

Program Quality Committee Terms of Reference

1. PURPOSE

The Program Quality Committee is a standing subcommittee of the Education Council. The purpose of the committee is to provide advice to the Education Council on matters related to Selkirk College program policies and program quality.

2. DUTIES AND RESPONSIBILITIES

This Committee is responsible to make recommendations to Education Council as per Policy 8101 Academic programs, Policy 8102 Credential, Recognition, and Credit Standards, and Education Council mandate.

- a. The Committee will endeavor to undertake consultations as required to fulfil its duties and responsibilities.
- b. Advise Education Council on policies governing the admission of students to the College.
- c. Advise Education Council on policies governing academic standards in the College.
- d. Review all program policies for consistency with admissions and standards policies and other College policies.
- e. Upon the request of the Registrar, review admissions process and/or associated documents.
- f. Undertake other activities which support its role under the Education Council.
- g. Support the Program Quality Assurance process.

3. MEMBERSHIP

The membership shall normally consist of 10 voting persons with representation from:

- Education Council Chair, or designate
- Educational Administrator
- Enrolment Services Coordinator
- Registrar, or designate
- Student Access and Support and/or Library
- Students
- Teaching staff from multiple areas/programs

Student members shall serve renewable one-year terms and all other members shall serve renewable two-year terms.

4. QUORUM

- a. A quorum shall consist of the committee chairperson or designate, Registrar or designate, and a minimum of two additional members.
- b. If a meeting does not produce a quorum it can proceed. The recommendations of a meeting with no quorum shall be presented for approval to the next duly constituted meeting of the Committee for approval.
- c. In the rare instance that an urgent matter requires a timely decision, and there is no quorum, a motion can be presented and resolved by a majority email vote.

5. CHAIRPERSON

- a. The Committee shall elect a chairperson from its membership.
- b. The term of office for Chairperson is one year.
- c. The Chairperson will be responsible for 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 MEETING PROCEDURES

- a. The Committee will normally meet twice a month.
- b. Meetings are normally open unless confidentiality requires otherwise.

7. REPORTING PROCEDURES AND TIMELINES

- a. Recommendations, including motions and rationale, will be provided to Education Council
- b. Present a report at Education Council's AGM.
- c. These Terms of Reference will be reviewed by the Program Quality Committee in alignment with the Education Council Bylaw review process.
- d. Terms of Reference must be provided to all members at the start of each academic year.