

Constitution of the Academic Council of the School of Human Kinetics and Recreation

Approved by School of Human Kinetics and Recreation Academic Council, November 12, 2014

1. Function of the Academic Council

1.1 The function of the Academic Council of the School of Human Kinetics and Recreation is to approve, for recommendation to the Senate, all regulations, courses and programmes of study of the School of Human Kinetics and Recreation, and to discuss and make recommendations upon any other academic matter affecting the School. As well, the Academic Council shall establish bylaws and procedures as are deemed necessary for the conduct of School and Academic Council business.

2. Membership in the Academic Council

2.1 Voting membership in the Academic Council shall be accorded to:

- a) The President, Provost and Vice-president (Academic), and the Registrar or delegates
- b) The Dean of Graduate Studies or delegate
- c) The Librarian or delegate
- d) All ranks of professors and full-time lecturers with a primary or joint appointment in the School of Human Kinetics and Recreation
- e) All academic staff members in Co-operative Education in the School of Human Kinetics and Recreation
- f) A representative from Distance Education, Learning and Teaching Support (DELTS)
- g) Delegates of other faculties, schools and divisions as determined by the Bylaws and Procedures of the Academic Council of the School of Human Kinetics and Recreation
- h) One student delegate elected by and from those undergraduates admitted into the School of Human Kinetics and Recreation Undergraduate Programme
- i) One graduate student delegate elected from those enrolled in the School of Human Kinetics and Recreation Graduate Programme

2.2 Non-voting membership in the Academic Council shall be accorded to:

- a) Representative from Athletics
- b) Representative from Allied Health Services
- c) Academic program officer

2.3 The tenure of office for a student delegate shall be one year. Delegates shall be eligible for re-election.

3. Quorum

3.1 Quorum shall be 40% which shall include at least 50% of the membership from Section 2.1 d) and e).

3.2 If quorum is not reached at a meeting, an electronic vote over secure e-mail can take place as long as the requirements from 3.1 are reached.

4. Officers

4.1 Officers of the Academic Council shall consist of the Dean of the School of Human Kinetics and Recreation as Chairperson, an elected Vice-Chair and an elected Secretary. Elections shall take place annually at the regular June meeting and terms will be two years.

5. Formal Liaison with other Bodies

5.1 In the event that other Academic Councils invite delegates from the School of Human Kinetics and Recreation to attend their meetings, these delegates shall be elected annually.

5.2 Such delegates shall be full-time academic appointees in the School of Human Kinetics and Recreation.

6. Committees of the Academic Council

6.1 The Academic Council shall have power to establish committees and confer on those committees such powers as are required to carry out the functions of the Council.

7. Amendments to Constitution

7.1 The Academic Council shall have the power to recommend to Senate that the constitution be amended.

7.2 To be adopted by the Academic Council, amendments must receive the approval of greater than 2/3 of the members present at the meeting, provided that the members present constitute a quorum, that the proposed amendment has been given at the previous regular meeting of the Academic Council, and the proposed amendment has been submitted in writing and circulated to all members not less than 14 calendar days prior to the meeting of the Academic Council.

7.3. Amendments or additions to the By-Laws and Procedures require a two-thirds majority of those voting provided that the proposed by-law or amendment has been submitted in writing and circulated to all members not less than ten calendar days prior to the meeting of the Academic Council.

By-Laws and Procedures of the School of Human Kinetics and Recreation

General:

1. The Dean of the School of Human Kinetics and Recreation shall hold membership (ex-officio) on all Committees of the Academic Council.
2. In carrying out business of the Academic Council, Robert's Rules of Order shall apply.

Meetings:

1. Regular meetings of the Academic Council shall take place once per month from September through June.
2. The Chair, in consultation with the other officers of the Academic Council, is responsible for the preparation and circulation of the Agenda for the meetings.
3. Regular meetings have a limit of one hour. However, by majority vote, a maximum of two extensions of 15 minutes each shall be permitted.
4. Special meetings may be called by the Chair or upon a petition of ten percent of the voting membership of the Academic Council.

**School of Human Kinetics and Recreation
Committee on Undergraduate Studies (CUGS)
Terms of Reference**

Purpose

The purpose of the Committee on Undergraduate Studies (CUGS) is to provide a forum for discussion/debate regarding undergraduate program issues in the School of Human Kinetics and Recreation (SHKR).

Committee Responsibilities

- To propose calendar changes and other undergraduate program regulations, including adding modifying or deleting courses, programs, and options
- To determine procedures/policies for admission and readmission to undergraduate programs
- To review curriculum content for relevance and redundancy
- To review and vote on all undergraduate appeals and requests
- Any other matters requested of it by the Academic Council of the SHKR

Membership (to be determined annually by August 31)

- Associate Dean Undergraduate Studies (Chair)
- Three faculty members to be elected by Academic Council such that at least one shall be tenured and at least one of whom should be female and at least one of whom should be male. Representation shall be from each degree (Physical Education, Recreation and Kinesiology).
- One undergraduate SHKR student
- The Cooperative Education Programme Coordinator of SHKR (or delegate)
- Registrar (or delegate)
- Dean of SHKR (*Ex Officio*)
- Academic Programs Officer (Non-voting)
- Recording Secretary (Non –voting)

Meeting Times

CUGS will meet monthly. If email discussions/decisions are required the recording secretary is to be copied on these discussions to ensure there is an accurate record for the minutes.

Quorum

Fifty percent of the total membership of the Committee shall constitute a quorum.

