

4-5.02 (by-law eq 3.1.4)

The Academic Council will be consulted on the following items:

- (a) the determination of criteria for the creation of departments and for establishing their number
- (b) the development and introduction of programs of instruction for students in the regular program, particularly the development of new options or specializations in relation to the needs of the milieu and the resources available to the College policies concerning development, particularly, among others:
 - 1. academic policies concerning the use of audio-visual and electronic data processing services;
 - 2. academic policies concerning the library and the purchasing and selection of volumes;
 - 3. the norms and priorities for academic facilities and the furnishing and modification of premises allocated for teaching;
 - 4. policies concerning the organization of teaching;
 - 5. pedagogical experiments and research projects;
- (c) the academic calendar and the establishment of moveable days;
- (d) teaching transfers, agreements with other educational institutions, modifications to school structures, staff reductions, total or partial closing of programs, the opening or the partial or total abandonment of a program, regionalization, introduction of institutional courses;
- (e) any policy concerning admission criteria, classification, and establishment of student quotas, or choice of complementary courses offered to students;
- (f) any policy concerning pedagogical research;
- (g) any pedagogical project with foreign countries;
- (h) program planners.

4-5.03 (by-law eq 2.1 etc)

The Academic Council will have 20 members comprising of:

- The Academic Dean;
- Three Academic Administrators who are appointed by the Board;
- Eleven employees representing the teachers elected by their peers;
- employee representing the non-teaching professional category elected by his or her peers;
- One employee representing the support staff category elected by his or her peers;

4-5.05 (by-la eq 2.2.3)

The mandate of the members of the Academic Council is for one year and is renewable

4-5.06 (not in by-law specifically)

As necessary, Academic council may consult and invite other individuals to attend an Academic Council meeting.

4-5.07 (by-law 4.1.4)

The quorum of a meeting is set at fifty percent plus one of the total membership; the presence of a member of Academic Administration is also required; if at one meeting the quorum is not attained, the members present at the next meeting will constitute quorum for the agenda items carried over

4-5.08 (by-law 4.1.5)

The Academic Council shall operate autonomously.

It may create committees to carry out the necessary ground work and make recommendations, which assists Council members in making informed decisions.

Committees have a Chairperson and have a majority of teacher representatives, as well as a representative from non-teaching professional category, a representative from the support staff category and at least one representative from the Student Union (SUJAC).

When a committee is struck for the first time, a call for members is done by the Chairperson of Academic Council, the membership is filled and approved by Academic Council; subsequent vacancies are filled by the Chair of the Committee.

Minutes, motions and reports are brought to Academic Council for approval.

At times, when deemed necessary, Committees of Council will mandate a sub-committee to be responsible for an aspect of their mandate. Also, ad-hoc committees may be established by Committees of Council to address a very specific and time-dependant issue.

Committees must establish a complete membership, mandate and work plan, on a yearly basis, and must be approved by Academic Council at the beginning of each academic year (or when modifications are made). An annual re-cap should be submitted to the secretary of Academic Council at the end of the academic year in order to be submitted into Academic Council's Annual Report.

4-5.09 (by-law eq 4.1.6)

The Academic Council shall be convened by the College either at its own request or at the request of five (5) members of the Academic Council.

4-5.10 (by law eq 4.1.7)

Written notice of regular meetings and the proposed agenda must be sent to all members at least five (5) working days before the meeting is to be held; in the case of special meetings, the agenda and the convocation notice, as well as any pertinent documentation, must be sent to the members at least twenty-four (24) hours before the date that the meeting is to be held.

4-5.11 (by-law eq 4.1.8)

A copy of the minutes of each meeting of the Academic Council will be distributed to each member of the Academic Council and to each department with the agenda for the forthcoming meeting.

4-5.14 (by-law eq 4.1.9)

At the end of each academic year, the Academic Council shall submit a report on its activities to the Board.

4-5.15 (by-law eq 4.1.10)

Before the end of the teaching year, the Academic Council shall submit its work plan for the following teaching year to the Board.

4-5.16 (by-law eq 4.1.11)

If the Academic Council fails to perform its duties and assume its obligations within a reasonable time frame set by the College, the College shall proceed on its own initiative.