NICOLA VALLEY INSTITUTE OF TECHNOLOGY

Policy A.3.0.0
Education Council Bylaws

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The Nicola Valley Institute of Technology (NVIT) is BC's Indigenous Public Post- Secondary Institute.

NVIT originated by the Nicola Valley founding bands, including the Coldwater Indian Band, Nooaitch Indian Band, Shackan Indian Band, Upper Nicola Indian Band, Lower Nicola Indian Band. NVIT was built upon Indigenous Ways of Knowing, Being and Doing, and provides Indigenous people and our allies the education, strength and leadership needed to reconcile, enhance and grow Indigenous communities.

NVIT's Vision:
yʾehetci ~ x̌słcawt - our spirit, essence, emotions, intelligence are good

NVIT's Mission:
sx̌ʾəqʾméyt ~ nakʾʷúlʾ aʔmnt - sharing our traditional ways

NVIT's Values*: (in alignment with our four strategic directions)*

- **zəʕ wzo ʕ wt ~ kʾ ʷckʷacťˀ - Strength - Academic Excellence**
  We are leaders in academia that value and embrace diversity, grounded in Indigenous pedagogy.

- **Qwamqwəmt ~ nk qʷaṁ qʷaṁ t - Balance/Beauty - Learner Centred**
  NVIT ignites curiosity, highlights opportunities and supports growth in a welcoming, inclusive, safe place.

- **nkʾ seytkn ~ nəqsílt - The All, People You Travel with / Community Relevance**
  Responding to community needs, NVIT provides access to educational opportunities that champion community advancement.

- **Sneʔm ~ ṁ ayntwíxʷ - Song/Spirit / Organizational Effectiveness**
  NVIT is an accountable and transparent organization.

1. DEFINITIONS

Glossary of Terms – Adapted from the Degree Quality Assurance Board (DQAB)

Admission: An educational institution's formal acceptance of a person to enter a program or course.

Admission requirements: A set of criteria an institution uses to determine a potential student's eligibility to enter a program.

Anti-Racism: The work of actively opposing racism by advocating for changes that promote racial equity.

Applied Degree: A qualification at the baccalaureate or master's level with a strong vocational/professional orientation.

Applied Research: The practical application of theory, knowledge, methods, or techniques to resolve a problem or serve a purpose.

Articulation Agreement: An agreement, between two institutions that authorizes studies undertaken in specific programs to be credited toward advanced standing into a specific program at the receiving institution.

Associate Degree: An academic qualification generally awarded after a two-year academic study (60 credits) that is transferable into a bachelor's degree program at a B.C. public university.

Asynchronous learning: A form of educational delivery where students and instructors engage with the course content at different times that suit each individual participant's schedules. It is usually supported by technology such as computer conferencing, voicemail and email.

Bachelor's Degree / Baccalaureate Degree: An undergraduate degree normally requiring four years of full-time study (120 credits).

Blended/Hybrid: A form of educational delivery where learning occurs both in-person and online (either through asynchronous or synchronous delivery).

Branch campus: Any location of an institution, other than the main campus, which is under a similar corporate and governance structure as the main campus. The branch campus is accountable to the main campus through its governance system, where the main campus provides direct responsibility for academic standards and financial oversight to ensure equivalency to the main campus

Calendar: A document describing rules, regulations, policies, programs, and courses for a specific institution.

Concentration: A wide range of secondary specializations characterized by varying names, purposes, number of credits and recognition, such as stream, focus, option, track, etc.

> **Associate of arts or associate of science concentration**: A *secondary* specialization *within* the existing Associate Degree Framework (e.g., Associate of Arts with a Concentration in

Economics). Courses in the concentration must transfer as assigned course credits in the concentration subject area at a public university.

Undergraduate concentration: A *secondary* specialization *within* the primary specialization of the degree. (e.g., BSc in Geography with a Concentration in Resource Management). Normally, the range for a concentration is 12-15 upper-level credits.

Graduate concentration: A *secondary* specialization *within* the graduate field of study (e.g., Master of Arts in International Relations with a Concentration in Global Security). Due to the focused nature of graduate degrees, graduate concentrations always occur *within* the field of study, though they are characterized by varying names and number of credits. Normally, the range for a graduate concentration is 20-50% of the program credits.

Community Education: An alternative education model whereby NVIT delivers programming in First Nations communities. Community Education provides learners with an opportunity to learn in their own community, which supports learners who do not wish to relocate or are currently employed.

Consent Holder: An institution operating under written consent given by the Minister of Advanced Education under Section 4(1) of the *Degree Authorization Act*.

