

## LOCAL AGREEMENT

between

JOHN ABBOTT COLLEGE

and the

JOHN ABBOTT COLLEGE FACULTY ASSOCIATION (JACFA)

The present local agreement is in accordance with clause 4-1.02 of the 2015-2020 collective agreement signed by FNEEQ on behalf of JACFA and the *Comité patronal de négociation des collèges (CPNC)* on behalf of John Abbott College (2016), **providing for the Composition and Mandate of Program and General Education Committees.**

In matters of interpretation and application of this local agreement, the provisions of the collective agreement take precedence.

This agreement has been drawn up in English at the express wish of the parties.

## **1.00 Composition and Mandate of Program Committees**

1.01 The parties agree to maintain program committees for each of the programs of studies leading to a *Diplôme d'études collégiales* (DEC) offered by the College, as well as for the College's Pathways *Tremplin-DEC* and Crossroads *Tremplin-DEC*.

1.02 Composition and Related Aspects of Program Committees

a) Program committees have the following composition:

- The Dean responsible for the area(s) of study;
- One (1) faculty member for each General Education discipline, elected by their departments;
- Faculty members for every other discipline contributing to the program, specifically:
  - Five (5) for the main discipline for career programs and for the Visual Arts program along with one for each of the other contributing disciplines, elected by their respective departments;
  - Two (2) elected by each program committee (Science and Social Science) for the Double DEC;
  - All faculty teaching in the current year for Liberal Arts and for Arts and Sciences;
  - One (1) per discipline for all other programs and for Pathways and Crossroads, elected by their respective departments, along with any associated Honours, Pathways, Crossroads or Methods coordinators (with the Crossroads coordinator serving on the Pathways committee and the Pathways coordinator serving on the Crossroads committee); Where disciplines are fused (when the disciplines' seniority lists are merged together), they have only one representative;
  - Each member present has one (1) vote
- One (1) faculty member from any discipline in the program elected by the program committee as coordinator, who serves as chair;
- Any other faculty member(s) released specifically for the program;
- One (1) student for every year of the program (ideally with each of the students coming from a different year) or for every semester of Pathways/Crossroads, designated by the Student Union of John Abbott College (SUJAC), which may base the representation on student elections;
- For Crossroads: The Indigenous Students Resource Centre Coordinator; one (1) Counselor delegated by the Counseling Department; the Indigenous Studies Certificate Coordinator (if not one of the above faculty members);
- One (1) Academic Advisor, subject to any further agreement with JACPA;
- One (1) Pedagogical Counsellor, subject to any further agreement with JACPA; and
- One (1) support staff member with responsibilities for the program, if applicable, subject to any further agreement with JACASPA.

b) For career programs and Visual Arts (510.A0), a majority of the technology faculty (principal program-specific discipline) representatives or a majority of Visual Arts (510.A0) faculty (principal program-specific discipline) representatives and a majority of all members of the program committee are required to adopt recommendations and proposals.

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- c) For the Double DEC program (200.12) a majority of the Science program (200.B0) and Social Science program (300.A0) representatives and a majority of all members of the program committee are required to adopt recommendations and proposals.
- d) The use of alternates on program committees is acceptable provided the alternates were elected.
- e) The mandate for each member on the program committee and its coordinator shall be one (1) year and shall be renewable. The mandate comes into effect at the beginning of the Fall semester.
- f) If a program committee representative or a program coordinator resigns or cannot carry out the mandate, that person will be replaced following the regular selection process. The duly elected replacement shall complete the mandate.
- g) The program committee designates the coordinator by April 1, to be confirmed by the new program committee at the beginning of the following semester.
- h) Each department will elect its representatives and alternates for the next academic year by June 1 and inform, in writing, the responsible Program Dean.

### I.03 Mandate of Program Committees

- a) Program committees function as a purely consultative structure that allows faculty, students and others involved in the program to make recommendations to the College's academic departments, other stakeholders as appropriate, Academic Council and Academic Dean in the following principle areas of responsibility:
  - i. Ensuring the quality and pedagogical harmonization of the program, the integration of learning and the coherence between disciplines;
  - ii. Participating in the development, implementation and assessment of the program.
- b) In regard to their own functioning, program committees have the mandate to:
  - i. Set their internal rules and establish any necessary committees;
  - ii. Obtain the position of relevant departments; and
  - iii. Submit an annual work plan and annual report.
- c) In regard to the program, program committees have the mandate to:
  - i. Participate in the development of program exit profiles that build on the program goals and objectives provided by the Ministry, and recommend them to Academic Council and the Academic Dean;
  - ii. Participate in the development of program planners that respect the rules provided by the Ministry and that assure that all competencies within the exit profile are taught and assessed, and recommend them to Academic Council and the Academic Dean;

