

TERMS OF REFERENCE

1. PURPOSE

As a standing committee of Education Council, the Education Policy Committee (EPC) advises on educational policy.

The purpose of the Committee is to ensure that Selkirk College meets necessary standards and forms a coherent body of policy by providing education and support to policy developers, soliciting, and considering College community feedback and renewing and recommending an approval of a final draft.

2. DUTIES AND RESPONSIBILITIES

- a. Education Policy Committee assists Education Council in the fulfillment of its role under the College and Institute Act
- b. To make recommendations on policies for Selkirk College.
- c. To establish and maintain a process to elicit the views of the College community on policies.
- d. To review responses from the College community on policies and policy proposals.
- e. To undertake such other policy-related activities as may be assigned from time to time by Education Council.

3. MEMBERSHIP

The membership shall consist of 10 voting persons, and the committee will strive to get 50% representation from instructional staff. Voting persons will be selected from:

- Administrative Policy Review Committee
- Education Council Chair, or designate (Standing Member)
- Educational Administrator – appointed by the President (Standing Member)
- Exempt staff
- Indigenous Services
- Instructional staff
- Member at large
- Support staff
- Teaching and Learning Centre (Standing Member)

4. QUORUM

- a. 50% of the current membership.
- b. If a meeting does not produce a quorum it shall proceed, provided there is no objection from the members present. The decisions of a meeting with no quorum shall be presented for approval to the next duly constituted meeting of the Education Policy Committee, or by email vote.

5. CHAIRPERSON

- a. The Committee shall elect a chairperson from its membership.
- b. The term of office for Chairperson is two years.
- c. The Chairperson will be responsible for, with the assistance of the Governance and Records Coordinator developing an agenda for each meeting, distribution of discussion materials prior to the meeting, and managing all correspondence on behalf of the Committee, including the development and presentation of the Committee's annual report to Education Council at the Council's Annual General Meeting.
- d. The Chairperson shall be the contact person for the committee.

6. COMMITTEE MEETINGS - PROCEDURES

- a. Policies for review will be provided to the Committee seven days prior to the meeting.
- b. The Committee may invite interested parties to attend meetings and make presentations.
- c. The Committee will circulate policies to the College community for feedback.
- d. The Committee will normally meet monthly.

7. REPORTING PROCEDURES AND TIMELINES

- a. Minutes of the Committee will be provided to Education Council.
- b. These Terms of Reference will be reviewed, by the Education Policy Committee to align with the Education Council Bylaw review.
- c. The Chair of the Committee will, with the assistance of the Governance and Records Coordinator, present a report at Education Council's AGM.