

Local Agreement

between

JOHN ABBOTT COLLEGE

and

JOHN ABBOTT COLLEGE FACULTY ASSOCIATION

The present agreement is in accordance with Clause 4-1.02 of the Collective Agreement signed by FNEEQ (on behalf of JACFA) and the Comité patronal de négociation des collèges (CPNC) on behalf of John Abbott College on April 8, 2011 establishing the Composition and Mandate of Program Committees and the General Education Committee.

In matters of interpretation and application of this local agreement, the provisions of the collective agreement take precedence.

1.00 Composition and Mandate of Program Committees

1.01 The parties agree to establish Program Committees for each of the programs of studies leading to a Diplôme d'études collégiales (DEC) offered by the College.

1.02 The Composition of the Program Committees is:

a) Pre-University Programs (other than Fine Arts and b) and c) below)

- the Dean(s) responsible for the program, who will chair the program committee;
- one faculty representative from each discipline in the program elected by his/her department;
- one faculty representative, elected by his/her department from each of the General Education disciplines i.e. French, English, Humanities and Physical Education;
- two student representatives per program selected by SUJAC;
- one academic advisor per program;
- coordinators related to the program (Honours, Accueil, Methods);
- faculty members with program specific release time.

b) Liberal Arts and Arts and Sciences Programs

- the Dean(s) responsible for the program;
- a faculty coordinator of the program committee, elected by the program committee, who will chair the committee;
- all faculty members teaching in the program during the current academic year may be members;
- one faculty representative, elected by his/her department from each of the General Education disciplines i.e. French, English, Humanities and Physical Education;
- two student representatives per program selected by SUJAC;
- one academic advisor per program;
- faculty members with program specific release time.

c) Double DEC (Science & Social Science) Program

- the Dean(s) responsible for the Science and the Social Science Programs;
- a faculty coordinator of the program committee, elected by the program committee, who will chair the committee;
- two faculty representatives from the Science Program Committee elected by the Science Program Committee faculty;

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- two faculty representatives from the Social Science Program Committee elected by the Social Science Program Committee faculty;
- one faculty representative, elected by his or her department from each of the General Education disciplines (English, Humanities, French, Physical Education);
- up to three student representatives, to a maximum of one representative per year of the program, elected by the students registered in the program, in consultation with SUJAC;
- one academic advisor;
- faculty with program specific release time.

d) Professional Programs and Fine Arts

- the Dean(s) responsible for the program;
- a faculty coordinator of the program committee, elected by the program committee, who will chair the committee;
- a minimum of three faculty representatives, elected from the program discipline;
- one faculty member representative, elected from each associate specific discipline;
- one faculty representative, elected by his/her department from each of the General Education disciplines i.e. French, English, Humanities and Physical Education;
- one student representative per program selected by SUJAC;
- one academic advisor;
- faculty with program specific release time.

e) For professional programs and Fine Arts, a majority of the program discipline faculty representatives or a majority of Fine Arts faculty representatives and a majority of the all members of the program committee are required to adopt recommendations and proposals.

f) For the Double-DEC Program, a majority of the Science and the Social Science faculty representatives and a majority of all members of the program committee are required to adopt recommendations and proposals.

g) The use of alternates on program committees is acceptable providing alternates were duly elected at the same time as the regular representatives.

h) If a program committee representative or program coordinator resigns or cannot complete the term of office, the representative or coordinator is replaced by the same procedure by

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which the representative or coordinator was selected. A duly elected alternate may take the place of a representative to complete the term of office.

- i) The term of office for each member on the program committee shall be one (1) academic year and is renewable. The term of office starts at the beginning of the fall semester.
- j) Each academic department will elect their representatives and alternates for the next academic year, not later than June 1 and inform, in writing, their Program Dean.
- k) Where applicable, a program committee will elect its coordinator not later than June 1.

1.03 Mandate of the Program Committees

Program Committees function as a purely consultative structure that allows faculty from different departments, academic advisors, as well as students and Deans to discuss the harmonization of their departmental activities and practices in order to better respond to the need for coherence in the programs of studies to which they contribute.

The Program Committee's role is to make recommendations to the College (Academic Dean, Academic Council and Academic Departments) on anything having to do with the management and implementation or delivery of one or more of the College's programs of studies.