Responsibilities of Committee Members

1. Chair/Associate Dean Undergraduate Studies
 - a. Chairs all meetings
 - b. Completes CUGS forms (appeals, requests) and delivers to administrative support within 48 hours of meeting
 - c. Prepares promotion letters and re-admission letters and delivers to administrative support for typing, then signs all letters
 - d. Prepares and delivers CUGS report to Academic Council
 - e. Initiates follow up on any outstanding issues noted in minutes
2. Academic Program Officer
 - a. Prepares agenda and compiles necessary materials related to student requests
 - b. Distributes agenda and documentation on the Friday preceding the meeting date
 - c. Brings all student files to meetings for reference purposes
 - d. Makes contact with students when further guidance is noted
3. Faculty Representation
 - a. Provides expertise from each program area
 - b. Involves other members of the program area in any review issued by CUGS
 - c. Carry out special projects related to program area
4. Co-operative education (Co-op) Representation
 - a. Provide expertise from Co-op
 - b. Follow up on all issues related to Co-op
 - c. Provide details of any decisions made for individual student requests/appeals to secretary for recording purposes in the Co-op office
 - d. Follow-up with students where noted
5. Registrar's Representative
 - a. Report Registrar related issues to CUGS
 - b. Provide guidance on regulation interpretation
 - c. Process applications to graduate and report to CUGS
 - d. Process applications for admission/readmission and report to CUGS
6. Student Representative

- a. Report on student issues/concerns
 - b. Provide insight from student perspective
 - c. Report back to student population where appropriate
7. Recording Secretary
- a. Take detailed minutes at meetings
 - b. Make record of email discussions/decisions
 - c. Distribute minutes to committee members within 48 hours of meeting
 - d. Maintain paper copy of all minutes for reference purposes

Other Information

- Agendas. As per the privacy regulations of the University, all student requests/appeals will be assigned a case number. The only information to be included will be the student's program for recording purposes. The Chair's agenda will also include student numbers for cross-referencing purposes only. This will ensure that an accurate paper trail related to student requests/appeals will be maintained
- Minutes. The minutes need to include some information regarding the nature of the discussion so there is a record of how decisions are reached. Minutes need to be distributed to committee members within 48 hours of the meeting to follow up. This will act as a checkpoint for committee members.
- Student requests. All faculty members are asked to forward all requests to the Academic Program Officer by the Friday before the meeting so copies can be distributed to committee members. A notice should be posted outside the Academic Program Officer and the Chair door reminding students of deadlines for submitting requests for CUGS.
- Student decisions. In decisions where it is suggested that a student meet with a particular individual (i.e. Academic Program Officer, Co-op etc.) the student can also request a meeting with the Chair or another member of CUGS to get additional information related to their appeal/request.

School of Human Kinetics and Recreation

Committee on Graduate Studies (CGS)

Terms of Reference

Purpose

The purpose of the Committee on Graduate Studies (CGS) is to provide a forum for discussion and debate regarding graduate program issues in the School of Human Kinetics and Recreation (SHKR).

Committee Responsibilities

The Committee shall concern itself with:

- a) The overall program policies and procedures established by the SHKR Academic Council with the approval of the Senate. The CGS shall function jointly with the Memorial University School of Graduate Studies (SGS) and the University Registrar in determining the admissions, basis of continuous evaluation, the progress, status, or suitability for continuation and graduation of candidates in the SHKR graduate programmes.
- b) Admissions policy
- c) The selection of suitable applicants on a competitive basis using the following criteria:
 - (i) Academic performance
 - (ii) Individual interviews if and when deemed necessary
 - (iii) Compliance with University and School of Human Kinetics and Recreation admission regulations pertaining to Graduate Studies
- d) Changes in course programmes
- e) Addition of new courses
- f) Graduate student financial support
 - a. Liaise with the SGS regarding matters of baseline funding provided to SHKR graduate students
 - b. Assure graduate student funding aligns with funding agency policies
- g) Developing regulations relating to the graduate degree programmes
- h) Academic administration of Graduate Studies.

Membership (to be determined annually by August 31)

- a) SHKR Associate Dean of Graduate Studies and Research will act as the committee chair.

- b) Three faculty members to be elected annually by Academic Council such that at least one shall be tenured and at least one of whom should be female and one of whom should be male. Faculty members should be representative of at least two of the three (Kinesiology, Physical Education and Recreation) academic disciplines and serve for at least one full calendar year.
- c) Graduate student (to be elected by graduate students)
- d) Dean (*Ex Officio*)
- e) Academic Programs Officer (*Ex Officio*): non-voting member)
- f) Non-voting members: Representatives of external professional organizations may be invited to attend selected Committee meetings as non-voting members.

Meeting Times

- a) Regular meetings of the Committee shall take place at the call of the members or chair.
- b) Fifty percent of the total membership of the Committee shall constitute a quorum.

Responsibilities of Committee Members

1. Chair/Associate Dean Graduate Studies and Research
 - a) Chairs all meetings
 - b) Completes forms (admission, graduation, appeals, requests) and delivers to administrative support within 48 hours of meeting
 - c) Oversees and reports back to SGS on student Annual Progress Report
 - d) Prepares and delivers GSC report to Academic Council
 - e) Initiates follow up on any outstanding issues noted in minutes
2. Academic Program Officer
 - a) Prepares agenda and compiles necessary materials related to student requests
 - b) Distributes agenda and documentation on the Friday preceding the meeting date
 - c) Brings all student files to meetings for reference purposes
 - d) Makes contact with students when further guidance is noted
3. Faculty Representation
 - a) Provides expertise from each program area
 - b) Involves other members of the program area in any review issued by GSC
 - c) Carries out special projects related to program area
4. Student Representative
 - a) Report on student issues/concerns
 - b) Provide insight from student perspective
 - c) Report back to student population where appropriate

5. Recording Secretary

- a) Take detailed minutes at meetings
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