

# Capilano University

## Terms of Reference for the Academic Planning Committee (APC) of the Faculty of Fine and Applied Arts

The Academic Planning Committee of the Faculty of Fine and Applied Arts was established in 2009, and the Terms of Reference revised at the Faculty of Fine and Applied Arts meeting of August 27, 2014.

### 1. Membership and Voting Rights

The members of the APC with voting rights are:

- a) Dean of the Faculty of Fine and Applied Arts.
- b) Chair of each School.
- c) Two additional faculty members from each School plus one alternate.
- d) Continuing Education Programmer for the Faculty of Fine and Applied Arts.
- e) One student from each School.

Attendance and participation at meetings, but without the right to vote, is open to interested members of the Capilano University community.

### 2. Chair

The Chair is elected by the Committee for a one year term with no term limits. The Chair must be a faculty member.

### 3. Quorum, Meeting Notice and Frequency

- a) Quorum consists of at least two voting members from each School and must include the Chair or designate.
- b) Two weeks' notice will be given prior to any meeting of the APC.
- c) The APC will meet at least twice per term.

### 4. Committee Business

The APC will make broad recommendations for new academic directions for the Faculty of Fine and Applied Arts. The Committee's work will include, but is not limited to:

- a) Consideration of new or proposed initiatives relating to existing or new programs in consultation with steering committees for any such initiatives.
- b) Long term planning and assessment measures for Fine and Applied Arts programs.

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- c) Consideration of areas of cooperation with other faculties of the University.
- d) Technological considerations in academic programming.
- e) The place of the Faculty of Fine and Applied Arts in the post-secondary education system in relation to faculties of other institutions.

The APC reports to the DAC, Chair/Coordinator Meetings for each School, Faculty meetings, and any other existing or future committees as approved by Senate.

Sub-committees may be struck as needed.

#### **5. Agenda and Minutes**

- a) Meeting agendas are prepared by the Chair and distributed to members one week before each scheduled meeting.
- b) Minutes of each meeting are taken and produced by a committee member and published on the University web site. Minutes are sent to the School Chairs to be distributed to Coordinators and faculty members.