



Education Quality Committee of Education Council Terms of Reference

Last Approved by Education Council: April 2021

Committee name:	Education Quality Committee
Type:	Standing Committee of Education Council
Chairperson:	An Education Council member is elected by Education Council at the December meeting for a one (1) year (January-December) term as Chair of the Education Quality Committee.
Responsible To:	Education Council
Purpose:	The Education Quality Committee is a standing committee of Education Council charged with supporting the educational quality of the College by ensuring that the reviews and renewals of College programs and educational service areas are consistent with approved policies and processes.
Duties:	<p>The Committee will:</p> <ol style="list-style-type: none">1. Support the overall educational quality of the College's programs and courses through the establishment and maintenance of a quality assurance framework.2. Ensure that all program reviews, renewals, accreditations, and educational service renewals are done regularly and systematically as required by approved policies and regulatory bodies.3. Provide advice and recommendations around trends and priorities identified in reviews and renewals to Education Council and other appropriate committees.4. Track action plans developed during the program reviews, renewals, accreditations, and educational service renewals to ensure progress is being made, identifying barriers to success.5. Respond to Ministry-directed cyclical quality assurance audits in consultation with the Vice President Academic and Research and follow up on recommendations.6. Recommend changes to policies related to educational quality assurance as needed.7. Provide advice on the allocation of curriculum development funds as requested by the Vice President Academic and Research.
Authority:	The Committee acts in an advisory capacity to Education Council as directed by Articles 14.1 to 14.9 of the Education Council bylaws or as directed by the Council.
Timeframes and Reporting:	The Committee meets as required, and reports to Education Council.

Membership: Members do not have to be Education Council members to serve on Education Council committees.

The Committee is composed of the following members:

1. One (1) Education Council member elected by the members of Education Council as Chair.
2. Three (3) faculty members selected by the faculty representatives of Education Council.
3. One (1) support staff member selected by the support staff representatives of Education Council.
4. One (1) student or SUVCC representative selected by the student representatives of Education Council.
5. Vice President Academic and Research.
6. Associate Vice President Academic Innovation.
7. Dean of Indigenous Initiatives or designate.
8. Director of Institutional Research or designate.
9. One (1) Dean appointed by the Vice President Academic and Research.
10. One (1) Instructional Associate appointed by the Associate Vice President Academic Innovation.
11. Associate Director of the Centre for Continuing Studies or designate.
12. One (1) Operations Manager appointed by the Vice President Academic and Research.
13. Other members of the College deemed to provide relevant input, appointed by the Committee Chair, for a defined period of time of no more than one (1) year.
14. Chair of Education Council is an ex officio member.

Length of Term: All terms are two (2) years in renewable alternating terms, except for the Chair, who is elected for a one (1) year term.

Quorum: The quorum shall consist of a simple majority of the voting members, with no less than five (5) members attending.

Other Resources: The Education Council Assistant provides support as needed. This person is responsible for preparing and distributing documents, agendas and notes, and providing organizational support for meetings.

Chair release time equals 25%.

Notes: Notes are taken at all committee meetings. A summary of these notes is forwarded to the Chair of Education Council by the Chair of the Education Quality Committee.

Communication with Council: Business arising from the Education Quality Committee meeting may be forwarded as agenda items to the Education Council through the Council Executive.