

Education
Council Terms
of Reference

*The College of New
Caledonia*

EDUCATION COUNCIL

The College and Institute Amendment Act is the legislation related to governance within Colleges and Institutions.

The *Act* expands governing boards to include elected faculty, staff and student representatives, and mandates representative education councils.

The *Act* requires the election of two student representatives, one faculty representative and one support staff representative to the governing board. These 'internal' representatives are in addition to existing government appointees on institutional boards. The president of the institution and the chair of the Education Council also sit as board members in a non-voting capacity.

Under the College and Institute Amendment Act, each institution must have an elected representative education council.

All education councils when first established must have no more or less than twenty voting members. The composition of the first councils must be: ten faculty, four students, two support staff (all elected), and four educational administrators (appointed by the institutional president). In addition, the president is a non-voting member of council, and the institutional board may appoint a non-voting member to serve one year. Once established, education councils may vote to change their composition and size but may never be less than 20 members.

Under the College and Institute Amendment Act, education councils hold sole authority over academic standards and curriculum; in the area of articulation, education councils hold joint authority with the board. On other education issues, councils have the right and responsibility to advise boards.

Each education council is required to establish Bylaws. These Bylaws reflect guiding principles for the operation of Education Council such as the agenda, committees, minutes, and frequency of meetings.

Programme Committee Guidelines

I **PURPOSE OF PROGRAMME COMMITTEES**

Education Council has the responsibility to establish and maintain academic standards and curricula.

Programme committees are formed as standing committees of Education Council in order to facilitate this role. Therefore, the activities of programme committees include:

1. Receiving and disseminating information.
2. Responding to submissions of an academic nature from other programme committees, College committees, and the Education Council.
3. Initiating proposals for consideration by others.

II **LIAISON WITH EDUCATION COUNCIL**

Bylaw II Duties of the Vice-Chair states 'the Vice-Chair shall liaise with Programme Committees'.

Programme Committees are encouraged to contact the Vice-Chair of Education Council for assistance and/or clarification in conducting its business.

III **MEMBERSHIP**

Each programme committee must consist of no less than four (4) members, one (1) of whom must be the Divisional Chair or Regional Manager.

In addition to the above, at least one (1) additional seat may be made available for student representation.

IV **TERMS OF OFFICE**

In order to ensure continuity, members of programme committees ideally should commit to a two (2) year term. It is recommended that these terms be staggered.

V **CHAIR OF PROGRAMME COMMITTEE**

A chair of the programme committee must be chosen by April 30th of each year so that they can attend an orientation session of Education Council in May.

VI QUORUM

A quorum shall be more than fifty percent (50%) of programme committee members.

VII FREQUENCY OF MEETINGS

Programme Committees must meet as issues are brought to their attention and/or at least three times (3X) each academic year.

Issues may be brought to programme committees via Education Council, individuals, and other programme committees.

VIII MINUTES

Minutes of each programme committee meeting must be taken, and copies distributed to:

- a) Vice-Chair, Education Council
- b) Library
- c) Regional Campuses

IX REPORTING OF PROGRAMME COMMITTEE BUSINESS

- a) Bylaw XII 7. States 'standing committees and task forces shall report to the Council as required but, in any event, not less than once each year'.

At the April meeting of education council programme committees will make a verbal presentation and/or provide a written summary of programme committee activities for the past year. (See Appendix G, Page 78, for example).

- b) Programme Committee report must be a standing agenda item for each Divisional meeting.

X IDENTIFIED PROGRAMME COMMITTEES

The chart of programme committees starting on page 25 of the Education Council handbook are recognized as existing programme committees and are considered standing committees of Education Council. New programme committees shall be created when the need arises and only upon presentation to Education Council of a proposal.

FREQUENTLY ASKED QUESTIONS

1. *How do I get 'stuff' into the calendar?*

Write your submission as you wish it to appear in the calendar. To meet the PUBLICATION deadline for the next year's calendar, your submission must be approved by Education Council no later than the November meeting (see N-4 for Education Council meeting dates).

2. *I've missed the deadline for calendar submissions - can I still bring a proposal forward?*

Yes. Education Council deals with calendar submissions on a continual basis. Once calendar submissions have been approved by Education Council they will appear in a future calendar.

3. *I want to revise my course outline - what goes to Education Council?*

See Education Council Handbook, page 67, appendix B for specifics.

4. *How do I know what is an Education Council issue?*

Some examples include: New course development, exemption policies, and qualifications for admission policies. See pages 5, 6 and 7 of the Education Council Handbook for a detailed list that falls under the authority of Education Council. Education Council considers the education merit of proposals independently of financial or contractual implications.

5. *I have an idea. Whom do I talk to first?*

Your programme committee.

6. *Does everything have to go to programme committee first? Why?*

Yes. Each proposal must be 'sponsored' by a programme committee because the programme committee is the formal link between Education Council and faculty/students/staff.

7. *Who submits my proposal to Education Council? Me or chair of P.C.?*

The chair of your programme committee will submit the proposal to the recording secretary of Education Council.

You, the author should be present at the Education Council meeting to answer questions.

8. *What is the format for proposal?*

It should be typed and include a rationale along with responses from other programme committees.

9. *How do I know what other programme committees I have to communicate with?*

See appendix A of the Education Council Handbook for compulsory programme committees. Contact the Vice-Chair of Education Council with respect to other possible programme committees.

