



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Education Council

GENERAL BYLAWS

Adopted February 8, 1996

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A. Interpretation

In these bylaws, unless the context otherwise requires:

1. **“Act”** or **“BCIT Act”** means the College and Institute Act, R.S.B.C. 1996, c.52, of the province of British Columbia from time to time in force and all amendments thereto.
2. **“Ad hoc, sub-committee, task force, task group”** means a committee struck from time to time by council to do specific tasks.
3. **“Appointed member”** means a person appointed by the president of BCIT under the Act.
4. **“BCIT”** means the British Columbia Institute of Technology
5. **“Board”** means the Board of Governors of the institute.
6. **“Chair”** means the chairperson of the Education Council.
7. **“Constituency”** means a group from which individuals are elected or appointed to council.

8. **“Council”** means BCIT’s Education Council.
9. **“Education Council”** means the Education Council of the institution.
10. **“Educational administrator”** means a dean, vice president or similar employee of the institution whose primary responsibility is to provide administrative services in support of education or training offered by the institution; it does not include the president.
11. **“Elected member”** means a person elected to council under the Act.
12. **“Employee”** means an employee of the institute.
13. **“Informed person”** means a person who has received all of the information prescribed to council pertaining to a specific issue or decision.
14. **“Institute”** means the British Columbia Institute of Technology.
15. **“Joint approval”** means approval by the board and by the Education Council of an institution, each by passing a resolution of approval by majority vote of its voting members.
16. **“Member”** means each of the persons comprising the council as set out in Part 3, 15 (1) of the Act.
17. **“Non-voting member”** means a member who participates in the business of council and/or standing committees, but who is ineligible to vote. A non-voting member is not included in quorum count.
18. **“Official guests”** means guests who may participate in discussion at Education Council but may not vote, move or second motions. They may sit on committees if invited to do so.
19. **“President”** means the person appointed by the Board of Governors as the chief executive officer of the institute. A delegate may be appointed by the president.
20. **“Registrar”** means the registrar of BCIT or their designate.
21. **“Related to a member”** means being a spouse, child, parent, sister, brother, parent-in-law, sister-in-law, or brother-in-law of that member, or being a person having some other relationship with the member which, in the council’s opinion, should be considered “related” for the purpose of this bylaw.
22. **“Representative group”** means:
 - a. A bargaining agent, as defined in Section 1 of the *Labour Relations Code*, for faculty members or for support staff, or
 - b. A student society or student organization for which fees are collected under Section 19 or 21 of the Act.
23. **“Resource members”** means a member of the BCIT community who is requested to participate in the business of council. Such members are non-voting.
24. **“Seat”** means a member’s position on council.
25. **“Standing committee”** means a committee duly constituted by the council.
26. **“Support staff”** means the employees of the institution who are not the president, educational administrators, or faculty members.
27. **“Vice chair”** means the vice chair of council.
28. **“Vice president”** means a vice president of the institute.

29. **“Voting members”** means members authorized to vote under the Act, council bylaws, or standing procedures.
30. **“Year”** means the term beginning with the final meeting of council in an academic year and concluding on the day prior to the final meeting of council in the following academic year. (e.g., If the final meeting of council for a particular academic year was held on May 24, the year would be considered to begin on that date. If the final meeting of council for the next academic year was held on the May 17 of the following year, the “year” would conclude on May 16 of that year.)

B. Precedence

Where these bylaws are at a variance with the Act, the Act shall take precedence.

C. Education Council

BCIT shall have an Education Council in accordance with Section 14 (1) of the Act.

