
EDUCATION COUNCIL
ADMISSIONS AND STANDARDS SUBCOMMITTEE
Terms of Reference

Policy Number:
Category: Education
Effective Date: March 24, 2021
Approval Process: Educational Policies
Approval Date: March 24, 2021
Date Last Reviewed: March 24, 2021

PURPOSE

To Initiate:

A subcommittee of the Education Council that is responsible for initiating review of college-wide policies and language relating to institutional admission. Such review will be conducted in consultation with Deans/Associate Deans and may result in recommendations to Education Council. College-wide policies and language relating to institutional admission may include but are not limited to:

- Exploration of terms and conditions for admission of Indigenous students.
- Inclusive and appropriate language regarding gender, race, ethnicity, and age.
- Minimum college-wide academic admission requirements.
- Standardized terminology regarding letter grades and percentage requirements for admission.
- Application and admission deadlines.
- International, domestic, and dual credit admission rules and regulations.
- Transfer-credit rules and regulations.
- Prior Learning Assessment rules and regulations.

To Receive:

Additionally, the subcommittee will receive and review changes to program-specific admission requirements proposed by Deans/Associate Deans and make recommendations for approval to the Education Council. Changes to program-specific admission requirements may include but are not limited to:

- Credential-based program admission requirements and standards.
- Selection of and requirements for all assessments, standardized tests, etc.
- Interviews and any additional admission requirements for specific programs.
- Content and requirements associated with Prior Learning Assessment.
- Requirements established by provincial regulatory bodies.
- Requirements related to special partnerships and sponsored intakes.

The purpose of the Admissions and Standards Sub-committee as described above is in accordance with the *Colleges and Institutes Act*, 1996, which states that an Education Council must advise the board, and the board must seek advice from the education council, on the development of educational policy for matters such as qualifications for admission policies.

MEMBERSHIP

A minimum of one Education Council member.

- One Admissions Officer
- One member from any of the following: Indigenous Education, Learning Support or Access Services
- One member from International Education
- Four faculty representatives
- Two Deans or Associate Deans
- One student
- Two Support Staff members
- Registrar or a representative from the Registrar's Office

(See *NLC Education Council Bylaws*: "The Council shall annually, following elections, establish membership on the standing committees." See also, *Education Council Bylaws*, 6 and 6.1)

Quorum

A meeting of the committee may proceed when at least one-half of the members are in attendance. Meetings may be face-to-face, by teleconference, or by videoconference.

Chair

The chairperson will be elected annually by the members of the committee. The Chair will prepare a report regarding the Subcommittee workings/progress at each Education Council meeting. This can be in person (Chair or delegate) or by written report submitted to the Education Council secretary.

Vice Chair

The vice chairperson will be elected annually by the members of the committee.

MEETING ABSENCES

All committee members are expected to attend all meetings. It is recognized that committee members may be unable to attend some meetings due to conflicts with other commitments or unforeseen circumstances. It is important that the Chair and Secretary be informed prior to any meeting absences.

Where a committee member fails to attend 60% of the meetings in the 10-month Academic period, the Chair shall discuss the absences with the member and may recommend the member resign. The Chair may also request by motion of the committee that the Education Council remove the absentee member and establish a new member.

DUTIES

- Provide a forum for general discussion of admission trends and practices.
- Ensure a minimum standard for admission to College programs and courses is established, taking into account the time and resources for both the student and College to meet their obligations.
- In consultation with Deans/Associate Deans/Registrar, establish and/or review admission deadlines and processes for international, domestic, and dual credit students.

PROCEDURE

The committee will meet once a month (or as needed) and the agenda will be determined by the Chair.

- Minutes of the previous meeting, agenda, and documents will be distributed to the members at least five days before the meeting.
- Submissions for consideration must be sent to the Chair at least three weeks before the meeting date.
- Documents for consideration must be presented as follows:
 - a. If a change to an existing requirement is being proposed, the submission must highlight the changes only and it must describe the impact/consequences the new criteria will have for the program/students.
 - b. The submission should also include justification for the proposal.
 - c. The length of the submission will be determined by the criteria and questions can be addressed to the Chair.

REFERENCES

College and Institute Act, Section 023 - Advisory role of the education council, § 23.1(m) (1996).

https://www.bclaws.gov.bc.ca/civix/document/id/rs/rs/96052_01#section023

History

Created/Revised/Reviewed	Date	Author	Approved By
Created	November 2017	Megan Bedell	Education Council
Revised	March 2021	Admissions & Standards subcommittee	Education Council

Next Scheduled Review Date

March 2025