



# Memorandum

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**TO:** Senate

**FROM:** Carola Weil, Dean of Continuing Studies

**SUBJECT:** Proposed Revisions to the Terms of Reference of the Council of the School of Continuing Studies

**DATE:** February 15, 2023

**DOCUMENT #:** D22-38

**ACTION REQUIRED:**  INFORMATION  APPROVAL/DECISION

**ISSUE** Proposed revisions to the School (Faculty) Council Terms of Reference have been prepared and approved by the Council, and are presented here for Senate’s consideration.

## BACKGROUND & RATIONALE

The School of Continuing Studies undertook a major restructuring of its academic and administrative operations (SCS 3.0) last year. However, the School’s Council Terms of Reference had not been updated since 2008, and therefore needed to be updated and aligned with the School’s new mission, vision, values system, and new structure as well as current general practices at the University.

The SCS Council serves as a key governing body for the School, and historically has been composed of CAS faculty, program managers, and School academic administrative leadership.

A drafting committee elected by the School’s existing Council membership prepared draft revisions and presented them to the School’s Council for consideration. In drafting the proposed revisions of the Terms of Reference, the committee took into consideration not only other Faculties’ examples, but also the specific context of the School of Continuing Studies.

With these revised Terms of Reference, the composition of the Council will include student representatives. It will continue to have representation of program management staff, in addition to all CAS faculty members, and academic and administrative leadership positions.

## PRIOR CONSULTATION

The drafting committee consulted widely within the SCS, as well as across the University, including with the Secretariat in preparing the revisions. A draft was circulated to the School’s executive committee and subsequently to the existing SCS Council membership for review in both English and French. An electronic

vote was conducted at the SCS Council meeting of January 24, 2023, resulting in the approval of the revised Terms of Reference (Appendix A).

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<b>SUSTAINABILITY CONSIDERATIONS</b>	The proposed revisions to the Terms of Reference are designed to strengthen the School’s governance structure and processes for sustained institution building.
<b>IMPACT OF DECISION AND NEXT STEPS</b>	With revised Terms of Reference, the SCS Council will be able to activate the committees and subcommittees needed to support School governance and program implementation. SCS will also be more closely aligned with other faculties with regard to governance procedures and structures. Once approved by Senate, the term of reference will be published on the Schools internal website.
<b>MOTION OR RESOLUTION FOR APPROVAL</b>	<i>Be it resolved that Senate approve the proposed revisions to the Terms of Reference of the Council of the School of Continuing Studies, effective January 24, 2023.</i>
<b>APPENDICES</b>	Appendix A: SCS Council Terms of Reference, as of January 24, 2023 Appendix B: Old SCS Council Terms of Reference (for information)

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**McGill University**  
**School of Continuing Studies**  
**Council of the School of Continuing Studies Terms of Reference**  
***(Prepared and Circulated on January 11, 2023; approved as amended on January 24, 2023)***

**1. Enacting Provisions**

- 1.1. In accordance with section 7.6 of the Statutes of McGill University, the School of Continuing Studies shall have a School Council that shall meet not less than four times annually.
- 1.2. The Council shall have authority to deal with all matters which, under the Statutes of McGill University, may be dealt with by the School of Continuing Studies.

**2. Purpose**

- 2.1. The SCS Council provides a collegial setting for discussion of the governance, strategic direction, and general management of the School and advises or makes decisions, where required, on matters related to the academic, administrative, and business development work of the School.
- 2.2. It considers and reports on matters within the Council's mandate and function, provides advice, and makes recommendations, as appropriate, to the Dean, the Provost, the Principal, and Senate.
- 2.3. It facilitates communication and consultation within the School of Continuing Studies and with the broader University community.

**3. Composition**

- 3.1. The School Council shall be composed of:

3.1.1. *Voting Members:*

- 3.1.1.1. All professors, associate professors, assistant professors, and faculty lecturers in the School of Continuing Studies who are appointed to it by the Board of Governors.
- 3.1.1.2. All unranked Contract Academic Staff, including senior academic associates and academic associates, in the School of Continuing Studies, who are appointed to it by the Dean.
- 3.1.1.3. All Directors and Heads of administrative and service units.
- 3.1.1.4. Program Managers from all academic and administrative units.
- 3.1.1.5. One Manager or Associate Director designated by each of the following units (excluding voting members already listed above) according to processes established by those units for a renewable term of at least one year. When the delegate cannot attend the unit may send another Manager/Associate Director in their stead: Student Success and Enrolment Management, the Digital Learning Unit, and Finance and Administration.
- 3.1.1.6. Up to a maximum of three (3) student representatives selected by and from the membership of the McGill Association of Continuing Education Students (MACES), whose eligibility shall be governed by the provisions of Articles 6.1.1.4, 6.1.1.5, and 6.1.2.1 of the Statutes. Student representatives shall serve for a one-year term and must be registered in one of the following types of programs at the School of Continuing Studies during their service on the Council:
  - an undergraduate certificate

