



POLICY

COMMISSION OF STUDIES



Approved by resolution number LAW-2019-002 on October 23, 2019 of the St. Lawrence Governing Board.

Preamble	3
Article 1 - General Provisions.....	3
1.1. Designation	3
1.2. Definitions.....	3
1.3. Role	3
Article 2 - Composition	4
2.1. The Commission is composed of	4
Article 3 - Selection of Members	5
3.1. Selection of Members	5
Article 4 - Appointment of Members.....	5
4.1. Terms of Office.....	5
4.2. Vacancies	6
Article 5 - Meetings	6
5.1. Chair	6
5.2. Quorum	6
5.3. Minutes.....	6
Article 6 - Responsibility and Revision	6

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 shall determine 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 Articles 1.1 of Bylaw 1 apply this Policy:

"BOARD": the Board of Governors of Champlain Regional College of General and Vocational Education.

"GOVERNING BOARD": the Institutional Board of each College as per articles 48 and 49 of the Act.

"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 programs 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 CEGEP Champlain - St. Lawrence.
- 1.3.3. The Commission of Studies may also advise the administration of CEGEP Champlain - St. Lawrence 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 CEGEP Champlain - St. Lawrence, 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) The College's Educational Project and Student Success Plan;

- b) The proposed strategic plan of the Regional College on matters pertinent to the jurisdiction of the Commission;
- c) Proposals for its institutional policy on the evaluation of learning achievements and procedures for granting diplomas;
- d) Proposals for its institutional policy on the evaluation of programs of studies;
- e) Program evaluation reports and program evaluation action plans;
- f) Proposals on new programs of studies being considered by CEGEP Champlain - St. Lawrence;
- g) Selection of learning activities that are within the jurisdiction of the College;
- h) Proposals for the institutional policy on research;
- i) Any proposed bylaw or policy relating to the rules, procedures, and criteria governing the admission and registration of students to CEGEP Champlain - St. Lawrence;
- j) Program grids;
- k) The Academic Calendar;
- l) Proposed policies and bylaws on pedagogical matters;
- m) Proposed policies and bylaws relating to student life;
- n) Proposed policies related to pedagogy;
- 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 partner institutions;
- r) The creation, the revision, 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 Commission is composed of

Composition of the Commission of Studies for CEGEP Champlain - St. Lawrence:

- a) the Director of CEGEP Champlain - St. Lawrence, *ex officio*, who shall act as chair as per article 17 (a) of the Act;
- b) nine (9) faculty members, elected by their peers:
 - 5 representing the programs of studies (one per program: Arts, Languages and Communication (ALC), Business, Science, Social Science, and Tourism);
 - 3 representing General Education disciplines;
 - 1 representing the Mathematics Department.
- c) two (2) non-teaching professionals elected by their peers;
- d) one (1) member of support staff, elected by their peers;
- e) two (2) Academic Administrators, nominated by the Governing Board on the recommendation of the Director of Constituent College. In the event of a vacancy, the Governing Board may name a substitute academic administrator;
- f) two (2) regular students, one (1) registered in a program of pre-university studies and one (1) preferably 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 CEGEP Champlain - St. Lawrence is responsible for overseeing the designation process of the Commission's membership.

Article 3 - Selection of Members

3.1. Selection of Members

Faculty representatives: following the recommendations from programs, departments and the General Education Coordination group, the general assembly of the faculty union elects the representatives to the Commission of Studies.

Professionals and support staff representatives: following an election process, the general assembly of the professionals' union and the general assembly of the support staff union designate the representatives.

The Director of CEGEP Champlain - St. Lawrence shall also recommend 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 two (2) 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.

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.

Should the situation not be resolved, it will be brought to the Governing Board for action, as defined by the law.

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 CEGEP Champlain - St. Lawrence is *ex officio* chair of the Commission of Studies. Subject to Article 20.1 of the Act concerning conflict of interest, the Chair calls the meetings, assures distribution of appropriate documentation, and reports to the Governing Board on the Commission's deliberations.

5.2. 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.

5.3. 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 the Students' Association and published on a digital platform of CEGEP Champlain - St. Lawrence within two weeks.

Article 6 - Responsibility and Revision

The review of the present policy is under the responsibility of the Director of CEGEP Champlain - St. Lawrence and must be done periodically, at the least every five (5) years or at the request of a majority of Commission of Studies members.

Any amendment must be approved by the Governing Board following a recommendation from the Commission of Studies.