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**EDUCATION COUNCIL**  
**EDUCATIONAL POLICIES SUBCOMMITTEE**  
Terms of Reference

Policy Number:  
Category: Education  
Effective Date: June 23, 2021  
Approval Process: Educational Policies  
Approval Date: June 23, 2021  
Date Last Reviewed: June 23, 2021

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**PURPOSE**

Mandated under the *College and Institute Act, R.S.B.C. 1996*, Section 24, subsection 2, and on behalf of and as guided by Education Council, the Committee will review current educational policies and recommend revisions, and/or develop new policies as requested in consultation with appropriate members from the breadth of the College. The Committee will look for criteria which define excellence in educational policy including but not limited to: clarity; consistency with other policies and with the *College Statement of Mission, Values and Goals*; currency; comprehensiveness; integrity; educational merit; and relevance to the college and the communities it serves.

**MEMBERSHIP**

A minimum of two Education Council members

- The Registrar should be a standing member.
- One administrator.
- Two to Four faculty members, reflecting the various areas of the College, at least one of whom is a member of Education Council.
- One staff or noninstructional faculty member, with a preference for representation from learning support or access services.
- One to two students.

(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)

If the Committee agrees that the development of a policy can benefit from the presence of a subject matter expert, the committee may call as a guest, an individual from within the College community for discussion and advice.

**Quorum**

A face to face or real time meeting of the Committee may proceed when at least one-half of the membership is in attendance.

**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.

**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.

**PROCEDURE**

The Committee will set a regular meeting time and space and respond to Education Council on policies under review and the process or final outcome of those reviews. All recommendations, revisions and drafted new policies will be submitted to the Administration committee for consultation and Education Council for approval.

**History**

<b>Created/Revised/Reviewed</b>	<b>Date</b>	<b>Author</b>	<b>Approved By</b>
Created	November 2013		Education Council
Reviewed	October 2016		Education Council
Revised	March 2021	Policy Subcommittee	Education Council
Revised	June 2021	Policy Subcommittee	Education Council

**Next Scheduled Review Date**

June 2025