

POLICY: <p style="text-align: center;">Committee Structure Policy</p>		POLICY NUMBER: <p style="text-align: center;">AM-025-A1</p>
		PREVIOUS/REPLACES: <p style="text-align: center;">Updated January 12, 2024</p>
APPROVED BY: <p style="text-align: center;">Executive Committee</p>	EFFECTIVE DATE AS OF: <p style="text-align: center;">January 31, 2024</p>	PRIOR VERSIONS: <p style="text-align: center;">December 1, 2021</p>

1. Policy Statement

Committees at Herzing College form the foundation of strategic planning, decision-making, and ongoing quality assurance.

2. Scope

Applies to all employees of Herzing College and students who are committee members.

3. Policy Content

1. Formal minutes should be recorded for all committee meetings. The committee membership will be responsible for assigning these duties.
2. **Academic Council**
 - a. **Mandate:** To direct, evaluate, and formalize the delivery of education at Herzing College including all academic standards and policies. Activities include program/course renewal and review. This is not to be confused with the Academic Subcommittee of the Board of Governors which is a separate group.
 - b. **Meeting Frequency:** Monthly
 - c. **Committee Chair:** This committee is chaired by the National Director of Academics, or the Vice President of Academics as determined by topic: diploma vs. degree, respectively.
 - d. **Members and Membership:** The members of the committee are limited to National Director of Academics, the Vice President of Academics, Campus Academic Deans, faculty representation, and student representation. Student representation is required when academic and non-operational issues are to be discussed.

Other members may be added at the discretion of the College President.

3. Appeal Board

- a. **Mandate:** To review issues regarding student complaints and/or academic sanctions and provide a ruling on whether the actions taken by the College are fair and appropriate.

- b. **Meeting Frequency:** As required when a student has followed the appeal process and is still unsatisfied with the resolutions offered by faculty and staff.
- c. **Committee Chair:** The chair is elected by the committee members.
- d. **Members and Membership:** The board will consist of a staff member, a faculty member, and a student appointed by the Campus President as well as a faculty selected by the student. Neither faculty can be a present or past faculty of the student. The student may also bring a representative who should be identified to the College prior to the meeting.

4. Campus Management Committee

- a. **Mandate:** To review, evaluate, and direct the operations of a specific campus of Herzing College. Actions taken must adhere to the operating and capital expense budgets and College Policy. In the event of revenue surplus, the expense budget may be exceeded in proportion to the revenue increase.
- b. **Meeting Frequency:** Weekly
- c. **Committee Chair:** This committee is chaired by the Campus President.
- d. **Members and Membership:** The members of the committee are limited to the leadership of the campus including the Campus president (chair), Academic Dean, Director of Admissions, Director of Educational Funding, and the Director of Career Development. Students may bring a representative to the meeting.

5. Curriculum Committee

- a. **Mandate:** Curriculum committees are formed with the purpose of creating, reviewing, and/or updating content in Herzing College courses and programs. The committee is also responsible for looking for any new program opportunities as well as potential for third-party accreditation and certification.
- b. **Meeting Frequency:** As determined by need and the committee chair. The committee must meet at a minimum of every two years to review the program and its content.
- c. **Committee Chair:** This committee is chaired by the Curriculum Department Chair who is a member of senior faculty teaching the program and chosen by the Academic Deans and the National Director of Academics.
- d. **Members and Membership:** The members of the committee include the National Director of Academics and/or the Vice President of Academics, the Academic Deans of campuses who are delivering, or who intend to deliver, the course at their location, faculty who have experience in the field, subject matter experts as required, and current students and/or alumni selected from courses in similar areas.

