Committee name: Appeals Oversight Committee

Type: Standing Committee of Education Council

Chairperson: An Education Council member is elected by Education Council at the December meeting for a 1-year (January-December) term as Chair of the Appeals Oversight Committee.

Responsible To: Education Council

Purpose: The Committee is a standing committee of Education Council charged with ensuring that student appeal proceedings are consistent with approved processes and undertaken in full compliance with educational policies, the legislative requirements of the College & Institute Act and in accordance with procedural fairness and natural justice precepts.

Duties: The Committee will:
1. Coordinate the recruitment and training of individuals for student appeal committees and panels.
2. Collect anonymous data on appeals and outcomes.
3. Review and make recommendations to the College regarding the resources required to adequately respond to student appeals.
4. Provide feedback to Education Council on the overall functionality of the College’s appeal processes.

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.

Timeframe and Reporting: The Committee meets a minimum of two (2) times per year and reports to Education Council at the meeting following the Committee’s meeting.

Membership: The Committee is comprised of the following members.

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

1. One (1) Education Council member elected by the members of Education Council as Chair.
2. Registrar or designate.
3. One (1) dean appointed by the Vice President Academic representing administration.
4. Associate Vice President Student and Enrolment Services or designate.
5. Two (2) faculty members selected by the faculty representatives on Education Council.
6. One (1) representative from the Centre for Continuing Studies appointed by the Dean of Continuing Studies.
7. One (1) representative from Indigenous Education and Community Engagement appointed by the Dean of Indigenous Initiatives.
8. One (1) representative from International Education appointed by the Director of International Education.
9. One (1) support staff representative selected by the support staff representatives of Education Council.
10. One (1) student member selected by the student representatives of Education Council.
11. Education Council Chair, ex-officio.
12. Arbiter of Student Issues, ex-officio, voice no vote.

**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 be a simple majority.

**Other Resources:**
The Education Council Recording Secretary provides support as needed. This person is responsible for preparing and distributing documents, agendas, and taking and distributing notes.

**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 Appeals Oversight Committee.

**Communication with Council:**
Business arising from Appeals Oversight Committee meetings may be forwarded as agenda items to the Education Council through the Council Executive. The Committee Chair presents any recommendations in the form of a motion to Education Council.