- a diploma
- a graduate certificate
- a graduate diploma
- a master's program
- a professional development certificate

Of the three student representatives, a maximum of one student admitted to an undergraduate program, one student admitted to a graduate program, and one student admitted to a professional development certificate program can serve on council. Independent students or students not admitted into any program are not eligible for membership. Concerted efforts will be made to ensure that one student representative self-identifies as a member of an underrepresented group. Student representatives must be admitted to and registered in at least one course in their program in the current academic year to be a member.

**3.1.2. Non-voting Members:**

3.1.2.1. Affiliated members with a primary appointment in another Faculty shall have speaking rights but no voting rights.

**3.2. Ex-Officio Non-Voting members:**

3.2.1. Principal of the University

3.2.2. Provost and Vice-Principal (Academic)

3.3. Members bear a significant responsibility for communication throughout the School, and it is expected that outcomes of Council meetings will be shared by members with their unit colleagues or constituents.

3.4. Voting members of Council shall vote as follows: IN FAVOUR / AGAINST / ABSTAIN. In all cases, in determining whether a majority has been reached, abstentions will not be counted as either "in favour" or "against."

**4. Authority and Powers**

4.1. The SCS Council shall be advisory to the Dean, and, subject to the established governance structure, authority, and policy of McGill University, shall:

4.1.1. Have authority to deal with all matters which, under the University Statutes, may be properly dealt with by the School of Continuing Studies;

4.1.2. Establish, and from time to time amend, the rules and regulations governing its own meetings and procedures for the transaction of business properly coming before it, including the determination of quorum, and these shall be appended to these Terms of Reference;

4.1.3. Consider matters related to the governance, strategic direction, and management of the School as may be referred to it by the Dean, the Provost, or the Principal, or be identified by the Council, including, but not limited to, strategic plans and priorities, goals and objectives, budget planning, policies and procedures, and the establishment and discontinuance of departments, academic domains, centres, and institutes;

4.1.4. Exercise appropriate oversight of the academic work of the School in line with Senate and Academic Policy Committee (APC) authority and expectations, which may include:

- development and implementation of academic programs, courses, and admission standards for recommendation to Senate/Academic Policy Committee (APC);
- methods of instruction and assessment of students;

- academic standing and graduation of students;
  - accreditation of professional programs;
  - addressing matters as may be referred by the Principal, the Provost, the Dean, or Senate/APC; and
  - considering and advising the Dean on other matters affecting the School.
- 4.2. The Council may establish standing and ad hoc committees as it deems necessary to act for it on any matter within the mandate of the Council, with membership and terms of reference as the Council shall determine.
- Standing committees shall report, in writing, to Council at least once each year.
  - *Ad hoc* committees will report as defined by their terms of reference.

Without limiting the generality of the foregoing, the list of all committees of the Council should be maintained with the up-to-date membership and mandate.

- 4.3. Any decision or recommendation of the Council shall have force only upon approval in accordance with the established governance structure, authority, and policy of McGill University, understanding that for academic matters this usually will mean approval by the Senate/Academic Policy Committee.

## **5. Conduct of Meeting**

- 5.1. Conduct and procedures of SCS Council meetings are set out in Appendix 1 to this document.

## **6. Changes to these Terms of Reference**

- 6.1. Revisions to these Terms of Reference may be considered from time to time and at least every two years by the Council. They shall be subject to approval by a simple majority (50% + 1) of the voting members of Council in attendance at a duly constituted meeting where quorum has been met. A resolution to revise the Council Terms of Reference must be submitted at least one week in advance of the meeting and may be subject to final approval by the Senate.