Continuing Faculty: A type of faculty who works either full-time or part-time and whose work is ongoing and continuous and without a specified end date.

Core Course: A course required by an undergraduate or graduate program.

Course: A single unit of study offered by an educational institution.

Credential (Academic): A document provided as evidence of learning based on completion of a recognized program of study. Degrees, diplomas, and certificates are examples of academic credentials.

Credit: A unit used to express the value of a course or other training activity in relation to the total requirements for a degree, diploma, or certificate, usually measured in hours of study or achievement of threshold standard or both.

Curriculum: A systematic group of courses or sequences of subjects.

Decolonization: The process of undoing colonizing practices. Within the educational context, this means confronting and challenging the colonizing practices that have influenced education in the past, and which are still present today (University of Victoria, n.d.). Decolonizing education entails reflecting on actions, curriculum and structures of educational institutions, confronting power relations, particularly in regards to control of knowledge, learning how to be an ally and working in solidarity; and adopting strength-based, holistic approaches" (Battiste, 2013).

Degree: An academic credential awarded by an authorized degree-granting institution for successful completion of a program of academic study. A degree demonstrates recognition of academic achievement that (a) is specified in writing to be an associate, baccalaureate, master's, doctoral or

similar degree, and (b) is not a degree in theology. Additionally, degrees must meet or exceed the degree level standards elaborated upon in the Degree Program Review Criteria and Guidelines.

Degree Program: A program of study that when completed successfully entitles the student to a degree.

Degree-Granting Institution: An educational institution granted by competent provincial or territorial authorities the right to confer associate, bachelor's, master's and/or doctoral degrees.

Directed Studies: Involves the completion of any regular course, as per the approved course outline, through independent/directed study under the supervision of a faculty member. Requests for a Directed Study when the course is scheduled onsite will only be approved in extenuating circumstances which must be outlined by the student to the Dean in consultation with the Chair of the department.

Discipline: A branch of knowledge, learning or scholarly instruction that forms the basis for organizing educational programs.

Diversity: The presence of difference within any group of people. Race, ethnicity, identity, class, socioeconomic status, gender identity/expression, sexuality, age, ability, religion, political beliefs and ideology are some examples of areas of diversity.

Doctoral Degree: A graduate degree that is one level higher than a master's degree.

Elective Course: A course selected by the student from a range of courses *outside* the major or concentration in an undergraduate or graduate program.

Entrance Requirements: A set of criteria stipulating education and other types of training or experience for eligibility to enter into an educational program. May include minimum levels of achievement and/or scores on examinations.

Equity: The quality of being fair, impartial and just in policy, process and results. It requires recognizing that not everyone starts from the same circumstances and has the same access to opportunities. Equitable outcomes may require differential treatment and resource redistribution to achieve a level playing field among individuals and communities.

Foundational Research: Exploratory, original research that may form the basis of generating new knowledge. The term is used broadly in the Degree Program Review Criteria and Guidelines to include curiosity-driven and fundamental/basic research that may or may not result in discovery.

Graduate Field of Study: A *primary* specialization (e.g., Master of Engineering in (the field of) Engineering).

Graduate Studies: Studies taken at the master's or doctoral degree level that lead to the completion of a master's or doctoral degree. Graduate studies do not include post-baccalaureate certificate/diploma or post-graduate certificate/diploma programs taken after a baccalaureate degree that do not lead to a master's or doctoral degree.

Inclusion: An intentional, active process aimed at reducing and removing barriers to access and participation and building a respectful and diverse community that is welcoming to all.

In-Person Education: A mode of program delivery where all elements of learning are accessed only in person. Technology may still be used to enhance learning or provide course materials.

Language Requirement: A stipulated requirement for applicants to demonstrate oral and/or written language skills and general comprehension prior to entry into an educational institution.

Learning Outcome: The specification of what a student should learn, know or be able to do as the result of a period of specified study.

Main Campus: The campus of the institution that is designated as its primary location. The main campus is responsible for the central administration of a branch campus location.

Major: A primary specialization in an undergraduate degree (e.g., BSc (with a Major) in Geography. An undergraduate applied or professional degree is considered a primary specialization (e.g., Bachelor of Business Administration). Normally a major or primary specialization requires, at minimum, 30 upper-level credits.

Master's Degree: A graduate degree that normally follows an undergraduate degree and takes one to three years of study.

Minor: A secondary specialization taken in a subject area *outside* the primary specialization (e.g., BSc in Geography with a Minor in Sociology). Minors normally comprise 20-30% of the courses in a full degree program with 12-15 upper-level credits in the field/subject area of the minor.

