Committee name: Education Policy 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 Policy Committee.

Responsible To: Education Council

Purpose: The Education Policy Committee is a standing committee of Education Council charged with ensuring that the College’s policy development and review 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. Ensure that all education policies and procedures are thoroughly reviewed throughout the development and approval cycle.
2. Review, discuss and edit all education policies and related procedures.
3. Recommend new and revised education policy changes to Education Council for approval.
4. Provide advice and support on the impact and implementation of new or revised education policies and procedures, as requested.
5. Request college community feedback and input on all new or revised education policies.
6. Conduct an annual review of the status of education policies and submit a priority review list to Education Council.
7. Strike ad hoc committees as required.

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 monthly (normally), and reports to Education Council at the meeting following the Committee’s meeting.

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. One (1) faculty member from each area of the College selected by the respective faculty representative on Education Council. The faculty representative sitting on Education Council shall be responsible for initiating and conducting a selection process for their area.
   a. One (1) faculty member from each School or Centre (not including the Centre for Continuing Studies);
   b. One (1) faculty member from the Library and Learning Centre; and
   c. One (1) faculty member from Student Success.
3. One (1) administrator from the Centre for Continuing Studies appointed by the Dean of Continuing Studies.
4. Dean of Indigenous Initiatives or designate.
5. One (1) representative from International Education appointed by the Director of International Education.
6. One (1) support staff representative selected by the support staff representatives of Education Council.
7. One (1) representative selected by the Students’ Union of VCC.
8. One (1) dean appointed by the Vice President Academic, representing administration.
9. Associate Vice President Student Success or designate.
10. Registrar or designate.
11. Policy and Curriculum Coordinator.
12. Vice President Academic.
13. Education Council Chair, ex-officio.

Length of Term: All terms will be two (2) years in renewable staggered terms.
Quorum: The quorum shall be eight (8) voting members.
Other Resources: The Education Council Recording Secretary provides support as needed. This person is responsible for collecting policy submissions, 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 Policy Committee.

Without Prejudice Space: The Committee requires contentious issues to be discussed, and will provide a safe space for members to express their opinions without fear of reprisal.

Communication with Council: Business arising from the Education Policy Committee meeting may be forwarded as agenda items to the Education Council through the Council Executive. The Committee Chair presents any proposed policy changes in the form of a motion to Education Council. The Committee Chair assists the policy sponsor in presenting the policy to Education Council.