D. Composition of an Education Council

1. On first being established, an Education Council must have 20 voting members, as follows:
 - a. Ten must be faculty members elected by the faculty members.
 - b. Four must be students elected by the students.
 - c. Four must be education administrators appointed by the president.
 - d. Two must be support staff elected by the support staff.
2. After an Education Council is established, the number of its faculty members, education administrators, and support staff voting members having terms of more than one year, and of its student voting members, may be increased or decreased if:
 - a. The increase or decrease is agreed to by the president and a majority vote of the voting members of the Education Council.
 - b. The number of voting members after the increase or decrease is apportioned to represent faculty members, students, educational administrators, and support staff in the same ratios as under Subsection (1).
 - c. The new faculty member, student and support staff voting members, if any, are elected by the faculty members, students and support staff, respectively, and the new educational administrator voting members, if any, are appointed by the president.
 - d. The total of voting members, exclusive of those elected or appointed under Subsection (3), is 20 or more.
3. After an Education Council is established, the number of its voting members may be increased for one year if:
 - a. The increase is agreed to by the president and the majority of the voting members of the Education Council.
 - b. These new faculty member, student or support staff voting members are elected by the faculty members, students and support staff, respectively, and these new educational administrator voting members, if any, are appointed by the president, and
 - c. These new voting members are deemed not to be voting members for the purposes of a vote under Subsection (2)(a) or this subsection.
4. The president is a non-voting member of the Education Council.

5. The board may appoint one person to be a non-voting member of the Education Council to serve for one year.
6. The Education Council's executive may invite official guests from time to time who will serve a one-year term of invitation, and who may be invited to serve further terms. Official guests may identify one designate to attend on their behalf if they are unavailable (designates to be noted on the Education Council contact list).

E. Term of office

1. Faculty members or support staff elected under Section D, other than those elected under Section D (3), serve a two-year term and may be elected to further terms under that section.
2. Students elected under Section D serve a one-year term and may be elected to further terms under that section.
3. Educational administrators appointed under Section D, other than those appointed under Section D (3), serve a two-year term and may be appointed to further terms under that section.
4. Those elected or appointed under Section D (3) serve for one year and may be appointed to further terms under Section D.
5. The seat of any member who fails to attend three meetings of Council within a year, without approval of Council through the chair, shall be deemed to be vacant.
6. The seat of a member who leaves the constituency from which that member was elected or appointed shall be declared vacant. Leaving the constituency will be defined to include absences of four (4) consecutive months during the Education Council term for any of the following reasons:
 - Sick Leave
 - PD Leave
 - General Leave
 - Secondment outside of the constituency area

F. Elections

1. The registrar must conduct the elections described in Section D.
2. The registrar, after consulting with the chief officers of the representative groups and the president, must establish the rules necessary and consistent with the Act for the conduct of the elections described in Section D, including an appeal process for the conduct of elections.
3. Rules for elections described in Section D must reflect the geographic distribution of programs of the institution and provide for representation of program and education support areas at the institution as determined by the registrar after consulting with the chief officers of the representative groups and the president.
4. Council shall stipulate circumstances by which a seat may become vacant.
5. In the event that council deems it necessary to increase the number of its voting members, it shall require an ad hoc committee to develop and submit for approval procedures to accommodate such an increase, in accordance with the Act.

G. Chair and vice chairs of the Education Council

The chair of the Education Council must be elected each year by and from the voting members of the Education Council. A vice chair of the Education Council, who is also a faculty member,

shall be chair of the Programming committee. A vice chair of the Education Council shall be chair of the Policy committee.

H. Powers and duties of the Education Council

1. An Education Council must make bylaws for the conduct of the business of the Education Council, including bylaws specifying the duties of members of the Education Council in conflict of interest situations.
2. Subject to the policy and directives established under Section 2 (1)(a) of the Act, the Education Council has the power and duty to do all of the following:
 - a. Set policies concerning examinations and evaluation of student performance.
 - b. Set policies concerning student withdrawal from courses, a program and the institute.
 - c. Set criteria for academic standing, academic standards, and the grading system.
 - d. Set criteria for awards recognizing academic excellence.
 - e. Set policies and procedures for appeals by students on academic matters and establish a final tribunal for these appeals.
 - f. Set curriculum content for courses leading to certificates, diplomas or degrees.

I. Joint approval with the Board of Governors

1. To be implemented, decisions concerning the following matters must have joint approval:
 - a. Curriculum evaluation for determining whether:
 - i. Courses or programs, or course credit, from another institution, university or other body are equivalent to courses or programs, or course credit, at the institution.
 - ii. Courses or programs, or course credit, from one part of the institution are equivalent to courses or programs, or course credit, in another part of the institution.
 - b. Other responsibilities of the board, that, on the initiative of the board, the board and the Education Council agree are subject to joint approval.
2. Subsection (1)(a) does not include curriculum evaluation based on instructional methods.
3. An agreement under Subsection (1)(b) may be terminated by:
 - a. the board giving written notice of termination of the chair of the Education Council, or
 - b. the Education Council giving written notice of termination to the chair of the board.
4. Joint approval given under Subsection (1) must not conflict with policy or directives established under Section 2 (1)(a) of the Act.
5. If joint approval on a matter described in Subsection (1) is not attained within 60 days of the board or Education Council requesting the other party to consider its proposal, the board or Education Council may refer the matter to the minister, and the minister, or the person the minister designates for the purposes of this subsection, may make the decision that they consider most appropriate.