Online Education: Courses offered by post-secondary institutions in a completely virtual environment, using synchronous or asynchronous methods. The student is not required to attend learning activities or assessments in person in order to be able to complete the course.

Prerequisite: A course or other requirement that must be satisfactorily completed before enrolment will be permitted into an advanced or succeeding course.

Prior Learning Assessment and Recognition (PLAR): An assessment process that recognizes all learning from all sources including work experience, self-study, volunteering and other acquired learning that students bring to their post-secondary education. Through PLAR, students can be awarded credit for a course or toward a program at an institution.

Professionally Qualified (Academic) Faculty: A faculty member is considered professionally qualified if the person

1. is A.B.D. (completed all coursework toward a doctorate and passed all qualifying and comprehensive exams to attain candidacy status) with a specialization in the field in which they are teaching, or
2. holds a master's degree in a related field with a specialization in the field in which they are teaching or a professional certification in the field in which they are teaching, or

3. holds a master's degree in the field in which they are teaching, or
    a. has extensive and documented successful teaching experience in the area they are teaching in,
4. holds a bachelor's degree in the field in which they are teaching, and
    a. has extensive and documented successful teaching experience in the area they are teaching in, and
5. has five or more years of current professional and management experience in the field in which they are teaching, and
6. is recognized by professional peers as exemplary in the profession.

Program: An integrated group of courses and learning activities leading to learning outcomes in a particular field of study.

Quality Assurance: The planned and systematic review process of an institution or program to determine that acceptable standards of education, scholarship, and infrastructure are being met, and to aim for continuous improvement.

Recognition:

1. Formal acknowledgement and/or acceptance of prior academic, professional, or vocational training, work experience, or academic credentials, and the granting of full or partial credit for it or them with respect to entry into an academic institution (academic recognition) or a trade or profession (occupational recognition).

2. Formal acknowledgement of the status of an institution, accrediting body, or regulatory body, usually as a result of legislation or an accreditation process.

Registration: The process of formally assigning and recording enrolment into an educational institution.

Regulated Occupation/Profession: An occupation controlled by provincial and territorial (and sometimes federal) law, and governed by a regulatory body. About 20 percent of jobs are in regulated occupations. These include regulated professions (e.g., nurses) and skilled trades (e.g., plumbers).

Regulatory Body: An organization that has legislated and exclusive authority to determine eligibility for, and to issue, licenses to practice a specific occupation or set of occupations. Regulatory bodies set the minimum standards of practice for many professions.

Required Course: A course that all students following a particular program of studies is required to take.

Residency: A specific amount of time that must be spent or number of courses or credits that must be completed by a student at a specific institution in order to receive a credential.

Research: The systematic study of a subject to discover new facts or information about it. The emphasis on applied or foundational research will differ for colleges, polytechnics, teaching universities and research universities.

Scholarship/Scholarly work: A broad range of creative, research and professional activities that result in a product that is shared with one's peers in a written, oral, visual or performance presentation and is subject to critique or review.

Sessional Faculty: A type of faculty appointment that is temporary, adjunct, non-permanent, or nonregular for a duration of two years or less.

Syllabus/Course Outline: A description of the essential features of a program of study and its courses, including objectives, subject content, teaching, and assessment strategies.

Synchronous: A form of educational delivery that happens at the same time for the instructor and the learners, meaning that there is real-time interaction between them. Examples include, video conferencing, teleconferencing, live chatting, live-streaming, etc.

Term Faculty: A type of faculty who works either full or part-time, and whose term of employment has a defined beginning and end date. is longer.

Transcript: An official document that identifies courses taken (title and course number), credits and grades achieved, and credentials or qualifications earned.

Transfer of Credits: The acceptance or recognition of credits by a host institution on the basis of successful completion of courses at another educational institution in order to minimize the duplication of learning. Also called credit transfer.

Undergraduate Studies: The first level of studies toward a bachelor's degree.

Underrepresented Group: A subset of the population that holds a smaller percentage within an institution than the subset holds in the general population of the B.C. region that the institution serves. Underrepresented groups in an institution vary by academic discipline, geographic location, or other circumstances, and may refer to First Nations, Métis, and Inuit people, visible minorities, people with disabilities, and in some domains, women.

Upper Level Courses/Upper Division Courses: An undergraduate program's coursework that takes place during the third and fourth year and builds on the foundational knowledge and skills gained through first and second year (Lower Level/Division) courses that lead to a bachelor's degree.