## Appendix 1

### Conduct and Procedures of the Council of the School of Continuing Studies

1. Meetings of the SCS Council will be convened as follows:
  - (a) A minimum of 4 meetings shall be convened by the Dean between September and May of the following year. If deemed necessary, one meeting may be convened in June, July, or August.
  - (b) The Dean or the Dean's delegate shall serve as Chair and shall preside at all Council meetings.
  - (c) The Council shall appoint a Secretary.
  - (d) Quorum shall consist of fifty percent plus one (50% + 1) of eligible voting members (excluding those on leave).
  - (e) Voting will be required for substantive decisions or for decisions that do not reach a consensus. The Chair or their delegate may propose or second a motion but will not vote, except when necessary to break a tie. Decisions will require a simple majority (50% + 1) of voting members present. Voting will be conducted in accordance with Article 3.4 of the SCS Council Terms of Reference.  
An e-vote may be conducted when appropriate and a quorum of voting members must participate to establish the vote. Decisions made by e-vote require a simple majority (50% + 1) of all members who have voted by the established deadline. Should a voting member fail to vote by the established deadline, this will be counted as an abstention.
  - (f) Meetings of Council shall be open for observation to members of the University community concerned with the business of the School. Only the voting members in academic or administrative positions, both full time and part time, are allowed to attend and participate in the "in-camera" (i.e., confidential) portions of meetings, as required and as established in the meeting agenda. The Chair has the authority to invite visitors to attend *in-camera* portions of the meetings where such attendance is required for the transaction of the School's business.
  
2. Meetings of the SCS Council will be conducted as follows:
  - (a) Procedures will be followed according to the most recent edition of Robert's Rules of Order.
  - (b) The agenda outlining the order of business, accompanied by a written notice of the meeting and any supporting documents, shall be prepared by the Chair or their delegate and distributed to all members of Council at least five business days in advance. Shorter notice may be given where the Chair believes that exceptional circumstances require an urgent special meeting of the Council. Council members may suggest additional items to be added to the agenda up to three business days before the meeting date. The addition of said items would be at the discretion of the Chair.
  - (c) The order of business will typically include: (1) adoption of the agenda; (2) approval of the minutes; (3) reports from Associate and Assistant Deans; (4) motions or notices of motion by members; and (5) other business. *In-camera* sessions, as required, would normally be held following the conclusion of the open session.
  - (d) The Chair shall recognize as speakers:
    - i. Any member of Council;
    - ii. Upon the request of a member of Council, the Chair of a committee or, in their absence, another member of a committee of the Council for purposes of presenting

- iii. a committee report or a recommendation being considered by the Council; and
- iii. Any person at the invitation of the Chair.
- (e) The Secretary will ensure that draft minutes of Council meetings are distributed no later than two weeks after the conclusion of the meeting.
- (f) Council members are expected to attend all meetings.
- (g) Council members with a valid reason for their absence shall send their regrets to the Secretary by email.
- (h) Council members must enter their name on the registration form before leaving.

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**McGill Centre for Continuing Education  
Centre Council**

**Terms of Reference**

The Centre for Continuing Education Council plays an important role in integrating the activities of the CCE by bringing together managers and academics from across the Centre. Centre Council provides an opportunity for input from all academic and support units and provides final CCE-level approval for academic programs and courses before they are submitted to the Academic Program Committee (APC) of Senate. Members bear a significant responsibility for communication throughout the CCE and it is expected that outcomes of Council meetings will be shared by members with their units.

**Mandate**

The mandate of the Centre Council includes:

- Receiving of reports from CCE Committees and identification of items for further action
- Consideration of pan-CCE issues
- Vetting of academic matters from a variety of perspectives
- Final approval (CCE-level) of transcript programs & courses before they proceed to SCTP/APC
- Receiving regular reports of non-transcript activities of the Centre that have been approved by the Dean and reviewed by the Academic Committee
- Approval of CCE Committee memberships
- Periodic review of CCE Committee Terms of Reference
- Approval of CCE program graduates
- Active contribution to pan-CCE communication

**Membership**

Membership on Centre Council includes:

- Dean
- Associate Dean
- Directors
- Management staff
- Academic staff
- Student representative
- Senior Administrative Coordinator (Recording Secretary)

CCE Adjunct Professors are also invited to attend Centre Council meetings.

### **Chair**

The Dean acts as Chair of the Centre Council and develops meeting agendas. Members are invited to submit agenda items.

### **Meetings**

Centre Council normally meets twice per term (Fall, Winter, Spring/Summer) with additional meetings scheduled as required.

*Approved by Centre Council: 8 October 2008*