

TITLE: COMMITTEES

POLICY STATEMENT:

Red Deer College (RDC) establishes Committees to promote effective governance, decision making, and operations and to meet its obligations as set out in legislation, collective agreements, contracts, and RDC policy.

PURPOSE:

This policy guides the establishment, amendment, and disbandment of official RDC Committees as approved and authorized by RDC's Governing Bodies or the President. It promotes open communication and transparency regarding Committees' structures and mandates. The work of Committees is endorsed by one of the Governing Bodies or the President and is aligned with the goals of the Governing Bodies and the College.

SCOPE:

This policy applies to all Committees reporting to Academic Council, Deans' Council, School Councils, Service Council, or the President.

Exceptions: Board of Governors' Committees and Steering Committees for program reviews. At the discretion of the President, a group may be designated as a Committee even if it does not satisfy all of the elements of the definition of a Committee.

PRINCIPLES:

1. Policies at RDC:
 - 1.1. Treat all persons fairly and respectfully.
 - 1.2. Are non-discriminatory and non-intrusive.
 - 1.3. Incorporate open, honest and timely communication.
 - 1.4. Are made in a timely manner.
 - 1.5. Provide appropriate confidentiality and privacy.
 - 1.6. Provide appropriate access to the College and education.
 - 1.7. Ensure that all persons have access to informed support regarding policies, procedures, rights and responsibilities.
 - 1.8. Operate with clear written expectations for conduct and handling of complaints.
 - 1.9. Meet all regulatory standards.
 - 1.10. Maintain and clearly state a high standard of instruction and administration in all areas of educational programs and services.
 - 1.11. Are communicated in alternate forms to those who require such accommodation.
2. The following principles apply specifically to this policy:
 - 2.1. RDC governance provides opportunities for meaningful input and consultation in decision-making processes.

- 2.2. The College values the work of Committees and acknowledges the role they play in achieving the goals and responsibilities of their respective Councils and of the institution itself.
- 2.3. RDC Governing Bodies and their associated Committees function in an environment of transparency where their existence and activities are communicated widely.

DEFINITIONS:

Accountability: obligation of a Committee to meet its mandate. Committees provide evidence they are meeting their mandates to their respective Governing Body or President. An example of demonstrating accountability is the submission of an Annual Report to the respective Governing Body or President.

Committee: a group of individuals established to meet on an ongoing basis to fulfill the requirements of legislation, collective agreements, contracts, or RDC policy. These groups are accountable to the President or one of the Governing Bodies and align with the goals of the Governing Bodies and the College.

Employee and Student groups: Canadian Union of Public Employees (CUPE), Exempt, Faculty Association of Red Deer College, Students' Association of Red Deer College, and Alberta Union of Provincial Employees (AUPE).

Governing Body: Academic Council, Deans' Council, School Councils, or Service Council.

Levels of Authority for Decision Making: the following terms describe the levels of authority for decision making that should be included in the Committee's Terms of Reference under the mandate section:

- **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.

Minor Edit: a change that does not alter the core substance and meaning of the Terms of Reference.

Senior Administration: Deans, Directors, Executive Directors, and Vice-Presidents.

GUIDELINES:

1. The establishment, amendment, disbandment, and administration of Committees shall be conducted in a fair, equitable and transparent manner and in accordance with applicable legislation, collective agreements, contracts, or RDC policies and procedures.
2. Committees are established, amended, and disbanded according to established procedures.
3. Committees follow established processes to provide accountability and transparency as laid out in approved Terms of Reference (TOR).
4. Committees are responsible for ensuring any sub-committees they create function within appropriate parameters.

PROCEDURE:

1. Senior Administration members initiate the establishment, amendment, or disbandment of Committees by bringing forward a recommendation and rationale to the appropriate Governing Body or the President.
2. All Committees must have approved TOR specifying their purpose, mandate, relationship to other committees, membership, accountability, responsibility, administrative support, operating procedures, and Levels of Authority for Decision Making.
 - 2.1. The TOR are made available to the College as a whole and to the public.
 - 2.2. The relevant bylaws of the Constitution of Academic Council serve as the TOR for the committees outlined therein.
3. When the composition of a Committee is specified in legislation, contracts, collective agreements, or RDC policy, committee membership must be in compliance with those specifications.
 - 3.1. RDC consults with Employee or Student Groups when legislation, contracts, collective agreements, or RDC policy stipulate that employees and/or students must be represented on the Committee in question.
 - 3.2. RDC recognizes that some Committees are accountable to both College Governing Bodies and Employee Groups. The relevant Governing Bodies work to facilitate and respect this dual accountability. This includes having TOR approved by both bodies.
4. Committees are responsible for preparing an Annual Report for the appropriate Governing Body or the President. This includes reviewing and recommending changes to their TOR as needed.

- 4.1. The *Committees Guidebook* provides an Annual Report template and more detailed information on annual reporting requirements for Committees.
5. The *Committees Guidebook* provides detailed procedures, the TOR template, the Annual Report template, and communication expectations.

OFFICER RESPONSIBLE: Executive Director of Strategic Planning and Analysis

POLICY CATEGORY: Non-Academic

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

CONSULTATION FOR REVIEW: Academic Council Executive, Deans' Council, President's Office, Service Council

POLICY REVIEW DATE: February 2023

EFFECTIVE DATE: February 1, 2018

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)
February 1, 2018 (renamed Committees)

RELATED POLICIES:

- [Programs: Advice from Stakeholders](#)

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors policies.