Work Integrated Learning: A model of experiential education that formally and intentionally integrates a student's academic studies within a workplace or practice setting. Various types of WIL include: applied research projects, co-op education, field placements, internships, practicums, and work experience.

2. PURPOSE

2.1 The Education Council (also referred to as "EdCo") at the Nicola Valley Institute of Technology (NVIT) is established as per The College and Institutes Act (1996).

2.2 As a co-governing body with NVIT's Board of Governors, EdCo is committed to academic excellence through educational programming, curriculum development, and academic policy through an Indigenous lens.

3. RESPONSIBILITY

3.1 EdCo fulfills the responsibilities outlined in the College and Institutes Act.

- 3.1.1 An Education Council must advise the board, and the board must seek advice from the Education Council, on the development of educational policy as detailed in Section 23.
- 3.1.2 Education Council has the power and duty to set policy and directives as detailed in Section 24.
- 3.1.3 Joint authority for approval with the Board of Governors as defined in Section 25.

4. COMPOSITION

4.1 Education Council shall be composed of twenty (20) voting members and two (2) non-voting members as follows:

- 4.1.1 ten (10) faculty members elected by the faculty
- 4.1.2 four (4) students elected by the students
- 4.1.3 four (4) educational administrators appointed by the President
- 4.1.4 two (2) support staff elected by the support staff
- 4.1.5 the President as a non-voting, ex-officio member
- 4.1.6 a non-voting Board Representative as appointed by the Board of Governors

4.2 Education Council voting membership may be increased or decreased if agreed to by the President and majority vote and will follow the procedure outlined in the College and Institute Act [1996, s 15(2)(3)].

4.3 A recorder will be appointed by the office of the VP, Academic.

4.4 The Academic Office is responsible for all EdCo documents and records and distributes information to other areas of the institution, including the Office of the Registrar for records management, registration, and admissions purposes.

4.5 The Academic Office will inform Human Resources when a new Chair is elected for payroll stipend purposes. Details include the incumbent's name as well as the start and end date of the term.

5. ELECTION

5.1 Education Council members for faculty and staff will be elected for a two-year term in September. Terms are staggered to ensure continuity and can begin in either October, December, or January.

5.2 Students are elected annually for a one-year term in September.

5.3 The Board Representative is appointed annually.

5.4 Should a vacancy occur in the seat of an elected member, a by-election will be called by the Registrar to fulfil the remainder of the vacant term.

5.5 Both the nomination period and the voting period are open for seven (7) calendar days.

6. ELECTION OF OFFICERS

6.1 The Chair and Vice-Chair are elected annually in the fall.

6.2 The Chair and Vice-Chair are elected by secret ballot.

6.3 The Chair and Vice-Chair cannot serve more than three (3) consecutive terms.

6.4 Should a vacancy occur in the seat of the Chair and/or Vice Chair, a new Chair/Vice Chair will be elected at the next scheduled meeting.

7. DUTIES OF EDUCATION COUNCIL MEMBERS

7.1 General

i. Members shall be responsible for attending and participating in all meetings of EdCo.

ii. All members are encouraged to participate in one sub-committee or working group for the duration of the term of appointment. *(See Appendix 1 for a list of standing committees)*

iii. Should a member be unable to attend a meeting, that member shall give notice to the Chair prior to the meeting to ensure quorum will still be achieved.

iv. Members unable to attend a meeting may send a proxy that represents their voting area. The Chair must be informed by the seat holding member of the proxy prior to the meeting.

a. Votes of voting members may be cast in person (inclusive of online participation) or by proxy. *(See Appendix 2: Proxy Form)*

b. A Proxy Form must be completed by a voting member and indicate the appointment of a proxy in the equivalent designated membership position of either Educational Administrator or Faculty or Support Staff.

c. By completing the Proxy Form, the voting member agrees that a proxy will attend and vote to any matter at the meeting.

d. The proxy should be submitted to the Education Council Chair no later than 3 days prior to a meeting but will consider unforeseen circumstances.

e. A member cannot appoint more than one voting proxy or act as a voting proxy for more than one other person.

v. If a member is absent for (3) meetings of the Council without just cause, Council membership may be revoked. The position may be filled by by-election supervised by the Office of the Registrar.

