

# Program Council

## Terms of Reference

<b>Purpose:</b>	<ul style="list-style-type: none"> <li>Fulfills the functions of an Education Council as outlined in section 23(1) of the <a href="#">British Columbia College and Institute Act</a> and advises the board on matters identified in section 24(2) of the <i>Act</i>.</li> </ul>
<b>Chair:</b>	<ul style="list-style-type: none"> <li>Associate Dean, Centre for Graduate Studies &amp; Academic Planning</li> <li>Alternate: Vice-President, Academic</li> </ul>
<b>Functions:</b>	<ul style="list-style-type: none"> <li>Makes recommendations to the JIBC Board of Governors through the President and in consultation with the Management Committee regarding educational policies, programs, services and standards, with particular attention to requirements for certificate, diploma and applied degree programs.</li> <li>Makes recommendations to Management Committee regarding procedures on educational and student matters.</li> <li>Oversees the evaluation of Programs by the Institute.</li> <li>Facilitates cross-divisional communications and inter-disciplinary program and service planning.</li> </ul>
<b>Accountability:</b>	<ul style="list-style-type: none"> <li>Reports to the President through the Chair of Program Council.</li> <li>Terms of Reference are approved by the JIBC Board of Governors.</li> </ul>
<b>Meetings:</b>	<ul style="list-style-type: none"> <li>Meetings are held on the 1st Thursday of each month or other agreed dates.</li> <li>A quorum is defined as 50% of the membership + 1 member.</li> </ul>
<b>Membership:</b>	<ul style="list-style-type: none"> <li>One or more faculty members, representing each of the Institute's School's as determined by Management Committee</li> <li>One member representing BCGEU support staff</li> <li>One faculty member representing Aboriginal Programs and Services</li> <li>One faculty member representing Applied Research</li> <li>Registrar</li> <li>Associate Registrar</li> <li>Institute Librarian</li> <li>Two students, and one alternate</li> <li>Two alumni, and one alternate</li> </ul> <p>The member representing BCGEU support staff shall be appointed by the BCGEU for a period of two years.</p> <p>Members representing instructional Schools shall be appointed by the Dean in consultation with the School Directors. School Directors ensure that staff appointed are allowed adequate time to commit to the work of Program Council.</p> <p>Schools and Alumni appointments shall be for two years. School appointments may be renewed as often as desired at the discretion of the School Dean/Directors. School Dean forwards the names of the appointed representative and one alternate to the Chair.</p>

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<p><b>Procedures:</b></p>	<ul style="list-style-type: none"> <li>• Each member or alternate may vote.</li> <li>• The Chair may cast a vote to break a tie.</li> <li>• A staff member of the Office of Graduate Studies and Academic Services records Minutes and posts approved minutes on the JIBC website.</li> <li>• Program Council works conscientiously and quickly to make recommendations regarding proposals to help ensure appropriate, effective, and efficient program development and implementation.</li> <li>• Program Council reviews its Terms of Reference annually and makes recommendations for changes through the President to the JIBC Board of Governors.</li> <li>• Program Council may create sub-committees and task forces involving faculty, staff and others to help fulfill its mandate.</li> </ul>
<p><b>Communications:</b></p>	<p>To promote strong alignment of effort within the Institute:</p> <ul style="list-style-type: none"> <li>• Program Council regularly reviews proceedings and decisions of Management Committee pertaining to the work of Program Council;</li> <li>• Individual members and alternates communicate actively with each other to ensure continuity for their instructional area;</li> <li>• Individual members and alternates review proceedings of Program Council with the School Dean/Directors and staff of their respective Schools and provide feedback, as appropriate, to Program Council;</li> <li>• Proposals for review by Program Council are submitted electronically to members at least 7 days prior to a meeting at which they are to be reviewed. Proposals are brought forward to Program Council by School representatives responsible for the programs.</li> </ul>