J. Advisory role of the Education Council

1. An Education Council must advise the board, and the board must seek advice from the Education Council, on the development of educational policy for the following matters:
 - a. the mission statement and the educational goals, objectives, strategies and priorities of the institution

- b. proposals about implementation of courses or programs leading to certificates, diplomas or degrees, including the length of or hours for courses or programs
 - c. reports after implementation by the institution without prior review by the Education Council of:
 - i. new non-credit programs, or
 - ii. programs offered under service contract
 - d. priorities for implementation of new programs and courses leading to certificates, diplomas or degrees
 - e. cancellation of programs or courses offered by the institution or changes in the length of or hours for courses or programs offered by the institution
 - f. evaluation of programs and educational services
 - g. policies concerning library and resource centres
 - h. setting of the academic schedule
 - i. policies on faculty member qualifications
 - j. adjudication procedure for appealable matters of student discipline
 - k. terms for affiliation with other post-secondary bodies
 - l. consultation with community and program advisory groups concerning the institution's educational programs
 - m. qualifications for admission policies
 - n. criteria for awarding certificates, diplomas, and degrees
 - o. other matters specified by the board
2. Advice given under Subsection (1) must not conflict with policy or directives established under Section 2 (1)(a) of the Act.
 3. The board must request advice on a matter under Subsection (1) by giving the Education Council, at least ten working days before the board will deal with the matter, the following:
 - a. The agenda items concerning the matter for the meeting of the board at which the matter will be discussed
 - b. The date by which a statement setting out the advice of the Education Council must be given to the chair of the board
 4. Despite Subsection (3), if the board must deal with a matter under Subsection (1) and there are substantial reasons why ten working days' notice under Subsection (3) cannot be given, the board must advise the Education Council, as soon as practicable, concerning:
 - a. the matter
 - b. the reason why notice could not be given under Subsection (3)
 - c. the decision taken on the matter

K. Code of conduct and conflict of interest

1. Duty:

All members of council must act in the best interests of the institute and:

 - a. act honestly, loyally and in good faith
 - b. act with care and in a prudent and diligent manner, and keep themselves informed of the policies, business and affairs of the institute
 - c. use their knowledge and expertise in dealing with the affairs of the institute
2. Definition:
 - a. For the purpose of this bylaw these definitions apply:

"conflict of interest" or "conflict" includes any situation in which:

 - i. a member or a person related to a member has a personal interest of any nature in a transaction, contract, agreement or arrangement with the

- institute, existing or proposed, by which the member or a person related to a member might benefit or be affected, directly or indirectly
 - ii. the personal, financial, corporate or other organizational duties of a member, or of a person related to a member, do, or might reasonably be seen to, influence the discharge of the member's obligations as a member of the council
 - iii. any other circumstances that the council decides are, or would be, a conflict of interest, whether the conflict be actual, potential or perceived.
- 3. Disclosure of conflict:
 - a. Every member who has a conflict of interest must disclose the nature and extent of that conflict.
 - b. Disclosure must be made by the member at the first meeting:
 - i. at which the matter is first considered,
 - ii. after which the conflict has arisen, or
 - iii. after the member becomes aware of the conflict.
 - c. Disclosure is to be made either in writing and read to the meeting, or orally at the meeting, and will be entered into the minutes of the meeting by the Education Council Coordinator.
 - i. Any member who believes that another member has a conflict of interest regarding a matter to be, or which has been, considered by council, must identify the perceived conflict to council at the first opportunity.
 - ii. A member who is uncertain whether he or she has a conflict must make full disclosure of the nature and extent of the member's interest in the matter and ask council to decide whether a conflict exists.
 - iii. In either of the cases in i and ii above, council will consider the matter and decide by a majority vote of the members present and entitled to vote whether or not, in its opinion, a conflict does exist as to that member; that member will not vote on that issue.
 - d. If a conflict is disclosed or discovered about a decision already made by council, council will decide whether or not the involvement of the member with the conflict influenced that decision. If council decides it did, council will reconsider the decision and either confirm it or rescind or vary it so long as doing so does not adversely affect any other interested person.
- 4. Procedures:
 - a. A member who has a conflict of interest in relation to a matter to be considered by council will not vote on that matter but will be included in determining whether there is a quorum for the meeting, whether or not the member is excluded from taking part in the meeting; and
 - b. If the member, notwithstanding the above provisions, does vote on the matter, that vote will not be counted.
- 5. Specific conflicts:

A conflict of interest exists when discussions or decisions take place directly affecting a specific educational program in which a member, whether a student or a member of the faculty or support staff, or a person related to any member, is, or is expected to become, enrolled or employed.

6. Council action:
 - a. If any member breaches this bylaw, council may, in respect of that member, take any action permitted by law, including:
 - i. a letter of reprimand
 - ii. a request that the member resign from council
 - iii. for resource members, recommendation that the member's appointment be rescinded.
7. Duties and responsibilities of the chair

The duties and responsibilities of the chair shall be:

 - i. to preside at all meetings of Education Council
 - ii. to declare the result of the vote on all questions
 - iii. to act as spokesperson for Education Council
8. Duties of the vice chair

The vice chairs shall:

 - a. assist the chair in carrying out the chair's responsibilities, as requested, from time to time
 - b. stand in for the chair, as may be required from time to time
9. Council coordinator

The Coordinator of Education Council shall serve as secretary for Education Council and the standing committees and will maintain:

 - i. agendas and minutes
 - ii. meeting schedules
 - iii. attendance records
 - iv. other records, as necessary
10. Delegation of duties

The chair may, but shall not be required to, delegate any of the chair's duties or responsibilities, including the right to attend at any committee meeting for and on behalf of the chair.
11. Committees of council
 - a. Normally, the Education Council has three standing committees:
 - i. executive committee
 - ii. policy committee
 - iii. programming committee
 - b. Council shall establish or dissolve standing committees and specify the duties required of such standing committees to best serve council's legislated mandate.
 - c. Standing committees shall be governed in their operation by the provisions of Bylaws F.4; K.12.b; K.12.c.iii.
 - d. The composition of standing committees shall be specified within the standing committee terms of reference and approved by council.
 - e. Bylaw K applies to all proceedings of committees of council and applies to other people who are considered by the chair of the committee to be either members of the committee or principal advisors or staff to the committee.
 - f. Each member of council shall serve on at least one of the standing committees established by council.

- g. The Educational Technology and Learning Design Committee (ETLDC) is a sub-committee of Education Council. Its composition is specified in the terms of reference and are approved by council. The chair of the ETLDC shall be appointed as an official guest of the Education Council.
 - h. The Curriculum Change Review Panel will be struck, as necessary, to approve major changes to programs outside of the normal Education Council cycle.
12. Meetings of Education Council
- a. Quorum and voting
 - i. A quorum shall be present as a requirement for the conduct of council's affairs.
 - ii. A majority of the voting members of council shall constitute a quorum for the transaction of business.
 - iii. At all meetings of council all questions shall be decided by a majority of the votes of the members present and voting. In the event of a tie, the chair casts the deciding vote.
 - b. Interpretation

Parliamentary procedure shall be followed at all council meetings, in accordance with the latest edition of *Robert's Rules of Order*, unless these bylaws differ, in which case these bylaws have precedence.
 - c. Staff, student and public access to council
 - i. Meetings of council shall be open to the public except when the council executive decides it should be held as a closed meeting.
 - ii. Council shall annually make public its schedule of meetings.
 - iii. The proposed agenda and supporting material shall be distributed to council members five working days prior to any meeting.
 - iv. Council may, at its discretion, hold additional meetings if proper notice is given to council members
 - d. Circulation of minutes

Council shall publish and distribute the minutes of its meetings and inform the BCIT community of its activities.
 - e. Records

Council shall see that all books and records of the institute required by the bylaws of the institute or by any applicable statute, law or regulation are regularly and properly kept.
 - f. Amendments of bylaws

By giving notice of motion at a regular meeting, the terms of the bylaws may be amended at a subsequent regular meeting of the council by a two-thirds vote, subject to any approval required by statute.