7.2 Duties of the Chair

i. Act as the official spokesperson for EdCo.

ii. Prepare EdCo agendas and ensure distribution of agendas to EdCo members.

iii. Ensure all approved EdCo minutes are available on the NVIT website.

iv. Attend all committee and working group meetings of EdCo.
v. Facilitate the meeting and guide the agenda.
vi. Attend Board of Governors meetings on behalf of EdCo and provide an update on EdCo matters, including decision items and recommendations.
vii. Relinquish the Chair when participating in debate or when a conflict of interest may be determined.
viii. Present the EdCo Bylaws at the final meeting of the academic year to make any necessary changes.
ix. Oversee all operations of EdCo.
x. Fulfill all bylaw requirements of EdCo.
xi. Present a prepared annual summary of motions to EdCo and the Board of Governors at the first meeting after October 1st .
xii. xii. Liaise with department chairs on EdCo matters, including processes and expectations for curriculum development and program reviews.

7.3 Duties of the Vice Chair

i. Assume the Chair when the Chair is participating in debate.
ii. ii. Carry out the duties of the Chair in the Chair's absence.
iii. iii. Assume the position of the Chair on an interim basis if the position should become vacant.

7.4 Duties of the Recorder

i. Circulate meeting agendas and submissions to members for review five (5) business days prior to the meeting.
ii. If paperwork is omitted from submissions, the Secretary notifies the Chair (of EdCo or the relevant subcommittee) to follow up with the submitter.
iii. Inform the Chair of any outstanding amendments from the approved EdCo submissions for follow up.
iv. Make available all agendas, minutes meeting schedule on the institute's website.
v. Update bylaws upon approval.
vi. Provide administrative support to Education Council and standing committees.

8. MEETINGS

8.1 General

8.1.1 Meetings are open to guests, both internal and external to the NVIT community.
8.1.2 Upon the invitation of a member of EdCo and with the approval of the Chair, members of the Institute or invited guests may make presentations to EdCo.

8.2 Meeting Schedule

8.2.1 EdCo will meet on the last Wednesday of every 2nd month from 12:00pm to 2:00 pm, unless otherwise noted.

8.2.2 The meeting schedule will be determined at the first fall meeting of the Academic year.

8.3 Extraordinary Meetings

8.3.1 An extraordinary meeting may be called by the Chair if deemed required. The Chair will share the necessity of the extraordinary meeting in writing to membership.

8.3.2 Only matters specified in writing will be addressed at an extraordinary meeting.

8.4 Quorum

8.4.1 Quorum is a majority of the voting membership (50% + 1) of Education Council.

8.5 Conduct

8.5.1 All proceedings shall be governed by the most recent edition of Robert's Rules of Order.

8.5.2 Agenda items are determined by the Chair at least seven (7) days prior to the scheduled meeting date based on recommendations from EdCo's standing committees.

8.5.3 New agenda items are only added to the agenda with approval from the Chair.

8.5.4 Changes to courses and programs require representation from the submitting department, including the appropriate Dean, Department Chair, Faculty lead, program committee, and/or external organization. Agenda items without a designate in attendance will be tabled until the next scheduled meeting.

8.5.5 The meeting package will be provided to the membership by the Secretary at least five (5) business days prior to the scheduled meeting.

8.5.6 The meeting agenda is subject to the approval of EdCo.

8.5.7 A Consent Agenda will be used for Agenda items that do not require discussion.

- The consent Agenda is distributed seven (7) days before the scheduled meeting.
- Membership can request an item be moved to the regular Agenda for clarification in advance or when the meeting is Called to Order.
- The Chair recites all items included in the consent Agenda and seeks a Motion for approval. If there is no further discussion, the meeting Agenda is finalized.

8.6 Voting Procedures

8.6.1 Members are required to vote on all motions put to EdCo.

8.6.2 A simple majority of voting members (50% + 1) is required for a motion to be carried.

8.6.3 The Chair votes on all matters.

8.6.4 Members who are opposed to a motion or abstain will be noted in the minutes.

8.6.5 Motions in a tie vote are considered defeated.

8.6.6 Electronic voting will be conducted under extraordinary circumstances only and will include a deadline to respond. No response indicates support for the motion.

8.7 Record of Meetings

8.7.1 The academic office provides a recording secretary.

8.7.2 The approved minutes of EdCo are stored in the academic office and available on the NVIT website.

8.7.3 The official records of all EdCo matters are the responsibility of the academic office.

9. COMMITTEES

9.1 General

9.1.1 EdCo may carry out its business through standing committees, which are advisory to EdCo, and are responsible for matters pertaining to EdCo.

