

Factors and suggestions in developing terms of reference for Coordinating Committees
(based on the NSAC document approved December 2010; adapted to the Faculty of Agriculture)

Components of the Sustaining Phase of an Academic Articulation Program or Dual Degree Program would be guided by a *Coordinating Committee* (e.g., FAFU, TNAU, IFB)

Purpose and Mandate of the Coordinating Committee: To coordinate the activities related to the students (academic and non-academic issues), academic aspects and changes to the academic program; to be the primary contact with overseas partner; to record activities and student successes, to prioritize and recommend use of assigned budget, to recommend changes and refinements as appropriate.

Accountability: through the Assistant Dean International to the Associate Dean Academic and ultimately to the Dean.

Membership: Would generally include: one faculty rep from each academic unit (one will be Chair of the Coordinating Committee), Assistant Dean of International, Assistant Dean Students, International Student Coordinator, Enrollment Services

Others where appropriate: academic advisor for the program, Extended Learning, Distance Education, Student Mobility Officer, Department Head (if program is focused in one department), Associate Dean Academic

Terms of Reference:

1. The Coordinating Committee reports to the Associate Dean Academic; reporting to Faculty Council would be by the Associate Dean Academic or her/his designate.
2. Meetings: The committee would have a minimum of 4 meetings/year.
3. Changes in Membership: Membership should be flexible enough to serve the needs of the articulation or joint academic program while still giving units and departments a voice. The committee would always have the power to add members as necessary.
4. Chair of the Coordinating Committee: The Chair would normally be one of the academic representatives on the Coordinating Committee.
The Chair would normally be for a 4 year term, renewable. This would allow the Chair to develop and sustain an enhanced relationship and communication with the partner. In discussion, others have the opinion that the term of the Chair should normally be 2 years so as not to become burdensome or inhibiting.
5. Responsibilities of the Chair:
 - a) The Chair of the Coordinating Committee would be the main communication contact with the partner institution and would copy most communication to the Assistant Dean International. On important issues of institutional importance the Associate Dean Academic would also be copied
 - b) The Chair would normally call the meetings although the Assistant Dean International or designate could also call the meeting
 - c) The Chair would prepare an annual report on relevant changes at the Faculty that the Assistant Dean International or the Associate Dean Academic would then communicate to the partner institution

6. The Assistant Dean International would:
 - Be accountable for the wise use of the budget supporting the program (travel, teaching, hosting)
 - Be responsible for ensuring the Coordinating Committee functioned within the provisions of the MOU
 - Would maintain an archive of the Coordinating Committee minutes
 - Would monitor the environment for information on potential influences and initiatives at other universities
 - Would play a role in coordinating and hosting delegations from the partner institution