

Douglas College Education Council Bylaws

Appendix 2 – Educational Policies Committee Terms of Reference

1. Mandate of Committee

The Educational Policies Committee is a standing committee of the council established by the council under Bylaw 4.2.1.1 of the council bylaws.

The mandate of the Educational Policies Committee is to advise and support the council regarding the council's authority under section 24(2) of the *College and Institute Act* to establish and maintain academic policies for the college, and in particular:

- (a) policies concerning examinations and evaluation of student performance;¹
- (b) policies concerning student withdrawal from courses, programs and the college;²
- (c) criteria for academic standing, academic standards and the grading system;³ and
- (d) policies and procedures for appeals by students on academic matters.⁴

2. Responsibilities of the Committee

a. Regular Review of Academic Policies

The committee shall establish and follow a regular cycle for the review of existing educational policies, and recommend to the council any revisions of existing policies that the committee considers advisable.

The committee chair will consult with the council chair and the VPA at the start of the academic year to discuss policies scheduled for and/or requiring review.

b. Referrals from Council

¹ *College and Institute Act*, s 24(2)(a) decision-making authority of Education Council.

² *College and Institute Act*, s 24(2)(b) decision-making authority of Education Council.

³ *College and Institute Act*, s 24(2)(c) decision-making authority of Education Council.

⁴ *College and Institute Act*, s 24(2)(e) decision-making authority of Education Council.

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The committee shall consider any matter relating to educational policies that are referred to the committee by the council, and after such consideration the committee shall make recommendations to the council on the matter referred by the council.

c. Annual Report to Education Council

The chair of the committee shall provide an annual report on the committee's activities to the council.

3. Membership

There shall be nine members of the committee but the council may appoint additional members.

The voting membership of the committee shall, to the extent reasonably possible, reflect the proportion of faculty, administrators, staff and students on the council.

The membership of the committee shall include at least one member of the council and may include non-council members.

The membership of the committee shall include the following eight voting members:

- (a) four faculty members
- (b) two administrators;
- (c) one staff member; and
- (d) one student.

The membership of the committee shall also include the college registrar, or the college registrar's designate, as a non-voting member of the committee.

4. Recruitment of Committee Members

Potential committee members may be recruited and recommended for appointment in accordance with the past practice for a constituency group (faculty, administrators, staff, students) or a part of a constituency group (e.g. a specific Faculty) in relation to this committee.

Any recruitment of potential committee members shall include the chair of the education council to assist in identifying the expertise and experience that is needed for potential committee members.

Only the council shall appoint members of the committee.

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5. Terms of Committee Members

Members of the committee shall have a two-year term and may be reappointed by the council to subsequent terms.

6. Selection of Chair of the Committee

The chair of the committee shall be elected annually by the members of the committee.

7. Duties of Committee Members

Committee members are expected to be prepared for all committee meetings.

Committee members shall attend all committee meetings and if any member fails to attend more than three committee meetings during their term that member may be removed from the committee by the council.