9.1.2 Responsibilities of committees are determined by EdCo approved Terms of References.

9.1.3 Terms of References are reviewed and approved annually.

9.2 Standing Committees

9.2.1 An EdCo motion that enacts a standing committee must include the following:

- The name of the standing committee
- An interim Chair (who must be an EdCo member)

9.2.2 Membership on the standing committees consist of representatives from EdCo and the institute's community.

9.2.3 The Education Council Chair or Vice Chair must attend each committee meeting or appoint a delegate to attend.

9.2.4 The committee is tasked with developing a Terms of Reference for EdCo approval.

9.2.5 At the first meeting, the Chair and Co-chair must be elected.

9.2.6 Council membership on standing committees shall be determined at the first meeting of the academic year.

9.2.7 Every standing committee must report at each regular EdCo meeting.

10. CODE OF CONDUCT

10.1 General

10.1.1 EdCo members will fulfil their roles and responsibilities with the highest standards of conduct, including acting respectful, responsible, and honest.

10.1.2 Members are expected to come prepared to each meeting and to be informed of matters listed on the agenda.

11. CONFLICT OF INTEREST GUIDELINES

11.1 General Definition

11.1.1 A conflict of interest arises when a Council member's private interests supersede or compete with that member's dedication to the interests of the institution. This could arise from a real, potential, or apparent conflict of interest for a Council member or related persons and may be financial or otherwise. For this purpose:

- A Real Conflict of Interest occurs when a Council member exercises official power or performs an official duty or function and, at the same time, knows that in the

performance of this duty or function or in the exercise of power there is opportunity to further a private interest.

- A Potential Conflict of Interest occurs when there exists some private interest that could influence the performance of a member's duty, function, or exercise of power, provided that the member has not yet exercised that duty, function or power.
- An Apparent Conflict of Interest exists when there is a reasonable inference, which reasonably well-informed persons could properly have, that a Real Conflict of Interest exists on the part of the member.

11.1.2 No member shall knowingly participate in any decision that appears to benefit the member of any individual directly or preferentially with whom the member has an immediate relation with.

11.2 Duty

11.2.1 Where an EdCo member is unsure of whether they are in conflict of interest, that member should raise the perceived conflict with the EdCo Chair.

11.2.2 Any EdCo member who perceives another member to be in conflict of interest in a matter under consideration must identify the perceived conflict to the membership at the first opportunity. The EdCo Chair will determine whether or not a conflict of interest exists and advise membership.

11.3 Declaration of Conflict of Interest

11.3.1 At the discretion of the EdCo Chair, the member may be invited to state their position on the issue prior to recusing themself.

11.3.2 In cases where conflict of interest cannot be avoided, an EdCo member has an obligation to declare a conflict of interest prior to the discussion of or reaching of a decision about an issue. Upon declaration of a conflict of interest, the Secretary will note the declaration and the EdCo member must recuse themselves from the proceedings during discussion or voting on that particular matter.

11.4 Procedure

11.4.1 Member declares conflict of interest to the EdCo Chair in advance of the meeting.

11.4.2 The EdCo Chair will determine if the member has an actual or perceived conflict of interest and share the decision with membership.

11.4.3 If it is determined that the member has an actual or perceived conflict of interest, the member must recuse themself from any discussion and decision-making leading to an approval or recommendation from EdCo.

11.4.4 The Chair will invite the member back into the meeting once the discussion has concluded.

11.5 Non-Disclosure of Conflict of Interest

11.5.1 Where a conflict of interest is discovered after the consideration of a matter, the conflict must be declared to the EdCo Chair and appropriately recorded at the first opportunity. If the EdCo Chair determines that the involvement of the member influenced the

decision, the EdCo Chair shall advise membership and determine if the matter should be re-examined and may rescind, vary, or confirm its decision.

11.5.2 Failure to disclose can result in reprimand as determined by the Chair, which can include removal from EdCo.

11.5.3 If the it is determined that the Chair is in conflict without disclosure, reprimand will be determined by the voting majority and agreed upon by the President.

12. BYLAW AMENDMENTS

12.1 General

12.1.1 A new bylaw may be passed or existing Bylaws amended or repealed by resolution at EdCo. Adoption of/or changes to EdCo Bylaws shall require at least a two-thirds majority vote.

12.1.2 Every bylaw amendment shall be presented as a notice of motion at EdCo and shall then be debated. The amendment will be voted upon at the EdCo meeting following the notice of motion.

12.1.3 Once approved, the amended Bylaws are signed by the EdCo Chair and distributed by the Secretary to the Board of Governors and to the Ministry of Post-Secondary and Future Skills and made public by posting on the NVIT website.

