

Terms of Reference

Okanagan College Education Council

April 2025

Purpose

With the authority granted under the College and Institute Act ("CIA" or the "Act") of British Columbia, Okanagan College's Education Council (Council) is responsible for:

- Setting bylaws for the orderly conduct of its affairs.
- Overseeing and advising, where appropriate, on matters related to academic policies, programs, and educational priorities.
- Ensuring the integrity of academic standards and educational quality are maintained.
- Advising on and supporting the College's mission to provide accessible and high quality education.

These Terms of Reference set out the governance responsibilities of the Council under the Act.

Defining Governance

At Okanagan College, the three primary functions of Education Council governance are:

- **Approval** - governance of curriculum, policies and regulations related to student performance, academic criteria, and other educational matters according to established procedures. Approval refers to the Council's authority as delegated under the Act: sections 24 (sole responsibility) and 25 (joint approval with the Board).
- **Oversight** - within its mandate, receives proposals, reports, and information through which it monitors the quality and substance of curriculum and academic standards. Oversight refers to the authority of the Council to provide advice on matters as delegated under sections 23 of the Act, and related approvals under section 24 of the Act.
- **Advice** - within its mandate, provides advice, sometimes in confidence, on proposed policy matters. Advice refers to the authority of the Council to provide advice to the Board of Governors, as delegated under section 23 of the Act.

To fulfil its governance role, the Council as a whole, and its members as individuals, act in accordance with the duties, expectations, and attributes of Council Members outlined in the *Council's Code of Conduct*. This includes the Council exercising its fiduciary role to the College by putting the interests of the College at the centre of decision making.

Administration

Although the Council provides advice on academic matters as aligned with their duties and responsibilities, the Council does not have any direct authority over matters for which the Board of Governors is responsible.

To enable the Council's academic governance and oversight role, the Provost and the Administration has responsibility for outlining problems, explaining issues, identifying the need for changes in policy, and formulating new policy for governance consideration within the Council's mandate.

Duties and Responsibilities

The Education Council operates as a deliberative and consultative body, making decisions on matters within its jurisdiction and providing advice to the Board of Governors on certain educational policies and specific strategic academic matters.

In addition to the duties and responsibilities outlined in these Terms of Reference, the Council also performs functions consistent with the Act that the Education Council considers advisable in meeting the educational mandate of the College.

Within its governance role, the Council is responsible for:

Academic Quality

The Council ensures the academic quality of Okanagan College by:

- Ensuring that clear policies and procedures for the assurance of academic quality are in place and implemented (*CIA 24(2)(a-f)*).
- Ensuring that policies and practices are in place and implemented for assurance of quality across all dimensions of the student's academic experience (*CIA 24(2)(a-f)*).
- Related to the policies for academic quality and the student's academic experience, monitoring policy development and actions that support compliance (*CIA 24(2)(a-f)*).

Programming

The Council provides governance oversight over programming at Okanagan College by:

- Ensuring that programming offered by Okanagan College meets all legislative requirements and is in compliance with College policies and procedures (*CIA 23(1)(d)*).
- Ensuring the integrity and academic quality of the College and its programming by evaluating existing and new programming to meet the educational mandate and strategic direction of the College (*CIA 23(1)(a)(f)*).
- Overseeing the development of curriculum content for courses leading to certificates, diplomas or degrees (*CIA 24(2)(f)*).
- Ensuring program vitality and relevance in accordance with the College's Mission, Vision and Values by regularly reviewing current programming and making recommendations to retire programming (*CIA 23(1)(a)(e)*).
- Receiving reports on non-credit programs and programs offered through a service contract (*CIA 23(1)(c)*).
- Approving student learning outcomes to ensure a quality academic experience (*CIA 23(1)(n)*).

Academic Governance

The Council monitors and provides governance oversight over key policies and makes recommendations for the development of policies affecting the College's academic environment as related to:

- Examinations and evaluations of student performance (*CIA 24(2)(a)*);
- Student withdrawal from courses, programs and the institution (*CIA 24(2)(b)*);

- Appeals by students on academic matters and establish a final appeal tribunal for these appeals (*CIA 24(2)(e)*);
- Academic criteria and policies related to student success (*CIA 24(2)(a-c)*);
- Determining qualifications for admission and graduation and making such recommendations to the Board of Governors (*CIA 23(1)(m)*);
- Establishing criteria for academic standing, academic standards and the grading system (*CIA 24(2)(c)*);
- Setting criteria for awards recognizing student academic excellence (*CIA 24(2)(d)*).

Advisory Governance

The Council advises the Board on policies related to the following:

- The mission statement and the educational goals, objectives, strategies and priorities of the College (*CIA 23(1)(a)*).
- Setting priorities for the implementation of new programs and courses leading to certificates, diplomas or degrees (*CIA 23(1)(b)(d)*).
- The evaluation of programs including new programs, modifications of existing programs, and the retiring of programs as needed to meet an evolving educational environment while ensuring that programs are market-driven and an effective utilization of College resources (*CIA 23(1)(f)*).
- Admissions and graduation requirements, academic schedules, adjudication of appeals for student discipline, library and resource centres, faculty member qualifications, terms for affiliation with other post secondary bodies, and community consultation on programming (*CIA 23(1)(g-m)*).

Joint Governance

The Council and Board share joint governance responsibility for the following matters:

- Approval of policies or agreements for granting or accepting transfer credit (*CIA 25(1)(a)*).
- Other matters as agreed upon by both the Education Council and the Board of Governors (*CIA 25(1)(b)*).

Committees

Under its Bylaws and to carry out its duties and responsibilities, Education Council may delegate committees established by the Council the authority to carry out the power, duties and functions of the Council.

Communication

- The Chair, or their designate, is the spokesperson for the Council.

Review

- These Terms of Reference shall be reviewed periodically to ensure alignment with institutional needs and the Council's compliance with the College and Institute Act, as amended from time to time.

- Amendments to the Terms of Reference may be proposed by Council members and require approval by the Education Council.

Review History

Date	Action
2025-04-03	<i>New Terms of Reference Approved by Education Council:</i> Education Council Terms of Reference