved by Council. The Dean or delegate is a non-voting ex-officio member of all standing committees.

**5.2 Ad Hoc Committees** – may be struck by the CAC for specific purposes and dissolved upon completion of task.

### **6. Quorum**

A quorum will consist of at least twenty-five percent (25%) voting members of Council.

### **7. Voting**

Under normal circumstances, voting takes place during CAC meetings and decisions are made by a simple majority of voters. In the event of **extenuating** circumstances voting may be conducted by email or other electronic technologies, at the discretion of the Chair and Co-chairs of CAC. In this

case, all CAC members must be polled for a minimum of three business days and the number of votes cast must be equivalent to or exceed CAC's quorum in order for the decision to be valid. The results of electronic votes shall be reported via e-mail, as well as at the next CAC meeting and recorded in its minutes. In any online vote, members will be provided an opportunity to vote in favour, opposed, or abstain.

## **8. Executive Committee**

The Dean is Chair of the College; however, Council will elect two Co-chairs, one from Humanities and one from Social Sciences. Together with the Dean, the Co-chairs form an Executive Committee responsible for preparing the agenda and conducting the College Council meetings. The Co-chairs will serve two-year terms, staggered when possible.

## **9. Agenda and Minutes**

- (a) The proposed meeting agenda should be approved by the Executive Committee prior to distribution.
- (b) Agenda, minutes and written reports will be circulated to Council members at least twenty-four hours prior to meetings, though normally Council members will be given at least seven days' advance notice on voting matters.

## **10. Election Procedures**

Election of the Co-Chairs will normally be held at the May CAC meeting. The call for nominations will be communicated electronically to all CAC members four weeks prior to the May meeting, and nominations will be due two weeks prior to the May meeting to ensure sufficient time for CAC members to review.

Nominations of each co-chair shall be endorsed by two faculty members from their respective faculty (Humanities and Social Sciences) and include a short expression of interest (150 words maximum) by the nominee.

Nominations for the elected members of Council (student, staff and Sessionals and LTAs) will be solicited by the Dean's office in August. The Dean's office will be responsible for the conduct of elections for these positions, as needed.

Expressions of interest for CAC representatives to other bodies will be solicited by the Dean's office.

## **11. Meeting Times**

The CAC will determine the frequency of its meetings. However, meetings will be held at least three times per year. Notwithstanding, the Executive Committee has the right to call a Council meeting at any time if there is urgent business that requires the attention of the Council. Cancellation of meetings will be at the majority decision of the Executive Committee.

## **12. Review of Terms of Reference**

The terms of reference will be reviewed following relevant changes to the *Act* or at the end of three years after the date of Senate approval, whichever comes first.