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Education Council

STANDING PROCEDURES

Revised: May 2021; May 2023

APPENDIX ONE

EDUCATION COUNCIL STANDING COMMITTEES

Guidelines for Standing Committee

Committee Chairs:

1. The chair of the Education Council shall be chair of the Executive Committee.
2. A vice chair of the Education Council, who is also a faculty member, shall be chair of the Programming committee.
3. A vice chair of the Education Council shall be chair of the Policy standing committee.
4. The chair of the Educational Technology and Learning Design Committee shall be appointed as an official guest of the Education Council

Election of Vice Chair:

1. Each standing committee shall elect a vice chair each year following Education Council elections.

Membership:

1. The chair of the Education Council (EdCo) shall be a voting member of each Education Council standing committee. If the EdCo chair is not a faculty member, they shall be a non-voting member of the Programming committee.
2. Each standing committee shall have a membership (Education Council and non-Education Council members) that provides relevant knowledge, expertise and experience to execute the mandate of the standing committee.
3. Standing committees may appoint additional members as required. Appointed members of standing committees will serve a one-year term of appointment and may be appointed to further terms. The chair and appropriate vice chair of EdCo will conduct an annual review of constituency representation and solicit nominations for additional members, as required through the appropriate school quality committee or service area. Standing committee members will vote to select additional appointed members from the nomination list.

4. Current standing committee membership lists will be provided to the Education Council.
5. Standing committee members are required to attend scheduled standing committee meetings.
6. Alternates to committee members will not be allowed.
7. At any time, committees may appoint non-voting resource members to support the committee's activities. Appointments will be made by committee vote. Resource Members can identify one designate to attend on their behalf if they are unavailable (designates to be noted on the Education Council contact list).

Meeting Procedures:

1. *Robert's Rules of Order* will govern all proceedings of standing committees.
2. The quorum for Education Council standing committees consists of five voting members unless otherwise authorized by the Education Council.
3. Meetings of standing committees may be held "electronically" if all members of the standing committee have the technological access to participate.

Standing Committee Reports:

1. Each standing committee chair will provide a report to the Education Council at each meeting on the activities of the committee.
2. The assistant to Education Council will maintain:
 - current membership lists
 - meeting schedules
 - meeting agendas and minutes

EXECUTIVE STANDING COMMITTEE TERMS OF REFERENCE

Mandate:

The Executive standing committee will act as a coordinating committee for all Education Council activities.

Composition:

- Education Council chair
- Education Council vice chairs
- Chair, Educational Technology and Learning Design Committee
- Immediate past chair of Education Council (if available)
- President of BCIT (ex officio)
- Vice President, Academic
- Up to four members at-large to facilitate representation of faculty (both FSA & BCGEU), support staff, administration, and one student
- Institute Registrar
- Chairs from ad hoc committees (if any)

Sub-Committees:

- Curriculum Change Review Panel

Duties:

Discuss and review EdCo initiatives and EdCo agenda items.

Establish priorities for educational policy reviews.

Act as the nominating committee to obtain candidates for election to the positions of chair and vice chairs of Education Council.

On a yearly basis, conduct an orientation for individuals who are elected to the chair and vice-chair positions to familiarize them with roles and expectations and to provide them with recommendations for managing effective meetings.

Develop and maintain a succession plan for chair and vice-chair positions.

Such other business as determined by Education Council or the Board of Governors.

Agenda:

The agenda and supporting documents for meetings of the Executive Committee of Education Council shall be prepared by the chair of the council, or their designate, and shall be distributed to committee members five working days prior to each scheduled meeting.

PROGRAMMING STANDING COMMITTEE TERMS OF REFERENCE

Mandate:

As directed by the Education Council, the Programming committee will review and make recommendations regarding proposals for new programs and major changes to existing programs.

Composition:

A minimum of ten faculty members appointed by the Education Council. One of these members shall also be a current vice chair of Education Council and additional resource members may be appointed as required. The quorum for Education Council standing committees is five voting members, unless otherwise authorized by the Education Council.

