

TITLE: COMMITTEES AT RED DEER COLLEGE

POLICY STATEMENT:

Committees at RDC are created to promote effective governance and decision making and are created, managed and disbanded according to established guidelines.

PURPOSE:

This policy defines levels of authority for governance and guides the College in meeting obligations related to committees in legislation, collective agreements and RDC policy. The policy supports communication to the College community regarding committees.

SCOPE:

This policy applies to committees with a governance, contractual or college-wide mandate as specified in legislation, collective agreements and RDC policy. The policy does not apply to Board of Governors committees.

PRINCIPLES:

RDC governance provides opportunities for meaningful input and consultation in decision-making processes.

RDC committees follow established processes to provide accountability and transparency.

RDC committees have terms of reference that specify purpose, mandate, relationship to other committees, membership, accountability, responsibility, administrative support, operating procedures and levels of decision-making authority.

RDC committees are established as required to meet legislative and contractual obligations.

The composition of a committee may be specified in legislation, collective agreements or RDC policy. RDC consults with constituency groups regarding committee composition when constituency-based College committees are created.

For committees based in legislation or collective agreements, the role of administration is to assure compliance with the legislation or collective agreement in the establishment of committees.

DEFINITIONS:

Committee: In this policy the term “committee” includes ongoing committees, councils, teams, boards, task groups and other governance bodies with a governance, contractual or college-wide mandate. The definition of committee does not include project task groups that are time limited and are discontinued after the project is completed.

Constituency groups: RDC has five constituency groups: Canadian Union of Public Employees (CUPE), Exempt, Faculty Association of Red Deer College, Students’ Association of Red Deer College and Red Deer College Alberta Union of Provincial Employees (AUPE).

Decision authority: The right to make a decision or create a policy without consultation with other individuals or groups.

Principal authority: The right to make a decision or create a policy with input and recommendations from other groups or individuals; such input may be accepted or rejected. Principal authority includes the right to make decisions and create policy which is forwarded to another body for action. Decisions or policies may be forwarded to another group or individual for approval where such approval would not be unreasonably denied. Principal authority also permits policy creation within the guidelines established by another group or individual. Finally, principal authority accommodates decision making or policy creation within the parameters set by another body.

Shared authority: Authority to make decisions or create policy that is delegated equally to two or more groups or individuals where all parties are required to approve the decision or policy.

Recommending authority: The right to make recommendations for approval by another group or individual, where the final decision may approve, reject, or amend the recommendations. Recommending authority specifies the requirement that the recommendations be received by the decision-making group or individual before a final decision is made.

Advising authority: The right to provide advice on a decision or policy created by another group or individual. The final decision may include or reject the advice provided. The group or individual making the decision in this case would be considered the principal authority.

GUIDELINES:

1. College committees that fall within the scope of this policy are established and disbanded by Academic Council, Deans' Council, Service Council or the President (see Appendix B).
2. Terms of Reference for committees that fall within the scope of this policy are developed using the Committee Terms of Reference Template in Appendix A.
3. Terms of Reference for committees that fall within the scope of this policy are approved by Academic Council, Deans' Council, Service Council or the President and posted on the College web site.
4. Although not all college committees fall within the scope of this policy, all ongoing committees are encouraged to adopt Terms of Reference as appropriate. The Senior Administration member may choose to bring the Terms of Reference forward to Academic Council, Deans' Council or Service Council for information, and forward the Terms of Reference to the Office of Strategic Planning and Analysis for posting.
5. The College has the following major governance bodies:
 - Board of Governors
 - Academic Council
 - Deans' Council
 - School Councils
 - Service Council
6. Terms of Reference for Deans' Council, Service Council and the President's Executive Committee are approved by the President. All other Terms of Reference are approved by Academic Council, Deans' Council or Service Council.

PROCEDURE:

For committees within the scope of this policy:

1. To establish a committee, the Senior Administration member brings the Terms of Reference forward for review and approval by Academic Council, Deans' Council, Service Council or the President.
2. To disband a committee, the Senior Administration member provides a rationale and request to disband for approval by Academic Council, Deans' Council, Service Council or the President.
3. Committees are responsible for reviewing and updating their Terms of Reference as needed. The Senior Administration member brings forward the updated Terms of Reference for review and approval by Academic Council, Deans' Council, Service Council or the President.
4. After the approval to establish, disband or revise Terms of Reference, the Senior Administration member forwards a request to the Office of Strategic Planning and Analysis to post or remove the Terms of Reference from the web site.
5. Routine editorial changes to Terms of Reference do not require approval of Academic Council, Deans' Council, Service Council or the President, and may be sent directly to the Office of Strategic Planning and Analysis for posting.
6. Responsibilities for establishing and disbanding committees are outlined in Appendix B.

