

**EDUCATIONAL POLICY COMMITTEE
OF ACADEMIC COUNCIL
TERMS OF REFERENCE**

Effective Date: September 1, 2024

Supersedes:

Date of Next Review:

The Educational Policy Committee provides strategic leadership for current and future academic programming at King's within the context of academic and strategic plans.

EPC develops and recommends educational policy and provides advice to the Academic Council on current and future academic programming. It is a mission-critical committee that ensures alignment between King's strategic academic priorities and the requirements of Western University's Senate and its committees, as per the affiliation agreement.

Areas of responsibility

Program development

- Develop and maintain a policy framework for the establishment, review, renewal and/or discontinuance of academic programs.
- Develop and review transparent criteria and accountabilities on program development, suspension, and discontinuance.
- Formulate and recommend to Academic Council educational policy and programming.
- Recommend to Council new courses and modules and revisions to existing courses and modules.
- Ensure the participation of all King's academic programs in cyclical reviews and ensure that academic planning is informed by the recommendations arising from those reviews.
- Make recommendations concerning teaching evaluations and the improvement

of instructional methods at the College.

Monitoring of programs and changes at other universities

- Review academic changes on other campuses at Western that may impact on academic planning at King's.
- Review new approaches to teaching and learning at other universities, paying particular attention to Catholic universities in Canada.
- Review articles in the *Canadian Journal of Higher Education* that may contain content relevant to King's.
- Consider the value of attendance at the Society for Teaching and Learning in Higher Education for one or more members of EPC from time to time.

Academic Counselling

- Recommend to the Vice-President and Academic Dean policies concerning academic counselling.

Committee Process

The Vice-President and Academic Dean will consult twice annually (October and April) with each academic unit head to review hiring requests based on mission alignment, enrolment trends, IQAP recommendations, and collective agreements. Hiring plans will be presented to Academic Council for review and feedback, and to the Board for approval. Final approval of all budgetary matters remains the purview of the Board of Directors.

A Virtual EPC is utilized to review proposals for course and program revisions, introductions, and withdrawals.

The Educational Policy Committee has under its jurisdiction the following subcommittee:

- Subcommittee on Teaching and Learning

COMPOSITION

Ex officio (voting):

- Vice-President and Academic Dean
- Associate Academic Dean (vice-chair)
- Director of Enrolment Services and Registrar
- Director of Libraries
- Chair/Director of each academic unit.
- President of Students' Council (or their representative)
- Dean of Students, St. Peter's Seminary
- Dean of Students, King's University College

Ex officio (non-voting):

- Director, Equity, Diversity, Inclusion and Decolonization
- Manager of Academic Planning and Analysis
- Manager, Academic Advising

Chair:

The Chair of the Committee shall be the Vice President and Academic Dean. The Vice-Chair shall be the Associate Academic Dean.

GENERAL PROCESS FOR COMMITTEES

The Committee shall develop an annual work plan for approval by Academic Council.

The Committee shall determine the frequency of meetings required to achieve its annual work plan.

The Chair of the Committee shall report as required to Academic Council, or the Board if requested, either individually or through the President.

The Committee shall conduct an annual self-evaluation as developed by the Governance and Nominating Committee, and report results to its members for their review.

Quorum:

50 percent of voting members.

SUBCOMMITTEE ON TEACHING AND LEARNING
Subcommittee of Educational Policy Committee

Effective Date: September 1, 2024

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TERMS OF REFERENCE

This subcommittee replaces the former EPC subcommittee on Active Learning. To support the work of EPC, it will collect and review data pertaining to teaching and learning and provide recommendations to promote teaching excellence and student learning as mission-critical strategic priorities for King's.

The primary responsibilities of the Subcommittee on Teaching and Learning are to:

1. Report on initiatives undertaken by academic units in accordance with the academic plan
2. Recommend initiatives related to pedagogical enhancement and innovation, interdisciplinarity, and faculty support.
3. Recommend policies for experiential learning, as defined by the Ministry of Advanced Education and Skills Development and by Western University
4. Provide recommendations related to teaching and learning as requested by Educational Policy Committee

COMPOSITION

Associate Academic Dean (Chair); Director of Enrolment Services and Registrar or designate; Director of Libraries; President of Students' Council; one Academic Advisor; three Chairs/Directors from the Educational Policy Committee; Dean of Students (or designate).

Ex officio (non-voting)

Terms:

The terms of office for elected members shall be one year (renewable) for students and two

years (renewable) for faculty/others.

GENERAL PROCESS FOR COMMITTEES

The Committee shall develop an annual work plan for approval by the Educational Policy Committee.

The Committee shall determine the frequency of meetings required to achieve its annual work plan.

The Chair of the Committee shall report regularly to Academic Council, or the Board, if requested, either individually or through the President.

The Committee shall conduct an annual self-evaluation as developed by the Governance and Nominating Committee and report results to the Committee's members for their review.

Quorum:

Quorum shall be 50 percent of voting members.