

Douglas College Education Council Bylaws

Appendix 7 – Educational Excellence Committee

Terms of Reference

1. Mandate and Authority of Committee

The Educational Excellence Committee is a standing committee of the council established by the council under Bylaw 4.2.1.5 of the council bylaws.

The mandate of the Educational Excellence Committee is to advise and support the council regarding the council's authority under section 24(2)(d) of the *College and Institute Act* to set criteria for awards recognizing academic excellence.

2. Responsibilities of the Committee

2.1 Review of Criteria for Academic Excellence Awards

The committee shall review criteria for academic excellence awards and make recommendations to the council for revisions to these criteria when necessary.

2.2 Managing Processes for Academic Excellence Awards

The committee shall manage the processes for academic excellence awards, including:

- (a) Circulating information about academic excellence awards in a timely manner;
- (b) Soliciting nominations for awards;
- (c) Reviewing nominations and supporting documentation as required; and
- (d) Selecting and recommending to the council candidates for academic excellence awards.

2.3 Review and Management of Academic Excellence Awards (External)

The committee shall serve, as required by agencies external to the college, as the college's nomination committee for external agencies' academic excellence awards, including:

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- (a) receiving and circulating information about external academic excellence awards in a timely manner;
- (b) receiving nominations and supporting documentation for external academic excellence awards;
- (c) selecting candidates for nomination for external academic excellence awards;
- (d) submitting nominations with appropriate signatures;
- (e) publishing lists of external academic awards recipients; and
- (f) performing other tasks related to external academic excellence award distribution and recognition.

2.4 Reporting to Education Council

The committee shall report to the Council as follows:

- (a) the council member on the committee shall submit academic excellence awards recommendations of the committee to the council;
- (b) the chair of the committee shall keep minutes of committee meetings and submit them to the secretary of the council for retention; and
- (c) the chair of the committee shall provide an annual report of the committee's activities to the council.

3. Membership

There shall be six members of the committee but additional members may be appointed by the council.

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:

- (a) three faculty members;
- (b) one staff member;
- (c) one administrator; and
- (d) one student.

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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.

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.