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- iii. Submit changes or proposed additions to programs within the deadlines presented by the College, and monitor their implementation;
- iv. Participate in the development of a comprehensive assessment that equitably assesses whether the student has integrated the program objectives as defined in the exit profile, and recommend these comprehensive assessments including the re-take procedure in case of failure to Academic Council and the Academic Dean;
- v. Make recommendations so that learning activities developed by departments are consistent with the needs of the students and with the goals of the program, and are coherent with those of other departments contributing to the program, including the General Education departments;
- vi. Make recommendations to departments, Academic Council and the Academic Dean, through the Program Dean, concerning course outlines, as appropriate;
- vii. Make recommendations to departments, Academic Council and the Academic Dean, through the Program Dean, concerning course guidelines and course equity across different departments, as appropriate;
- viii. Monitor student success in programs and develop strategies to ensure their academic success, in collaboration with departments, Academic Council and its Student Success Committee;
- ix. Participate in program and related assessments and revisions according to the College's Assessment and Revision Policy;
- x. Make recommendations to the College on registration policies, schedules, equipment and classrooms;
- xi. Propose and organize professional development activities for faculty who teach within the program, in collaboration with departments and Human Resources Services.

d) In addition to the preceding, the College encourages program committees to:

- i. Participate in recruitment activities for the program in conjunction with the Registrar's Office and Communications;
- ii. Participate in orientation activities in conjunction with Student Services and other sectors of the College;
- iii. Support program advisory committees that include local stakeholders such as employers and universities.

## **2.00 Composition and Mandate of the General Education Committee**

2.01 The parties agree to form a General Education Committee.

2.02 Composition of the General Education Committee

- a) The General Education Committee has the following composition:
  - i. The Program Dean responsible for General Education, who will chair the committee;
  - ii. One (1) faculty representative from each of the General Education disciplines (English, French, Humanities and Physical Education) elected by their respective department and a representative of the General Education Committee's Complementary Sub-committee delegated by the Sub-committee;
  - iii. Three (3) student representatives designated by the Student Union of John Abbott College (SUJAC), which may base the representation on student elections;
  - iv. One (1) Academic Advisor;
  - v. One (1) Pedagogical Counsellor;
  - vi. Faculty members with release time specifically for General Education.
- b) Composition of the Complementary Committee (Subcommittee of the General Education Committee)
  - i. One (1) faculty representative for each domain (Social Sciences, Science, Modern Language, Mathematics Literacy and Computer Science, Art and Aesthetics, Contemporary Issues) of the complementary course offerings at the College.
  - ii. One student representative designated by the Student Union of John Abbott College (SUJAC)
  - iii. One (1) Academic Advisor
- c) The use of alternates on the General Education Committee is acceptable provided the alternates were elected.
- d) The mandate for each member on the General Education Committee shall be one (1) year and shall be renewable. The mandate comes into effect at the beginning of the Fall semester.
- e) If a committee representative or a coordinator resigns or cannot carry out the mandate, that person will be replaced following the regular selection process. The duly elected replacement shall complete the mandate.
- f) Each department will elect their representatives and alternates for the next academic year by April 1 and inform, in writing, the Program Dean responsible for General Education.
- g) The program committee designates the coordinator by April 1, to be confirmed by the new program committee at the beginning of the following semester.

### 2.03 Mandate of the General Education Committee

- a) The General Education Committee functions as a purely consultative structure that allows faculty, students and others involved in General Education to discuss the harmonisation of the activities and practices of General Education departments in order to ensure greater coherence in College programs.
- b) The General Education Committee makes recommendations to the College's academic departments, Academic Council and Academic Dean on all matters concerning General Education.
- c) The General Education Committee has the following mandate:
  - i. Participate in the development, publication and recommendation of General Education objectives;
  - ii. Make recommendations as requested regarding the role and sequence of General Education courses and the place of General Education in exit profiles and comprehensive assessments, with the Chair of the General Education Committee providing a liaison role with program committees as needed;
  - iii. Encourage General Education departments to develop mechanisms to ensure the equivalence and equity across courses and sections;
  - iv. Monitor the progress of students and develop strategies to ensure their academic success, in collaboration with General Education departments, and other stakeholders in the College as needed;
  - v. Delegate tasks to subcommittees, where appropriate;
  - vi. Make recommendations to the College on registration policies, schedules, equipment and classrooms, and pedagogical matters concerning General Education;
  - vii. Propose and organize professional development activities for faculty who teach General Education courses, in collaboration with departments and Human Resources Services.

#### d) Mandate of the Complementary Committee

The Complementary Committee as a sub-committee of General Education functions as a consultative structure that allows for the harmonization of the activities and practices of six complementary domains course offerings and equity among course offerings in the same domain.

**3.00 Duration of the Local Agreement**

This local agreement will automatically terminate upon expiration of the 2015-2020 Collective Agreement signed by FNEEQ and CPNC (2016) or upon a sixty (60) day written notice by either party.

This agreement has been drawn up in English at the express wish of the parties.

In witness whereof, the parties have signed this Agreement at Sainte-Anne-de-Bellevue, Québec, this 8 day of 02 2024

FOR JOHN ABBOTT COLLEGE

  
\_\_\_\_\_  
Teresa Berghello, Academic Dean

  
\_\_\_\_\_  
Annie Tam, Director of Human Resources

FOR THE JOHN ABBOTT COLLEGE  
FACULTY ASSOCIATION (JACFA)

  
\_\_\_\_\_  
Maria Mastorakos, President

  
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Ethan Mombourquette, Vice President  
Internal

