

04 – By-Law

MOTION: 2003-73

DATE APPROVED: November 27, 2003

REVIEWED: December 5, 2024

AMENDED: Motion 2024-38

BY-LAW NO: 4

BE IT ENACTED as a by-law of THE BOARD OF GOVERNORS OF THE LAMBTON COLLEGE OF APPLIED ARTS AND TECHNOLOGY (herein called “the Board”) for the establishment of an advisory college council as required by the Ministry Binding Policy Directive.

1.0 Name

1.1 The advisory council will be known as the Advisory Council of Lambton College, hereinafter referred to as the "Council".

1.2 Definitions: College staff and students are defined as follows:

1.2.1 An academic staff is a person who is employed by the Board of Governors and is a member of the faculty employee group as a professor, instructor or counsellor.

1.2.2 A support staff is a person who is employed by the Board of Governors and is a member of the support staff employee group.

1.2.3 A student is a person who is enrolled in a program of instruction on a full-time or part-time basis, whether it be post-secondary or adult training.

1.2.4 Deans Council deals with academic issues and consists of deans or their designates, the senior academic leader and the registrar, and is chaired by the senior academic leader.

1.2.5 A school is an organizational grouping of programs and services lead by a dean or associate dean.

2.0 Goals

2.1 The goals of the Council are to provide advice to the President on:

2.1.1 Promoting academic excellence

2.1.2 Promoting communication within the College Community

2.1.3 Providing a forum for staff and students to provide input to the decision-making process on academic and student services matters.

3.0 Mandate

3.1 The Council shall review and recommend on such issues as:

- 3.1.1 Educational philosophy
- 3.1.2 Course and program evaluation
- 3.1.3 Teaching methodology and standards
- 3.1.4 Grading and promotion policies
- 3.1.5 Standards of student conduct and discipline
- 3.1.6 Admission policies and practices
- 3.1.7 Student awards and scholarships
- 3.1.8 Academic equivalencies
- 3.1.9 Student services
- 3.1.10 Matters related to the Strategic Plan

3.2 Consistent with the consultative function of the Council, its members shall endeavour to consult and communicate with their constituent groups.

4.0 Members

4.2 Membership of the Council shall consist of up to 18 voting members as follows:

4.2.1 Academic Staff – up to 6 Representatives

4.2.1.1 up to 5 faculty representatives representing at least three schools

4.2.1.2 up to one representative from among the counsellors

4.2.2 Support Staff – up to 2 Representatives

4.2.3 Students – up to 5 representatives representing at least three schools

4.2.4 Deans Council – up to 2 Representatives or delegates that are in addition to the representatives identified in 4.2.5

4.2.5 Ex-officio Voting Members - 2 Representatives

4.2.5.1 Senior Academic Leader/Officer

4.2.5.2 Registrar

4.2.6 The Chair of the Council shall be elected by the members of the Council at its first meeting, for a term of two years, renewable once for an additional two-year term.

4.2.7 Secretarial support to the Council shall be provided by the Office of the Senior Academic Leader/Officer.

4.3 Academic Staff Selection

- 4.3.1 By May 31 preceding the term of office, the Academic Union Local, based on 4.2.1, shall elect or name up to 5 faculty representatives to the Council from each school where possible.

4.4 Support Staff Selection

- 4.4.1 By May 31 preceding the term of office, the Support Staff Union Local based on 4.2.2 shall elect or name two members to serve on the Council.

4.5 Student Selection

4.5.1 By April 30 preceding the term of office, the Students' Administrative Council, based on 4.2.3 shall name or elect up to five students to serve on the Council from each school where possible, the deans may assist in selection of students if requested

4.6 Administrative Staff Selection

4.6.1 By May 31 preceding the term of office, the Learning Services Committee, based on 4.4.4 shall appoint up to two representatives.

5.0 Terms of Office

5.1 The terms of office of the Council members shall commence September 1 and continue for two years.

5.2 No member representing a constituency shall serve more than four consecutive years but on the expiration of two years after having served on the Council, a person shall again be eligible for election or appointment for up to four years and may continue the same cycle until he/she is no longer employed at the College or engaged in a program of instruction.

5.3 A member of the Council may resign at any time by submitting a written resignation to the Chair.

5.4 Where a representative member, not having notified the Chairperson of the Council or Secretary, and is absent from two consecutive meetings without regrets, or three consecutive meetings, the position shall be declared vacant.

5.5 If a member changes status and can no longer represent the group or constituency, the position shall be declared vacant.

5.6 Vacancies during terms of office, however caused, shall be filled:

5.6.1 By appointment by the Students' Association, Support Staff Union, Faculty Union, the Deans Council, as appropriate for a vacancy from their respective constituencies.

6.0 Responsibilities of Members

6.1 Except for ex-officio members, participation on the Council and its committees shall be on a voluntary basis. All reasonable arrangements will be made to make participation on the Council as accessible as possible.

6.2 Members shall participate fully in all meetings of the Council as well as on any committee to which they are named by the Chair.

6.3 Members shall make themselves available to their constituencies and will keep their peers informed of major issues before the Council.

6.4 Members shall regularly consult their constituencies; however, they may vote on issues as representatives, that is, they will reflect the views of their constituency, their individual perspective and then contribute and vote as their conscience dictates.

7.0 Responsibilities of the Chair

7.1 Any member may place an item on the agenda by forwarding it to the Chair two weeks prior to the next meeting.

7.2 The Chair shall preside over and conduct all meetings according to conventional rules of order. In the absence of the Chair, the Senior Academic Leader/Officer will preside over the Council.

7.3 The Chair shall notify the appropriate constituent group within five working days of any vacancy being declared.

7.4 The Chair shall continue to act as a representative of their constituency group and may vote on issues as a member of the Council. The Chair's vote shall carry no additional weight.

8.0 Meetings

8.1 The Council shall meet at least twice each fall and winter term, with the agenda, time and location to be posted in advance.

8.2 All meetings shall be open to the college community.

8.3 Fifty percent (50%) of the members plus one excluding vacancies shall constitute a quorum.

9.0 Committees

9.1 The Council may also form ad hoc committees as may be deemed necessary. Membership on such committees is voluntary.

10.0 Report

10.1 The Council shall issue an annual report of their activities to the President by June 30 of each year.

11.0

This by-law becomes effective on the date that it is passed and the pre-existing policy on Academic Council is repealed as of said date.

Enacted 27th day of November 2003, amended, December 5, 2024

Tania Lee, Chair

Spencer Dickson, Secretary-Treasurer