



Policy

COMMISSION OF STUDIES



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Preamble

The Commission of Studies of the Constituent College is established in conformity with Article 52 (division V), which refers to the notion of the Academic Council established by the Governing Board, articles 17, 17.0.1, 17.0.2, 20, 20.1 and 21 of the Act and article 6.5 of Bylaw 1.

The Commission of Studies determines its own rules of procedure in accordance with the Act, operates in accordance with the Collective Agreements and local agreements, as well as the mission, values and guidelines as stipulated in the Preamble of Bylaw 1.

Article 1: General Provisions

1.1 Designation

The title of the present Policy is “Commission of Studies.”

1.2 Definitions

The definitions set forth in Article 1.1 of Bylaw 1 apply to this Policy, to which the notion of member is added:

“MEMBER”: a person named or elected to the Commission of Studies.

1.3 Role

1.3.1 The main function of the Commission of Studies is to advise the Governing Board on all issues concerning the programmes of studies offered by the Constituent College, the evaluation of learning achievement, and the procedures for the certification of studies. It may, also, make recommendations to the Governing Board on these issues.

1.3.2 In accordance with articles 39 and 66 of the Act, the Commission of Studies makes a recommendation to the Board concerning the appointment, the renewal and long-term replacement of the Director General and of its Director of Constituent College.

1.3.3 The Commission of Studies may also advise the administration of the Constituent College on any issue that could maintain, improve or develop its pedagogical life.

1.4 Mandate

The Commission of Studies must provide, to the administration of the College, the Governing Board and the Board, its opinion on any matters within its jurisdiction:

Before being discussed by the Board or the Governing Board, the following subject matters must be submitted to the Commission:

- a) Proposals for its institutional policy on the evaluation of learning achievements and procedures for granting diplomas;
- b) Proposals for its institutional policy on the evaluation of programs of studies;

- c) Program evaluation reports and program evaluation action plans;
- d) Proposals on new programs of studies being considered by the Constituent College;
- e) The selection of learning activities that are within the jurisdiction of the College;
- f) Proposals for the institutional policy on research;
- g) Any proposed bylaw or policy relating to the rules, procedures, and criteria governing the admission and registration of students to the College;
- h) The proposed strategic plan of the Regional College on matters pertinent to the jurisdiction of the Commission;
- i) Program grids;
- j) The Academic Calendar;
- k) Proposed policies and bylaws on pedagogical matters;
- l) Proposed policies and bylaws relating to student life;
- m) The College's Educational Project and Student Success Plan;
- n) Proposed pedagogical policies related to teaching;
- o) Proposed pedagogical policies related to the organization of educational activities (schedule, rooms, equipment);
- p) Determination of criteria concerning the creation of departments or other groups as well as the establishment of its numbers;
- q) Measures concerning the transfer of programs and agreements with the concerned institutions;
- r) The creation, the partial or total transfer, regionalisation and partial or total closure of programs of studies;
- s) Monitoring of pedagogical research activities.

1.5 The Commission may also advise or make recommendations to the Governing Board on any matters agreed upon in a local agreement pertaining to the Commission of Studies.

Article 2: Composition

2.1 The Composition of the Commission of Studies at St. Lambert:

The Composition of the Commission of Studies at St. Lambert is:

- a) the Director of Constituent College, *ex officio*, who shall act as chair as per article 17 (a) of the Act;
- b) ten (10) faculty members, elected by their peers:
 - 7 representing the programmes of studies, when possible;
 - 2 representing the General Education disciplines, when possible;
 - 1 non-specified representative;
- c) two (2) non-teaching professionals elected by their peers, one (1) representing Continuing Education
- d) one (1) member of support staff, elected by their peers;
- e) three (3) Academic Administrators, one from continuing education, nominated by the Governing Board on the recommendation of the Director of Constituent College. In the event of a vacancy, the Governing Board can name a substitute academic administrator;
- f) two (2) regular students, one (1) registered in a program of pre-university studies and one (1) registered in a program of technical studies or their substitutes. Students must be appointed in accordance with section 32 of the *Loi sur l'accréditation et le financement des associations d'élèves ou d'étudiants*;

The Director of the Constituent College is responsible for overseeing the designation process of the Commission's membership.

Article 3: Selection of Members

3.1 Selection of Members

The Director of Constituent College shall request the names of the members provided for in Article 2.1, paragraphs b), c), d), and f), from the appropriate local association, union, or committee that is responsible for the election of these members.

The Director of Constituent College also recommends to the Governing Board the Academic Administrators who will sit on the Commission.

Article 4: Appointment of Members

4.1 Terms of Office

Upon election, the members provided for in Article 2.1, paragraphs b) c) and d) remain in office for a period of three (3) years.

Members by virtue of Article 2.1, paragraph f), are appointed for a period of one (1) year.

All the mandates defined in paragraph 2.1, paragraphs b), c), d) and f) can be renewed once consecutively.

4.2 Vacancies

A vacancy occurs if a member's term expires or if a member passes away, resigns or ceases to be qualified according to the Act.

The Commission, when informed of the situation that a member has failed to attend three (3) consecutive regular meetings within an academic year without valid reason, will consider inviting the member to submit his/her resignation to the Commission of Studies and mandate the Chair to contact the said member.

If, for any of the reasons mentioned in the above paragraph, a vacancy occurs before the expiry of a member's mandate, then a replacement shall be elected or appointed according to Article 2.1 of the present Policy, to finish the mandate.

Article 5: Meetings

5.1 Chair

The Director of Constituent College is *ex officio* Chair of the Commission of Studies in accordance with Articles 17 (a) and 52 as well as 20.1 of the Act.

As Chair, his or her responsibilities are to:

- Preside over the meetings of the Commission;
- Ensure a positive and effective functioning of the Commission;
- Make sure all appropriate documentation is distributed in accordance with Bylaw number 1;
- Report to the Governing Board on the Commission's deliberations;
- Bring forward to the Governing Boards the Commission's recommendations for consideration.

5.2 Secretary

The Secretary of the Commission shall be elected by the faculty members of the College at a meeting held prior to the first Commission of Studies meeting of the academic year.

The responsibilities of the Secretary are to:

- Produce, in collaboration, with the Chair the annual working plan and the agenda of each meeting;
- Produce, with the Chair, the draft of the annual report to be presented to the Governing Board;
- Prepare, in collaboration with the Chair, the minutes of the meetings;
- Act as Chair of the Commission on the absence or at the request of the Chair;
- Participate as an observer at the meetings of the Governing Board.

5.3 Quorum

Quorum is one half plus one of the members in office. If quorum is not attained, the meeting shall be automatically convoked to take place between five (5) and ten (10) working days later with no change in the agenda. The members of the Commission present at this second meeting constitute quorum.



5.4 Minutes

After adoption, the minutes of Commission meetings shall be distributed to the Chair of the Governing Board, the local Presidents of the Managers Association, the Unions and Students' Association and published on a digital platform of the Constituent College within two weeks.

Article 6: Responsibility and Revision

The review of the present Bylaw is under the responsibility of the Director of Constituent College and must be done periodically. Any amendment must be approved by the Governing Board, following a recommendation from the Commission of Studies.