OFFICER RESPONSIBLE: Executive Director of Strategic Planning and Analysis

RECOMMENDING AUTHORITY: Service Council, upon recommendation from Deans' Council

CONSULTATION FOR REVIEW: Senior Administration members, President's Office, constituency groups

POLICY REVIEW DATE: September 2015

EFFECTIVE DATE: January 1, 2011

REVISION HISTORY: April 1, 2001 (College Committees and Task Groups)
July 1, 2002
November 12, 2003
January 1, 2011 (renamed Committees at Red Deer College)

RELATED POLICIES:

- none

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors operational policies.

**[NAME OF COMMITTEE OR GROUP]
TERMS OF REFERENCE****PURPOSE:**

Describe the purpose of the committee. Answers to these questions could be included:

- Why was the committee formed?
- What will be accomplished by the committee?
- What is its initial role?
- What is its ongoing role?
- How does it relate to the college as a whole?
- What key words describe its function (for example: advisory, decision making, research, consultation, forum for input)?
- Is this a constituency-based committee?
- Who are the key stakeholders or representatives?

Since the details follow, this section should be limited to a few concise sentences.

MANDATE:

The mandate for a committee is usually established by an individual or a governance body. This should be specified in the opening paragraph of this section. Was the committee formed by an administrative officer? Was it formed by Deans' Council, Service Council, Academic Council, or a School Council? Was it formed to comply with legislation or a collective agreement?

The levels of authority must be specified in this section. The definitions are contained in the box at the end of the template. This set of definitions must be included in the final document.

For clarity, the levels of authority should be grouped wherever possible. A committee could have several levels of authority delegated to it by the person or group that provided its mandate.

Helpful groupings may include:

- Planning
- Coordination
- Policy Formation
- Communication
- Program or Service Decisions
- Forum for Input and Response

Any other subtitle that groups different levels of authority and activity could be included. In each grouping, a mixture of levels of authority is possible.

RELATIONSHIP TO OTHER COMMITTEES:

This section lists all the other committees that might have some interaction with this one and the specifics of that relationship. Do the other groups report to or receive reports from this one? Is there overlapping membership? Do the decisions of another group depend on input from this one or do the decisions of this group rely on input from other groups?

COMPOSITION:

Who is on the committee and how are they appointed? If this is a constituency-based committee, be clear regarding what constituencies are included.

ACCOUNTABILITY:

Is this group accountable to a single person or to one or more governing bodies (for example, Board of Governors, Deans' Council, Service Council, Academic Council, School Council)? Accountability usually refers to the recipient of reports, recommendations, annual reports, minutes. The Chair of a committee is normally accountable to the group that established the mandate of the committee.

REPORTING:

This section specifies the frequency and nature of reporting. At a minimum, all committees submit annual reports to the body/bodies identified in "ACCOUNTABILITY" above, following the format below. For some committees, regular submission of minutes may satisfy the reporting requirements, and if minutes are submitted regularly an annual report is not required.

Name of Committee

Reporting Period

Membership (names of members and Chair, identify constituency represented if appropriate)

Activities and Accomplishments (may include how often the committee met, activities and major accomplishments)

RESPONSIBILITY:

This section specifies the officer or governing body that assures the appointment of the committee and its continued operation.

ADMINISTRATIVE SUPPORT:

This section specifies the office that maintains the records of the committee, establishes meeting times, delivers agendas, and carries out other arrangements for the committee. Normally, an administrative office is charged with these responsibilities for the sake of continuity and consistency (for example, the Office of the Vice President Academic, the Office of Strategic Planning and Analysis, the Office of the Dean).

OPERATING PROCEDURES:

The following must be included:

- Meeting frequency and minimum numbers of meetings per year.
- The types and sources of information that the committee may access.
- Who may be called upon for assistance or information.
- The committee's ability to strike sub committees or task groups and who may be appointed to these sub groups.
- Whether the meetings are open or closed (members only).
- How the chair is appointed (or elected).
- Who sets the agenda.
- Process for changing the Terms of Reference (how often are they reviewed, what governing body or officer approves the changes).

Levels of authority:

The following text box must be included in all terms of reference.

Levels of Authority for Decision Making:

Decision authority: The right to make a decision or create a policy without consultation with other individuals or groups.

Principal authority: The right to make a decision or create a policy with input and recommendations from other groups or individuals; such input may be accepted or rejected. Principal authority allows for the right to make decisions and create policy which is forwarded to another body for action. Decisions or policies may be forwarded to another group or individual for approval where such approval would not be unreasonably denied. Principal authority also permits policy creation within the guidelines established by another group or individual. Finally, principal authority accommodates decision-making or policy creation within the parameters set by another body.

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Appendix B

RESPONSIBILITIES FOR ESTABLISHING AND DISBANDING COMMITTEES AND APPROVING TERMS OF REFERENCE

President

Responsible for: Deans' Council, Service Council, and President's Executive Committee

Academic Council

Responsible for: All committees and subcommittees of Academic Council

Deans' Council and Service Council

Responsible for: All other committees.

Committees with a broad mandate are brought forward to both Deans' Council and Service Council for approvals. Committees with a more focused mandate may be brought forward to Deans' Council or to Service Council only. The Senior Administration member determines whether a committee needs to be brought forward to both councils or to one council only.

Appendix C – Governance

