

Provincial Academic Upgrading Committee
Terms of Reference
(Revised October, 2023)

NAME	Provincial Academic Upgrading Committee (PAUC) of the Alberta Association of Colleges, Universities and Technical Institutes (AACTI) <ul style="list-style-type: none"> • Formerly The Provincial Adult Upgrading Committee (earliest documented meeting held on October 5, 2001) • Recognized by Senior Academic Officers (SAOs) since June 2006
COMMON NAME	Provincial Academic Upgrading Committee (PAUC)
PURPOSE	The Provincial Academic Upgrading Committee provides a forum for communicating matters of common concern related to and in support of the work of academic upgrading programs in Alberta.
RESPONSIBILITIES	The Provincial Academic Upgrading Committee will be responsible to: <ul style="list-style-type: none"> • Compile and exchange relevant information related to Academic Upgrading programs in Alberta. • Collaborate regularly with key stakeholders in Alberta; stakeholders attend PAUC meetings to share updates, ministerial changes, and GOA direction. <ul style="list-style-type: none"> ○ Alberta Council of Admissions and Transfers (ACAT) ○ Alberta Advanced Education: <ul style="list-style-type: none"> ▪ Post-Secondary Programs & ▪ Foundational Learning Supports ○ Alberta Education • Facilitate curriculum reviews and approvals for Upgrading courses from all PSIs in order to provide approval ACAT recognition. Only courses that are PAUC approved are included in the Alberta Transfer System. <ul style="list-style-type: none"> ○ The course review process requires 3 subject matter experts (one must be an ATA certificated teacher) from PAUC member institutions. Once all three subject matter experts are in agreement, the courses under review are sent out again to all membership and a vote occurs amongst members. ○ Engage with Comprehensive Academic & Research Universities (CARUs) through the course approval process for 30-level math and science courses. ○ AB Transfer System members may submit course approvals for PAUC process whether they are a PAUC member or not. ○ Courses will not be reviewed for non-members of AB Transfer System. Non-members will be encouraged to join the AB Transfer System first. ○ Communicate with ACAT Secretariat when course reviews are happening and when courses are approved. ACAT posts data and institutions need to verify that the data is posted and available. • Work with issues of interest to its participants. This may include: <ul style="list-style-type: none"> ○ group discussion ○ input from outside experts and representatives ○ putting forth of recommendations or requests • Sustain a proactive awareness of emergent issues impacting Academic Upgrading programs in Alberta and recommend action to AACTI on these emergent issues. • Collaborate with other AACTI committees and members as needed.
ACCOUNTABILITY	To report to the Alberta Council of Senior Academic Officers (ACOSAO) quarterly. Official <i>Minutes</i> are not required for this group though <i>Meeting Notes</i> and <i>Program Updates</i> will be recorded for each meeting.

EXECUTIVE	<p>PAUC has two officers: Chair, and a Curriculum Coordinator, both of whom are elected for two-year terms by the group.</p> <ul style="list-style-type: none"> • Election of officers to be held at the spring meeting • There is no official note-taking officer, committee members or identified staff from the hosting institution will rotate through the duty at each meeting • Annual review of Terms of Reference will occur at the fall meeting
MEMBERSHIP	<p>Depending on the institution, members are typically Deans, Program Chairs, Managers, Coordinators or Lead Instructors.</p>
MEETINGS	<p>Regular meetings held three times per year (fall, winter, spring).</p>
DECISION MAKING	<p>Decisions will usually be made by general agreement of member institutions. However, if a motion is made, each member institution shall have one vote and a simple majority is required to carry a motion.</p>