12.1.4 Archived Bylaws for EdCo are maintained by the Secretary and retained in the Academic Office.

APPENDIX 1 – STANDING COMMITTEES

Appendix 1a: Curriculum Committee Terms of Reference

Curriculum Committee of Education Council
Terms of Reference

Education Council Approved: November 13, 2024
Revised: December 13, 2024

Committee Name:	Curriculum Committee
Type:	Standing Committee of Education Council
Chairperson:	A member of Education Council is elected by the Curriculum Committee by consensus at the first meeting of the academic year.
Responsible to:	Education Council
Purpose:	The Curriculum Committee is a standing committee of Education Council and is responsible for providing an in-depth review of curriculum submissions that are seeking approval and recommendation from Education Council. This includes following policies and procedures outlined in the course approval process and ensuring consistency with responsibilities identified in the College and Institutes Act.
Duties:	The Committee will: • review, discuss and evaluate curriculum proposals for academic and quality assurance, • provide advice, feedback, and support on curriculum development, approval, and implementation processes, • initiate revisions and considerations as needed; • seek guidance from stakeholders to support curriculum development and review; • recommend to Education Council the approval of new courses; • advise Education Council to recommend new programs to the Board; • adhere to curriculum guidelines and program requirements; • participate in the College Wide Program Review Process (See Policy A.3.2); and • support the creation and review of course and program development templates and documents.
Authority:	The Committee acts in an advisory capacity to Education Council.

Meeting Schedule: Every month on the first Wednesday or as determined by the Curriculum Committee.

Extraordinary Meetings: An extraordinary meeting may be called by the Chair if deemed required. The Chair will share the necessity of the extraordinary meeting in writing to membership. Only matters specified in writing will be addressed at the extraordinary meeting. The Manager, Academic Integrity and the Associate Vice-President, Academics Office designate will provide administrative assistance.

Membership: Members do not have to be on Education Council to be members of the Curriculum Committee.

The Committee is composed of the following members:

- Education Council Chair or Vice Chair
- One (1) Associate Vice-President, Academics
- One (1) Associate Vice-President, Students
- One (1) Dean or designate
- One (1) Registrar or designate
- Two (2) Faculty Members
- One (1) Director of Learning Services and Student Success
- One (1) Manager, Academic Integrity
- One (1) Support Staff
- Two (2) Students
- Additional participants can be supplemented by the NVIT community if deemed appropriate.

Term: Two-year term beginning in August of each academic year. Voting for a new Chair will occur in June and will be organized and facilitated by the Curriculum Committee Chair.

Quorum: The quorum shall be simple majority of the Curriculum Committee. Decision making will be made by consensus or simple majority support based on the number of Curriculum Committee members present for the vote.

Reporting: Administrative support such as the completion and distribution of meeting materials and correspondence with faculty members to be provided by the Manager, Academic Integrity.

Administrative support such as meeting minutes and the organization of the Teams folder, which includes uploading the meeting package, to be provided by the Associate Vice-President, Academics Office designate.

The Curriculum Committee Chair will report to Education Council at each meeting including draft curriculum, recommendations, and matters arising from the most recent meeting.

Minutes from the most recent Curriculum Committee meeting are included in the education council meeting package.

Procedures: The Committee will adhere to the following procedures:

- Agenda items will be prepared and circulated by the Manager, Academic Integrity with support from the Associate Vice-President Academics Office designate.
- A notification for all documents to be reviewed and added to a Curriculum Committee meeting will go out to all NVIT staff members two (2) weeks prior to a scheduled meeting.
- All documents must be submitted to the Manager, Academic Integrity and the Curriculum Committee Chair immediately upon receiving the notification to allow for adequate preparation; otherwise, the amendment requests will not be added to the agenda.
- If needed, contact the Manager, Academic Integrity for a copy of the documents to be amended. These include course outlines and program guides.
- For Program Guides, the Manager, Academic Integrity will also provide an updated template for staff members to complete. For guidance completing the new Program Guides, the Manager, Academic Integrity can provide assistance.
- Staff members must include the following documents: a “tracked changes” version of the amended document, an updated and revised version of the amended document, and of Course Outline Cover Sheet. The Manager, Academic Integrity can provide a course outline cover sheet if needed.
- A faculty member or designate must attend the meeting and speak to the amendments or the items will be tabled for the next meeting.
- Draft curriculum and content will be discussed, prepared, and presented to Education Council for approval or returned to the subcommittee for further development, if necessary.
- Education Council may direct the Curriculum Committee on matters of concern.
- Agenda items may be presented to the Curriculum Committee from Education Council or NVIT staff/faculty and maybe be supplemented from Department Chair, Dean, or designate.

- Terms of Reference will be reviewed when Education Council or the Curriculum Committee deem it necessary.
- Any changes to the Curriculum Committee's Terms of Reference must be approved by Education Council.