Program Committees have the mandate to:

1. participate in the development of program exit profiles that build on the program goals and objectives provided by MELS and recommend them, through their Program Dean, to the Academic Dean and Academic Council;
2. participate in the development of program planners that respect the rules provided by MELS and that ensures within the exit profile are taught and assessed; recommend the program planners, through their Program Dean, to the Academic Dean and Academic Council;
3. submit any proposed changes or additions to programs by the deadlines established by the College;
4. participate in the development of Comprehensive Assessments (CA) that equitably assess whether the student has integrated the program objectives as defined in the Exit Profile and recommend them along with a make-up policy in the event of failure of the CA, through their Program Dean, to the Academic Dean and Academic Council;

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5. ensure the quality and pedagogical harmonization of the program, the integration of learning and interdisciplinary consistency by making recommendations to the departments and to the Academic Dean;
6. make recommendations regarding the learning activities developed by departments to ensure that they are consistent with the needs of the students, the goals of the program and are coherent with those of other departments contributing to the program, including the General Education departments, by making recommendations to the departments;
7. make recommendations to departments and to the Academic Dean, through their Program Dean, concerning course outlines;
8. make recommendations to departments and to the Academic Dean, through their Program Dean, concerning generic course outlines and equity of evaluation between different courses having the same competency being taught in different departments;
9. monitor and make recommendations with regard to student success in the program based on the reports and data provided to them;
10. participate in program assessment in accordance with the College's Program assessment Policy.

In addition to the preceding, the College encourages all Program Committees who so choose to:

- participate in recruitment activities for the program in conjunction with the Admissions Office;
- participate in orientation activities in conjunction with Student Services;
- in the case of professional programs, create College/Industry Advisory Committees with local business and industry and keep faculty informed of their expectations;
- in cooperation with Human Resources Services, recommend and participate in organizing professional development activities for teachers who teach within the program.

2.00 Composition and Mandate of the General Education Committee

2.01 The parties agree to establish a General Education Committee.

2.02

a) The composition of the General Education Committee is:

- The Dean responsible for General Education, who will chair the Committee;

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- One faculty representative from each of the General Education disciplines elected by their departments;
- One student representative selected by SUJAC;
- One academic advisor;
- Faculty members with General Education specific release time.

- b) The use of alternates on the General Education Committee is acceptable providing alternates were duly elected at the same time as the regular representatives.
- c) If a General Education Committee representative resigns or cannot complete the term of office, the representative is replaced by the same procedure by which the representative was selected. A duly elected alternate may take the place of a representative to complete the term of office.
- d) The term of office for each member on the General Education Committee shall be one (1) academic year and is renewable. The term of office starts at the beginning of the fall semester.
- e) Each academic department will elect their representatives and alternates for the next academic year, not later than June 1 and inform, in writing, the Dean of General Education.

2.03 Mandate of the General Education Committee

The General Education Committee functions as a purely consultative structure that allows faculty from the General Education departments, academic advisors, as well as students and Deans to discuss the harmonization of their departmental activities and practices in order to better respond to the need for coherence in the programs of studies to which they contribute.

The role of the General Education Committee is to make recommendations to the College (Academic Dean, Academic Council and Academic Departments) on anything having to do with General Education.

The General Education Committee has a mandate to:

1. participate in the development, the publicizing and the recommending of the objectives of General Education;
2. make recommendations to Academic Council and where applicable, to departments on the role and sequencing of General Education courses in program planners and on common and/or on specific course outlines;
3. participate with program committees in ensuring that all objectives of General Education are met in the program and that General Education is included in each program's exit profile;

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4. make recommendations on the inclusion of General Education in the comprehensive assessment of each program;
5. encourage General Education departments to develop mechanisms to address equivalency and equity in multi-section courses;
6. examine the success rates of General Education courses in different programs;
7. participate with General Education departments in monitoring student progress and developing strategies for student success;
8. delegate work to sub-committees when appropriate;
9. make recommendations to the College in regard to policies on registration, scheduling, equipment and facilities;
10. In addition to the preceding, the General Education Committee may choose, in cooperation with Human Resources Services, to recommend and participate in organizing professional development activities for teachers who teach in General Education.

3.00 Duration of Local Agreement

This local agreement will automatically terminate upon the expiration of the Collective Agreement signed by FNEEQ and CPNC on April 8, 2011 or upon a sixty (60) day written notice by either party.

In witness whereof, the parties have signed this Agreement at Sainte-Anne-de-Bellevue, Québec, this _____ day of _____ 2012

FOR JOHN ABBOTT COLLEGE

FOR JOHN ABBOTT COLLEGE
FACULTY ASSOCIATION