10 a). *What if my programme committee can't meet?*

Programme committees should be prepared to meet before the upcoming Education Council agenda submission deadline whenever business is presented to them. If the programme committee cannot meet before this deadline contact the Vice-Chair of Education Council for assistance.

- b). *What if other programme committees who need to respond to my proposal can't meet?*

If you have given other programme committees an appropriate time in which to respond then inform Education Council, in writing, of their lack of response.

11. *How much time do I give for others to respond to my proposal?*

A minimum of two (2) weeks.

12. *What if other programme committees don't like my proposal?*

Give consideration to their suggestions and try to respond either with changes to your proposal or with a written explanation attached to your proposal to Education Council.

13. *Why do programme committees have to send proposals to Regions?*

It may have implications for their operations, and they need to be kept informed on developments at the Prince George campus.

14. *What if my own programme committee does not support my proposal?*

That's OK. Education Council still wants to hear your proposal. The programme committee will 'sponsor' your proposal but may make it clear that it does not support your idea. Education Council members will decide for themselves.

15. *Why does my proposal have to go to Counselling programme committee?*

This department advises students on possible changes to college offerings.

16. *What does Admissions Committee do?*

It makes recommendations to Education Council on policy guidelines regarding admission to all courses and programmes, and reviews admission requirements and procedures on an on-going basis.

See pages 28, 29 and 30 of the Education Council handbook for further information.

17. *Who is the chair of Admissions Committee?*

The Vice President of Student Services or equivalent.

18. *What are the deadlines for Admissions Committee?*

Generally, this committee meets every Monday, and the agenda is set at the previous meeting.

19. *How do I get on Admissions Committee agenda?*

Contact the Chair of Admissions Committee.

20. *Issue goes to Admissions Committee - who brings it forward to Education Council?*

The chair of Admissions Committee.

21. *How do I get a proposal on Education Council agenda? Who do I give it to?*

After your programme committee has agreed to sponsor your proposal, the programme committee Chair will submit it to the recording secretary of Education Council at least 14 days prior to the meeting.

22. *Which is my programme committee?*

See the chart on pages 25, 26 and 27 of the Education Council Handbook

ADMISSIONS COMMITTEE

TERMS OF REFERENCE

The Admissions Committee is a standing committee of Education Council and operates within the mandate provided to Education Council by *Bill 22 - 1994 College and Institute Amendment Act 1994*. As a standing committee of Education Council, the Admissions Committee is a working committee which is advisory only to Education Council. The primary roles of the Admissions Committee are to:

- a) Make recommendations to Education Council on policy guidelines regarding admission to all courses and programmes;
- b) Review admission requirements and procedures on an on-going basis.

COMMITTEE MEMBERSHIP

The Admissions Committee is made up of designated and elected members. Elected members are to be chosen on a divisional basis as listed to ensure a broad spectrum of representation. It is intended that the election of members to the Admissions Committee will take place at a divisional meeting no later than April 30th. The student representative is to be selected by the Student Association no later than September 30th. Should a constituency or division fail to elect a member to the admissions committee, such representation may be appointed by the Education Council in consultation with the constituency or division. The terms of elected members shall be one year, while designated members will sit permanently.

Elected Members

- one faculty from College Foundations
- one faculty from Business and Management Studies
- one faculty from Counselling and Academic Advising Services
- one faculty from Health Sciences
- one faculty from Arts and Social Services
- two faculty from Science and Technologies, one representing UT Science and one representing Technologies
- one faculty from Trades Training

- one student representative

Designated Members

- Vice President of Student Services or equivalent
- Registrar
- one academic advisor
- Admissions Clerk

The Chair of the Admissions Committee shall be the Vice President of Student Services or equivalent. The Admissions Committee may also elect a Vice Chair from within the body of the Committee to conduct the Committee's business in the absence of the Chair. In keeping with the *Guidelines for the Operation of Education Councils* as distributed by the Ministry of Education, Skills and Training 'with the exception of Council Chairs, institutions are to make no provisions for release time or substitution time to attend meetings. Council Chairs should receive 1/4 release time for Council duties'.

OPERATIONAL PROCEDURES

The Admissions Committee, as a working committee of Education Council, operates in a semi-formal manner to encourage discussion and sound decision-making. However, the Committee does operate with set agendas, approved minutes, motions and votes. A quorum shall be fifty percent plus one (50% + 1). The Committee also maintains an on-going status report of issues outstanding, current progress and a history of past recommendations with regard to issues previously dealt with.

In the conduct of its business, the Admissions Committee is as open and responsive to the entire College community as possible. The Committee is also able to identify its own issues and can conduct its own research into matters related to College admission standards and policies. In this regard, the Admissions Committee has two roles to play:

- a) **Reactive Role**

The Admissions Committee, as a working standing committee of Education Council deals with, as a first priority, those issues from programme committees which it must review before submission to Education Council. The Committee accepts those submissions on a first come - first served basis and all submissions are assigned item numbers for the purposes of tracking. The Committee will generally meet weekly for one hour when demand warrants, and advocates will be invited to discuss each submission. In dealing with submissions, the Committee reserves the right to return submissions (with explanations and recommendations) if it does not feel that the submission is within its mandate.

B) Pro-Active Role

The Admissions Committee, in keeping with its mandate, may identify issues with regard to admission policies and processes that it wishes to explore without referral from elsewhere. Any recommendations from this activity will be forwarded to Education Council for consideration. Issues and items identified by the Admissions Committee in this manner will not, in any event, be given a higher priority than referred items and will be dealt with on a time available basis.