Academic Chair Affinity Group
Terms of Reference

"Knowledge is power; and academic leaders empower themselves when they know where they are, where they want to go, and what will get them there." (L.G. Bolman, J.V. Gallos; *Reframing Academic Leadership;)*

PURPOSE

To serve as a forum for New Brunswick Community College (NBCC) academic leaders to provide leadership and management in common aspects of program delivery and related support of students and faculty. This collaborative group forum will serve to share information, best practices, knowledge, and experience to foster a consistent approach to leading all faculty departments within the NBCC. The collective input and outcomes of the group will focus on leadership; continuous improvement; consistency in policy/procedure interpretation and application; resource maximization; improved educational quality and experience for students; more streamlined systems; and a quality workplace for faculty.

OBJECTIVES

- Build shared knowledge, understanding, and a group vision that unites our "one College";
- Provide collective leadership and expertise in common aspects of program delivery and student support; embrace the concept of the "common student experience" in all aspects of committee discussions, work, and recommendations;
- Achieve consistency and accountability in NBCC policy/procedure understanding, interpretation, and application; make recommendations for continuous improvement of policies;
- Share and discuss best practices, ideas, and experiences on areas of common work, models, and challenges; utilize and share resources.
- Contribute to the NBCC strategic and business planning process

MEMBERSHIP

- Academic Chairs
- two Academic Chairs who shall act as co-Chairs
- Academic Deans will attend as requested by the co-Chairs.
- Smaller ad hoc teams may be formed to work on specific action items

TERMS OF CHAIR

- Chair role will be appointed for a 1-year term.

MEETINGS

- A minimum of 4 meetings per year, or as called by the Chair
- A minimum of 2 face-to-face meetings per year; others may use P-com technology
- Chair will draft meeting agendas

- Agenda items will flow from the School and ADLT meetings or through direct contact with the Chair, who shall determine the feasibility and urgency for placing items on the agenda based on the needs of the members and those of the college.
- "Open Forum" will be a standing item on every agenda; an opportunity to share best practices, common concerns, etc.
- Chair will ensure minutes are recorded and circulated within 2 weeks
- Recommendations for change or improvement come through general consensus of the members