

Douglas College Education Council Bylaws

Appendix 5 – Admissions Advisory Committee

Terms of Reference

1. Mandate of Committee

The Admissions Advisory Committee is a standing committee of the council established by the council under Bylaw 4.2.1.4 of the council bylaws.

The mandate of the Admissions Advisory Committee is to advise and support the council regarding the council's authority under section 23(1) of the *College and Institute Act* to provide advice to the college board on qualifications for admissions policies, and in particular:

- (a) any aspect of a proposal for a new program that relates to program or college admissions;⁴⁶ and
- (b) any aspect of a proposal for a change to an existing program that relates to program or college admissions.⁴⁷

2. Responsibilities of the Committee

2.1 Committee Review of Admissions Requirements

The committee shall review:

- (a) admissions requirements in any proposal for a new program; and
- (b) changes to admissions requirements in any proposal to change an existing program.

In its review of admissions requirements, the committee shall ensure that the admissions requirements comply with all relevant college policies.

2.2 Committee Submission to Council

When the committee has completed its review of any admissions requirement it shall submit a report to the council in which it summarizes its review of the admissions requirements that it is recommending to the council for council consideration.

⁴⁶ *College and Institute Act*, s 23(1)(m) advisory (to board) authority of Education Council.

⁴⁷ *College and Institute Act*, s 23(1)(m) advisory (to board) authority of Education Council.

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2.3 Monthly Meetings

The committee shall meet monthly between September and June and may meet more frequently and at other times at its discretion.

2.4 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 thirteen 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 twelve voting members:

- (a) six faculty members;
- (b) two administrators;
- (c) two staff members; and
- (d) two students.

The membership of the committee shall also include the college registrar (or 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.

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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.

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. Chair of the Committee

The registrar (or designate) shall serve as the chair 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.