Policy Name	**Academic Plan Policy**		
Policy #	**C.52**	Category	**Academic Matters**
Approving Jurisdiction	**Board of Governors**	Replaces	**New**
Administrative Responsibility	**Vice President, Education and Training**	Version	**2024-08-27**
Procedures Approved by	**President**	Next Review Date	**To Be Determined**

See the related POLICY (Link to be added when posted.)

DEFINITIONS

Aurora College Community: Includes any person who is an Aurora College student or an Aurora College official, including instructional and non-instructional staff, volunteers, contractors, and members of the public who hold positions on Aurora College councils and committees such as the Board of Governors, Indigenous Knowledge Holders Council, Research Advisory Council, and Curriculum Review Committees.

PROCEDURES

Academic Council
1.0 Initiation
   1.1 The Academic Council will establish the Academic Planning and Priorities Committee and the terms of reference that govern the committee.
   1.2 The terms of reference will guide the process, including the duration of the committee.
   1.3 The Academic Council ensures a communication plan is developed in collaboration with the Communications Department.

Academic Planning and Priorities Committee
2.0 Preparation for the development of the Academic Plan
   2.1   Determine and secure resources required for the development of the Academic Plan in collaboration with the Academic Council.
   2.2   Review the current Aurora College Strategic Plan and other strategic planning documents.
   2.3   Review the current Aurora College Academic Plan goals and actions and assess if any goals and actions need to be captured in the upcoming plan.

2.4   Conduct a scan of other post-secondary institutions' academic plans.

2.5   Plan information sessions to promote awareness of the Aurora College Academic Plan.

2.6   Develop an engagement plan for the college community that will support individual and group participation. (Examples include interviews, surveys, focus groups, town halls, talking circles.)

3.0 Engagement of instructional staff, non-instructional staff, and students

3.1 Facilitate information sessions for instructional staff, non-instructional staff, and students.

3.2 Implement the engagement plan to gather ideas and input on the potential academic goals for the institution.

3.3 Analyze data from surveys and engagements.

3.4 Create a summary report.

3.5 Validate the summary report with instructional staff, non-instructional staff and students and allow time for feedback.

4.0 Ongoing communication with the Academic Council

4.1 The Academic Planning and Priorities Committee will:

    4.1.1   Provide regular updates to the Academic Council on the development of the Academic Plan.

    4.1.2   Make recommendations to the Academic Council about the goals and actions of the Aurora College Academic Plan based on engagement.

5.0 Writing of the Academic Plan

5.1 Establish a writing group to draft the new Aurora College Academic Plan.

5.2 The Aurora College Academic Plan may include the following sections:

- Introduction
- About Us
- Planning Process
- Alignment with the Strategic Plan
- Goals and Actions
- Moving Forward

6.0 Approval of the Academic Plan

6.1 Submit draft Aurora College Academic Plan to the Academic Council for approval, publishing and distribution.

RELATED DOCUMENTS

Current Academic Plan

Academic Council Terms of Reference

Academic Planning and Priorities Committee Terms of Reference