



ADMINISTRATION COMMITTEE Terms of Reference

EFFECTIVE: October 1982
REVISED: September 2008
REVIEWED:
RELATED POLICIES: <http://www.nlc.bc.ca/about.orgcharts.php>

PURPOSE

- To ensure administrative functions adhere to legislative / board policies and procedures
- The President, or designate, will chair the committee meetings
- The Administration Committee will meet at least monthly or at the call of the President
- The President and the Vice-Presidents will report pertinent information to the Board
- Administrative representatives to the Education Council will report pertinent information to the Council
- Minutes of these meetings are recorded and circulated as requested by the President

MEMBERSHIP

Members of this Committee include Vice Presidents, Campus Administrators, Deans, the Registrar and Director, Board & Executive Operations.

RESPONSIBILITIES

- Implement legislative, Ministry of Advanced Education and Labour Market Development, Ministry of Education and Board policies
- Recommend policy and administrative changes
- Through ongoing liaison with the Education Council and the Board, provide advice on matters concerning:
 - ✓ Maintaining the high standard of course/program offerings to meet the changing needs of the marketplace
 - ✓ Course/program recommendations received via Deans from advisory committees, other appropriate staff or external sources
 - ✓ Educational proposals
 - ✓ Review policies/procedures/rules/regulations with govern a student's formal relationship with the College, including matters of personal conduct
- Administration Committee members will initiate advisory committee meetings to solicit program information, discover market needs, and establish strategic plans
- Review educational proposals and recommend to the Education Council and Board as needed
- Implement educational proposals as approved
- Oversee program and service evaluations