

Standing Committee on International Education Terms of Reference

This is an advisory Committee to Education Council. The Committee provides a forum for discussion of and recommendations on those academic standards and educational policies related to international education that fall under the advisory or approval powers of Education Council as defined in the British Columbia College and Institute Act.

Duties and Responsibilities:

- Review new educational affiliation proposals with international post-secondary institutions and make recommendations to Education Council.
- As part of a periodic review process for active affiliations, the committee will review the terms of the affiliations with international post-secondary institutions and where necessary, make recommendations to Education Council.
- Develop a process for review and approval of international block transfer and course transfer agreements; review block transfer agreements and make recommendations to Education Council.
- Review relevant Educational Policies (e.g. Educational Affiliations, Recognition of Transfer Credit) and make recommendations for revision.
- Develop a process for reviewing and making recommendations on requests for policy variances or program-specific requirements for international programs; review and make recommendations to Education Council.
- Review and update these terms of reference after the first year of operation.
- Report monthly to Education Council on the work of the committee.
- Establish a process for staggering member terms to ensure continuity.

Education Council must approve all policy and procedure recommendations developed by the Committee.

Membership:

Members will serve two-year terms and may be appointed for an additional term. The student member will serve a one-year term. Members will elect a chair from among the voting members of the committee.

One faculty member from each Faculty, at least one of whom will be a member of Education Council appointed by the Chair, and who will serve as a liaison to Education Council; others will be appointed by the Dean (interested faculty should submit a brief statement outlining relevant experience in international education and/or policy development)

One Dean or Associate Dean, appointed by the Vice President, Academic

One staff member from the Registrar's Office

One student from Education Council, appointed by the Education Council Chair

One representative from Douglas College International (non-voting)

Meetings and Quorum: A meeting of the committee may proceed when at least half plus 1 of the voting membership is present. The committee will meet as business dictates.