

Terms of Reference - School of Transportation Research Committee

Updated: January 30, 2025

Business purpose of the school research committee

The mandate of the School of Transportation (SoT) Research Committee is to support the advancement of applied research and development consistent with BCIT's mission and mandate statements.

School of Transportation research committee responsibilities

1. Promote research awareness and activities in the SoT.
2. Support creation and development of centers of excellence within the school.
3. Advocate for faculty's interests and students' interests in applied research, including funding.
4. Liaise with other school research committees in order to facilitate collaborative and co-operative research efforts among schools and departments.
5. Liaise with the Research Services Office / Technology Centre for logistics and support.
6. Establish and maintain links with external institutions and stakeholders as appropriate.
7. Assist in evaluating and prioritizing research themes.
8. Maintain effective communications and information sharing (e.g. Research database) as required to further the mandate of the SoT research committee.
9. Support all programs and their development with respect to research.
10. Review progress reports for on-going research projects.
11. Review research proposals to ensure alignment with institutional applied research themes.
12. Encourage skills development and readiness of teaching staff to engage in applied research activities.
13. Identify and propose strategies to enhance both the school' and BCIT's applied research performance.
14. Support other activities as needed including:
 - Business model development.
 - Technology transfer.
 - Intellectual property management.
 - Development and review of research policies and practices.

The related roles and responsibilities of SoT research committee will be periodically reviewed and revised by committee members as needed.

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Organizational Structure and Representation

- The SoT research committee works in concert with other BCIT research committees and with the research services office and reports to the Dean of the SoT.
- The committee membership is comprised of:
 - Dean, School of SoT
 - Manager – Aerospace or a faculty designate
 - Manager – Automotive or a faculty designate
 - Manager – Heavy Equipment or a faculty designate
 - Manager – Marine or a designate
 - 1 faculty representative from Aerospace
 - 1 faculty representative from Automotive
 - 1 faculty representative from Heavy Equipment
 - 1 faculty representative from Marine
 - 1 representative from Trades Discovery
 - 1 representative from Technology
 - 1 representative from school support staff
 - 1 representative from applied research liaison office (ARLO)

Committee Elections

- Committee members representing faculties under each of the Associate Deans will be elected (or appointed as necessary) for four-year terms.
- Committee members may be re-elected (or re-appointed) to the committee two times (maximum time on committee is eight (8) years).
- A program area (faculty) may choose not to provide representation (either no one is nominated, or the area voted to do so) to the committee. In this case, the Associate Dean for the program area would become an ex-officio member of the committee.
- A chair and co-chair will be elected by committee members for a period of four years. Chair/co-chair will be granted the equivalent of one hour of release per week to conduct research committee business.
- The committee will elect one member to act as the representative to the institute research committee. Dean of Applied Research designates the ARLO liaison.

Committee Operations

- A quorum for voting purposes is defined as >50% membership.
- Consensus is preferred and sought after subject to time and other constraints. When consensus cannot be reached, a >50% majority vote is sufficient to carry a motion.
- Ex-officio members are non-voting.

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Committee Rules and Process

(Roberts Rules of Order will be used as a guideline for all Committee business matters)

- Duties of the Chair
 - Set the agenda for meetings
 - Preside at committee meetings
 - Collect feedback from members outside of meetings
 - Be responsible for committee reports
 - Represent the committee to BCIT management, industry, and research/academic institutions.
 - Serve as liaison to other committees (e.g. other school research committees, institute research committee)
 - Propose new policies, when and where applicable, to the committee for their approval in order to meet committee's objectives.

- Duties of the Co-Chair
 - Support the Chair in various functions including serving as a liaison to other committees
 - Maintain the minutes at committee meetings and ensure circulation of meeting minutes
 - Preside at committee meetings in the absence of the chair

- Responsibilities of Committee members
 - Attend all committee meetings having prepared to speak first.
 - Maintain ethical standards in their role as committee members as determined by the BCIT policies and the BCIT research ethics board.
 - Liaise with their department on research committee issues.
 - Inform their departments of research committee activity.
 - Review all material circulated or distributed prior to each meeting.
 - Contribute to discussions and provide constructive feedback.
 - Serve on task groups and support the activities of the committee.
 - Solicit others to be part of task groups.
 - The ARLO liaison reports to the committee at the last meeting of each academic year. Committee may propose for continuation or renewal based on the performance of liaison designated.

- Formation of Task Groups
 - Task groups are short-term sub-committees that are tasked with a specific assignment.
 - The committee appoints task groups, and a task group chair is confirmed at the time the task group is struck.
 - The task group will be given a mandate and duration by the committee.
 - Task groups report to the committee as a whole.

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Committee Meetings

The SoT Research Committee will meet two times per year to prepare for submissions to the institute committee. It is probable there will be additional meetings, at the call of the chair and/or SoT dean or the institute research committee as required.

Conflict of Interest

Any conflict of interest for a committee member must be declared at the beginning of the meeting or at such time during the meeting when discussion makes it apparent that a conflict of interest may exist. If the committee, upon further discussion, finds that a conflict of interest exists, the member may be allowed to be part of the discussion but will be excluded from any decision-making process related to the area under consideration (e.g. research project).

Current Representatives

Steve Perry		Dean, School of Transportation
Naveen Jit	Chair	Faculty, Automotive
Cherie Cooper	Co-chair	Manager, School Operations
Terry Yau		Program Head, TMGT
Eugene Eng		Program Head, Motive Power
Dhaval Shah		Associate Dean, Marine
Carolina Lee		Program Assistant