Education Policy Committee of Education Council
Terms of Reference

First Approved by Education Council: January 2010
Last Revised: April 2026

Committee name: Education Policy Committee

Purpose: The Education Policy Committee is a standing committee of Education Council charged with ensuring that educational policy development and review are consistent and compliant with approved College policies and procedures, the legislative requirements of the College & Institute Act and in accordance with procedural fairness and natural justice precepts.

Authority & Reporting: 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.

The Committee Chair provides monthly reports to Education Council and presents information/decision notes and motions as required.

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.

Chair release time is 25%.

Duties: The Committee will:

1. Check that all education policies and procedures are thoroughly reviewed throughout the development and approval cycle.
2. Review and discuss draft policies and procedures and provide feedback and direction as needed.
3. Approve sending draft policies and procedures for College feedback.
4. Confirm that all feedback is appropriately addressed.
5. Provide recommendations to Education Council for approval of new or reviewed policies and procedures, or revised policies.
6. Vet revisions to policy definitions and procedures and ensure that these are consistent with the intentions of the related policy and do not contravene the policy principles.
7. Approve revisions to policy definitions and procedures.
8. Provide advice and support on the impact and implementation of new or revised education policies and procedures, as requested.
9. Review draft guidelines, standards and administrative policies as requested.
10. Strike ad hoc committees as required.

Meetings & Quorum: The Committee meets monthly as required. Quorum is eight (8) voting members.

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. Faculty member(s) from each area of the College selected by the respective faculty representative on Education Council. The faculty representative sitting on Education Council is responsible for initiating and conducting a selection process for their area.
    a. Two (2) faculty members 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 and Research, representing administration.
9. Associate Vice President Student & Enrolment Services or designate.
10. Registrar or designate.
11. Associate Director, Academic Planning, Policy, & Analysis.
12. Vice President Academic and Research.
13. Education Council Chair, ex officio.

Length of Term: All terms will be two (2) years in renewable staggered terms.

Minutes & Resources: The Education Council Recording Secretary drafts minutes of meetings and 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.

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.