6. Disciplinary Committee

- a. **Mandate:** To review and investigate claims of inappropriate behaviour on the part of a student and determine any necessary courses of action, including disciplinary actions.
- b. **Meeting Frequency:** As required by reported instances of inappropriate student behaviour.
- c. **Committee Chair:** The Campus President will chair the committee.
- d. **Members and Membership:** Disciplinary Committee composed of the Campus President, the Academic Dean, and the employee(s) with firsthand knowledge of the alleged behaviour. The student may also bring a representative who should be identified to the College prior to the meeting.

7. Executive Committee

- a. **Mandate:** To manage and oversee the operations of the Herzing College organization. Actions are limited to those which require Board of Governor's Approval.
- b. **Meeting Frequency:** Bi-monthly (every two months)
- c. **Committee Chair:** This committee is chaired by the College System President.
- d. **Members and Membership:** The members of the committee are limited to System President (chair), Chief Operations Officer, Vice President of Finance and Treasurer, Director of Government Relations, campus Presidents, National Director of Academics.

Other members may be added at the discretion of the Committee Chair.

8. Occupational Health and Safety Committee

- a. **Mandate:** Per the "AM-027-A1 Occupational Health and Safety Policy."
- b. **Meeting Frequency:** Three times per year.
- c. **Committee Chair:** Elected by the members.
- d. **Members and Membership:** At least three and a maximum of five members appointed by the Campus President from the academic and at least one other department. Student representation must also be included on the committee.

9. Organization Evaluation Committee (OEC): The OEC is an ad hoc committees formed with the purpose of performing a self-study of the current operations of Herzing College for the purposes of reporting and continual quality assurance improvement.

- a. **Mandate:** To review, evaluate, and report on areas of college operations, including Mission Statement, Academic and Strategic Plans; college policies; management structure; public materials; and financial viability.

- b. **Meeting Frequency:** The OEC will be formed for a comprehensive review of operations every five years.
- c. **Committee Chair:** The committee chair is elected by the committee and should be an external subject matter expert.
- d. **Members and Membership:** The membership must be composed of at least two external subject matter experts who are free from any conflict of interest (refer to “AM-022-A1 Conflict of Interest Policy”). The majority of the members must have relevant experience in degree-granting programs and institutions and must also be free of any conflict of interest. The President, subject to approval by the Board of Governors, will form the board from members of industry with the relevant experience.

10. Program Advisory Committee

- a. **Mandate:** To periodically review the content and structure of programs and courses.
- b. **Meeting Frequency:** As required.
- c. **Committee Chair:** The chairperson is elected by the committee and must not be a member of the College.
- d. **Members and Membership:** The members of the committee are members of industry, local committees, and students.

11. Research Ethics Board

- a. **Mandate:** The Research Ethics Board (REB) conducts reviews of research involving human participants and has a mandate to approve, reject, propose modifications to, or terminate research that is conducted by or on members of Herzing College.
- b. **Meeting Frequency:** As needed but no less than once per semester.
- c. **Committee Chair:** The chair of the committee is elected by its members.
- d. **Members and Membership:** There must be at least five members on the REB, including the following:
 - One member who has a background in ethics
 - One member who lives within the province where the campus is located and who has no affiliation to the college.
 - One faculty member who has research experience.
 - All members of the REB will be required to take the TCPS 2: CORE-2022 course in research ethics.

12. System Marketing Committee

- a. **Mandate:** To manage and oversee the production and implementation of promotion strategies and materials to further the goals of Herzing College. Must work within the established budget.
- b. **Meeting Frequency:** Meets three times per year – beginning, middle, and end of the year.
- c. **Committee Chair:** This committee is chaired by and the responsibility of the Chief Operations Officer.
- d. **Members and Membership:** The members of the committee are limited to the Chief Operations Officer (chair), Director of Marketing Communications – Canada, Marketing Manager, Campus Presidents, and Admissions management from the campuses.

Other members may be added at the discretion of the Committee Chair.

4. Administration

Department Heads, Supervisors, Campus Presidents, and all corporate office staff.

5. Review

This policy will be reviewed as required by the Executive Committee in 2028.