

<b>DOCUMENT TITLE</b>	Policy and Standards Committee Terms of Reference
<b>DOCUMENT NUMBER</b>	G-3.1.2
<b>NAME OF POLICY THE DOCUMENT SUPPORTS</b>	G-3.1 Education Council By-Laws
<b>TYPE OF DOCUMENT</b>	Terms of Reference
<b>APPROVAL DATE</b>	May 12, 2014
<b>LAST UPDATE OR AMENDMENT OR REVIEW DATE</b>	June 2022
<b>HOLDER</b>	VP Education

## POLICY AND STANDARDS COMMITTEE TERMS OF REFERENCE

### PURPOSE

As a Sub-Committee of Education Council, the Policy and Standards Committee is responsible for recommendations to Education Council regarding governance and policy issues and coordinates the development of policy briefings and policy drafts for review, discussion and decision of Education Council.

### RESPONSIBILITIES

#### Committee:

1. Reviews Education Council’s governance record, policies and procedures periodically to ensure consistency with the powers and responsibilities identified in the BC College and Institute Act;
2. Initiates revision or creation of policy that falls under the responsibility of Education Council in the College and Institute Act;
3. Identifies and engages college resources, stakeholders, and communication processes to support policy development and review;
4. Participates as needed in policy development initiatives;
5. Reviews submitted drafts of Education Council governance briefings, policies and procedures/processes that fall under the responsibility of Education Council in the College and Institute Act;

6. Liaises with ICC / Education Council to set priorities for issues arising from curriculum review;
7. Presents briefings, policies and procedures to Education Council for decision/approval;
8. Develops new Education Council member orientation and training pertaining to policy and standards.

**Chair:**

1. To chair meetings as the representative of Education Council.
2. Regularly reports to Education Council on the work of the Committee and any arising issues or concerns.

**COMMITTEE MEMBERSHIP**

Committee members will typically be Education Council members supplemented by members of the college community as deemed appropriate by Education Council.

**COMMITTEE OPERATION**

1. The Committee will normally meet monthly September through June. Additional meetings will be scheduled as required.
2. Briefing documents and draft policy will be presented to Education Council for their discussion and decision.
3. Staff Coordination support will be provided by the Office of the VP Education and other college departments as required.