

Terms of Reference

Provisional Approval Committee

Education Council

May 2025

Purpose

The purpose of the Provisional Approval Committee is to provide a quick and nimble **one-time-only** approval of curriculum or transfer agreements when the timelines of the normal approval process cannot be met. This ensures that changes to or the development of curriculum or transfer agreements can be addressed promptly while maintaining the integrity and quality of the educational offerings.

Membership

The Committee shall have a minimum of seven (7) voting members appointed by the Council Chair of which no less than fifty percent¹ are faculty or instructional employees:

Standing members:

- Chair, Integrated Curriculum Proposal Review Committee (ex officio)
- Chair, Education Council (ex officio)
- Provost & Vice President (ex officio)

Members appointed as needed:

- Minimum of two (2) to a maximum of five (5) Faculty/Instructor members selected from elected Faculty/Instructor members on the Council.¹
- One (1) member from the appointed Educational Administrator members on the Council.
- One (1) member selected from either the elected Students on Council or the Support Staff on Council.

The Committee shall also include the following non-voting member of the Council:

- Registrar (ex officio)

The Chair of the Committee will be the Council Chair and is delegated the authority to appoint members to this Committee. Faculty, Educational Administrator, and Student or Support members will be appointed to the Committee on a case-by-case basis depending on the subject matter of the proposals requiring the Committees' review.

Designated Resource Persons

The Committee is supported by:

- Governance Administrator

The Council Chair may request the President to appoint other relevant employees as designated resource persons in support of the Committee.

Meetings

The Committee meets only as necessary as directed by the Operations Committee. Meetings shall be called with a minimum of five (5) calendar days' notice.

Voting at Committee Meetings

Each voting member of the Committee has one vote on the Committee.

¹ The number will be dependent on whether the Chair of Education Council and the Integrated Curriculum Proposal Review Committee are members of faculty.

Duties and Responsibilities

Subject to the powers and duties of the Council established in the College and Institute Act, and following an assessment of a proposals' rationale by the Operations Committee, the Committee will perform the following on matters submitted for expedited provisional approval:

- Review and evaluate proposals to ensure they meet established educational policies and standards.
- Review and evaluate proposals for new certificates, diplomas, and degrees.
- Review and evaluate proposals as necessary to meet required timelines for transfer agreements, accreditation, or one-time funding.
- Ensure proposals are consistent with institutional priorities.

This Committee is delegated the authority to recommend matters for approval directly to the Board of Governors on the condition that the curriculum or agreement be approved through regular Education Council procedures before accepting students for the next intake.

Accountability

The Committee shall report its discussion and decisions to the Council by maintaining minutes of its meetings and providing a report at the next meeting of the Council.

Review

The Terms of Reference for this Committee will be reviewed by the Committee at least once every three years and changes will be forwarded to the Council for approval.

Review History

Date	Review
2025-05-01	New Terms of Reference Approved by the Okanagan College Education Council: <i>Provisional Approval Committee Terms of Reference</i>