COMMITTEE TITLE:  NC 100 Academic Affairs & Strategic Enrolment

A. Background and Definitions

The College is focused on providing exceptional academic programs within an environment that supports student success, recognizing the evolving educational landscape; the types of programs, delivery methods, geographic location, and mix of credentials is ever changing. Well-developed plans and policies for academic affairs and strategic enrolment management are essential for the provision of academic quality and the best possible student experience.

B. Purpose

The Academic Affairs and Strategic Enrolment Committee (AASEC) is responsible for leadership in the effective planning and implementation of teaching and learning, student success initiatives, research, enrolment and marketing to achieve the goals identified in the Niagara College Strategic Plan.

C. Statements

1. Duties and Responsibilities:
   a) Development of the College’s Academic Operating Plan for recommendation to the Executive Team for approval,
   b) Development of the College’s Strategic Enrolment Operating Plan for recommendation to the Executive Team, including program intakes, competitive positioning, enrolment mix, retention initiatives and recruitment and marketing;
   c) Recommending new programs to the Executive Team for approval by the Board of Governors, considering criteria established under Board policy;
   d) Recommendation of cancellation of programs to the Executive Team, for approval under criteria established under College Policy;
   e) Approval of the College’s annual enrolment and marketing plan;
   f) Suspension of a program or intake, as required by College policy;
   g) Approve and operationalize the program development operating procedures;
   h) Operationalize the College’s quality system by receiving management reports, recommending resources and communicating the importance of requirements;
   i) Provide input on policy development related to academic operations and services;
   j) Approve academic affairs and enrolment operating procedures, within regulations, Ministry policies, Board or College policies, such as, workload assignment.
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procedures, scheduling procedures, co-op and placement procedures, student discipline procedures, program requirements and program admission criteria;
k) Establish and approve modifications to instructional and curriculum design standards; the academic calendar and key dates,
l) Establish working groups as needed to support the Committee in accomplishing its purposes, and
m) Provide communications to support the effective operation of the College.

2. Membership:
   Vice President, Academic (Chair)
   Deans (all)
   Director, Enrolment & Registration (Registrar)
   Director, International
   Director, Marketing & Recruitment
   Director, Research & Innovation
   Director, Student Services
   Associate Director, Academic Quality
   Associate Director, Educational Development
   Financial Services Representative (1)

3. Appointment and Vacancies: Membership is ex-officio.

4. Quorum: 50% + 1

5. Meeting Procedures:
   b. Preparation of reports/materials and meeting logistics will be coordinated through the office of the Vice President, Academic;
   c. Agendas and supporting documents will be distributed to committee members one (1) week prior to the meeting. Minutes will be taken to record discussion highlights and decisions, and will be posted within three (3) business days of the meeting;
d. Material and documents for presentation will be provided by the related committee member or invited guest, associated with each agenda item;

e. Members are responsible for ensuring that relevant decisions and information are disseminated to their constituent groups;

f. Meetings will be scheduled from September to August of each year, with additional meetings added as required at the discretion of the Chair.

6. **Reporting:** Executive Team

**D. Related Documents**

AASEC – Item for Consideration