Resource Members:

- Academic Planning & Quality Assurance (APQA) representatives from the Office of the Vice President, Academic (non-voting)
- Associate Registrar (non-voting)

Chair:

The committee will be chaired by one of the Education Council vice chairs, who must be a faculty member.

The members of the Programming standing committee shall elect a vice chair from among Programming committee members each year.

Specific Duties:

Reviews changes recommended by the Policy committee to BCIT policies that affect programming.

Review new program proposals and curriculum change proposals considered as major changes for existing programs to ensure educational quality and policy compliance.

Agenda:

The agenda and supporting documents for meetings of the Programming standing committee of Education Council shall be prepared by the chair of the committee, or their designate, and shall be distributed to committee members five working days prior to each scheduled meeting.

POLICY STANDING COMMITTEE TERMS OF REFERENCE

Mandate:

Will advise the Education Council of any new policies or revisions to existing education policies requiring approval by the Education Council and/or the Board of Governors.

Composition:

A minimum of five members of the Education Council will be appointed to this committee. These shall include at least one of each of the following groups: student, BCGEU faculty, FSA faculty, administration, and support staff. One of these appointees shall also be a current vice chair of Education Council. Additional voting or resource members may be appointed as required. The quorum for Education Council standing committees is five voting members unless otherwise authorized by the Education Council.

Chair:

The committee should be chaired by the one of the Education Council vice chairs. The members of the Policy committee shall elect a vice chair from among Policy committee members.

Specific Duties:

Ensure that the Programming committee reviews any changes to policy that affects programming.

Monitor all policies requiring approval by the Education Council to determine when they are due for review or revision.

Advise the Education Council of policies that are due for review or revision.

Recruit resource individuals, as required, to assist with the task of review/revision/creation.

Consult with the BCIT community to determine any adjustments recommended for policies under consideration for review/revision/creation.

Draft amendments to policies.

Present new and revised policies to the Education Council for consideration and approval or recommendation to the Board of Governors.

Recommend appropriate dates for the subsequent review of all newly revised policies.

Agenda:

The agenda and supporting documents for meetings of the Policy committee shall be prepared by the chair of the committee, or their designate, and shall be distributed to committee members five working days prior to each scheduled meeting.

CURRICULUM CHANGE REVIEW PANEL

Mandate:

To review major curriculum change proposals that have demonstrable need for implementation, jointly determined by the EdCo Chair and VP Academic, that could not follow the normal review process by the Programming committee and Education Council within the regular meeting schedule.

Education Council will delegate authority to the Curriculum Change Review Panel (CCRP) to review, make recommendations, and approve major curriculum change proposals on behalf of the Education Council. The CCRP will provide the Education Council with a full report of its activities and recommendations at the next available meeting.

It is the responsibility of the EdCo chair to strike a CCRP, as required.

Composition:

The panel will consist of three Education Council members. Membership would be drawn from:

- One of EdCo chair or EdCo vice chair
- One of VP Academic, or designate
- One additional member of EdCo
- Registrar or designate (resource member)

A quorum for the Curriculum Change Review Panel shall consist of three members.

Chair:

The panel will be chaired by the EdCo chair or EdCo vice chair.

Specific Duties:

- Review major curriculum change proposals for existing programs.

Agenda:

The agenda for each meeting will be established by the chair of the panel.

Meetings:

A panel will be struck as needed.

EDUCATIONAL TECHNOLOGY AND LEARNING DESIGN COMMITTEE

Mandate:

The Educational Technology and Learning Design committee (ETLDC) is a sub-committee of the Education Council. The committee provides strategic guidance and recommendations regarding the implementation and use of educational technology across the institute, in order to:

- Advance BCIT's educational goals, strategic objectives, and priorities,
- Engage with the community regarding educational technology in curriculum and programs,
- Support the innovative, effective, and ethical use of educational technology in teaching and learning, including alignment with the BCIT e-Learning Strategy and the Learning and Teaching Framework,
- Ensure that programs, educational services, and resource centres provide effective educational technology support for learning and teaching.

Composition:

- AVP Education Support and Innovation (ex officio executive sponsor)
- One chair
- One vice chair elected from voting members of the committee each year
- One member at-large to facilitate representation of administration
- One representative from Academic Planning and Quality Assurance
- One representative from Student Services
- One representative from Information Technology Services
- One representative from Library Services
- One representative from Instructional Development Services
- One representative from Educational Technology Services
- One student member
- Up to six members to facilitate representation of faculty (both FSA & BCGEU)
- Additional non-voting members may be appointed, as required, by approval of the committee
- Committee appointments are for a renewable two-year term
- Quorum: Six voting members

Chair:

- The committee is chaired by appointment from the AVP Education Support and Innovation, in consultation with the chair of Education Council, for a renewable two-year term.
- The chair, or designate, will be responsible for seeking committee members:
 - By requesting volunteer members directly from Education Council.
 - By notifying the school/department/Student Association leadership of vacancies and requesting committee volunteers. Schools/Departments/SA will be responsible for identifying volunteer members for the committee.

Specific Duties:

- Ensure alignment between school priorities, policies, and educational technology, with the BCIT e-Learning Strategy and the Learning and Teaching Framework.
- Provide feedback and advice on proposed changes or enhancements to educational technologies.
- Provide guidance and advice to the Learning and Teaching Centre and other institute departments that provide support for educational technology.
- Address pedagogical and ethical educational technology issues faced by faculty and students, and provide guidance and recommendations to improve learning and teaching with educational technology.
- Identify opportunities for the adoption of new educational technologies and make recommendations for strategic innovation.
- Assist in communicating changes or enhancements to new or existing educational technologies across the institute.
- Help to identify and mitigate potential institutional risks.

Agenda:

The agenda and supporting documents for meetings shall be prepared by the chair of the committee, or designate, and shall be distributed to committee members five working days prior to each scheduled meeting. The sub-committee shall meet at least three times per academic year.

APPENDIX TWO

Education Council Chair and Vice Chair Roles & Expectations

The role of the chair (and vice chairs) as facilitator(s) of educational quality requires:

1. Knowledge and understanding of educational policies & procedures, institutional priorities, and committee processes.
2. Sound judgment to identify which issues require committee attention and discussion, and which issues are minor or not relevant for discussion.
3. Facilitation skills to ensure inclusive/collaborative discussions, sensitivity to group dynamics and direction, and refocusing discussion, as appropriate.
4. Leadership skills to ensure thoughtful review of all agenda items, involving objective consensual decision-making and accurate summation, reporting and communication.
5. Organizational skills to identify key issues prior to meetings, capture all important elements during discussions, and accurately relay time-sensitive information following meetings.
6. Time-management skills during committee meetings to ensure that all issues are dealt with adequately and effectively.
7. Strong communication skills.
8. Diplomacy and tact in dealing with stakeholders, particularly in sensitive situations (i.e., agenda items that do not receive committee approval).
9. Ability to make decisions based on committee consensus and consistent practice.
10. Respectful approach towards all stakeholders and effective and professional representative of the committee.

APPENDIX THREE (see Composition of Education Council 1.2 A)
Faculty Distribution on Education Council

The distribution of ten faculty seats (made up of FSA faculty and BCGEU faculty) on Education Council is as follows:

Six FSA Faculty:

- One School of Business + Media
- One School of Computing and Academic Studies
- One School of Energy
- One School of Health Sciences
- One School of Transportation or Specialty Faculty
- One School of Construction and the Environment

Should a nomination from a specific constituency (as listed above) not be forthcoming during the initial nomination period, a by-election with a new nomination period will be held for that constituency.

Should a nomination not be forthcoming for a second time, a by-election with a new nomination period will be held, and the position will be posted as an at-large seat open to FSA faculty from all constituencies.

Four BCGEU Faculty:

- One School of Energy
- One School of Transportation
- One School of Construction and the Environment
- One at-large seat:
 - BCGEU faculty are granted three votes; one vote for a candidate from each of the three representative schools.
 - The school-specific seats will be awarded to the candidate from that school with the highest number of votes. The at-large constituency seat will be filled by the individual with the next highest vote count among the remaining candidates.

Should a nomination from a specific constituency (as listed above) not be forthcoming during the initial nomination period, a by-election with a new nomination period will be held for that constituency.

Should a nomination not be forthcoming for a second time, a by-election with a new nomination period will be held, and the position will be posted as an at-large seat open to BCGEU faculty from all constituencies.