EXCERPTS FROM THE COLLEGE AND INSTITUTE ACT

23 (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:

g) policies concerning library and resource centres;
h) setting of the academic schedule;
l) policies on faculty member qualifications;
j) adjudication procedure for appealable matters of student discipline;
k) terms for affiliation with other post-secondary bodies;
m) qualification for admission policies;
n) criteria for awarding certificates, diplomas and degrees;
o) other matters specified by the board.

24 2 (1) (a), the education council has the power and duty to:

a) set policies concerning examinations and evaluation of student performance,
b) set policies concerning student withdrawal from courses, program and the institution,
c) set criteria for academic standing, academic standards and the grading system,
d) set criteria for awards recognizing academic excellence,
e) set policies and procedure for appeals by students on academic matters and establish a final appeal tribunal for these appeals;
f) set curriculum content for courses leading to certificates, diplomas or degrees.

Policy Committee of Education Council
Terms of Reference

Education Council Approved: October 25, 2023
Revised: December 18, 2024

Committee Name:	Policy Committee
Type:	Standing Committee of Education Council
Chairperson:	A member of Education Council is elected by the Policy Committee by consensus at the first meeting of the academic year.
Responsible to:	Education Council
Purpose:	The Policy Committee is a standing committee of Education Council and is responsible for making recommendations to Education Council regarding governance and policy related to academic matters. This includes reviewing institutional policy, providing feedback on policy drafts, conducting necessary research into relevant policies, legislation and standards of the educational and collegiate systems, and participating in the drafting of policies for discussion and decision-making in preparation for the institutional approval process.
Duties:	The Committee will: • review, discuss and evaluate Education Council's policies and procedures to ensure consistency with the responsibilities identified in the College and Institute Act, NVIT's Strategic Plan, and the Truth and Reconciliation Commission (TRC) calls to action; • initiate the revision or creation of policy that falls under the responsibility of Education Council; • engage stakeholders to support policy development and review; • participate in policy development initiatives; • prepare policy drafts for approval by Education Council; and • review Education Council Handbook materials pertaining to policy and standards.
Authority:	The Policy Committee acts in an advisory capacity to Education Council
Meeting Schedule:	Every Second month on a Wednesday as determined annually by the committee.

Extraordinary Meetings: An extraordinary meeting may be called by the Chair if deemed required. The Chair will share the necessity of the extraordinary meeting in writing to membership. Only matters specified in writing will be addressed at an extraordinary meeting. The Manager, Academic Integrity and the Associate Vice-President, Academics Office will provide administrative assistance.

Membership: Members do not have to be on Education Council to be members of the Policy Committee.

The Committee is composed of the following members:

- Education Council Chair or Vice Chair
- One (1) Associate Vice-President, Academics
- One (1) Associate Vice-President, Students
- One (1) Registrar or designate
- One (1) Dean or designate
- Two (2) Faculty Members
- One (1) Manager, Academic Integrity
- Two (2) Staff (Either Support or Exempt)
- One (1) Student
- Additional participants can be supplemented by the NVIT community if deemed appropriate.

Term: Two-year term beginning in August of each academic year. Voting for a new Chair will occur in June and will be organized and facilitated by the Policy Committee Chair.

Quorum: The quorum shall be simple majority of the Policy Committee. Decision making will be made by consensus or simple majority support based on the number of Policy Committee members present for the vote.

Reporting: Administrative support such as the compilation and distribution of meeting materials and correspondence with staff members to be provided by the Manager, Academic Integrity. Administrative support such as meeting minutes and the organization of the Teams folder, which includes uploading the meeting package, to be provided by the Associate Vice-President, Academics Office designate.

The Policy Committee Chair will report to Education Council at each meeting including draft policies, recommendations, and matters arising from the most recent meeting.

Minutes from the most recent Policy Committee meeting are included in the Education Council meeting package.

Procedures: The Policy Committee will adhere to the following procedures:

- Agenda items will be prepared and circulated by the Manager, Academic Integrity with support from the Associate Vice-President, Academics office.
- A notification for all documents to be reviewed and added to a Policy Committee meeting will go out to all NVIT staff members two (2) weeks prior to a scheduled meeting.
- All documents must be submitted to the Manager, Academic Integrity and the Policy Committee Chair immediately upon receiving the notification to allow for adequate preparation; otherwise, the amendment requests will not be added to the agenda.
- If needed, contact the Manager, Academic Integrity for a copy of the documents to be amended.
- For new policy and policy amendments, The Manager, Academic Integrity will also provide an updated template for staff members to complete. For guidance completing academic policy work, the Manager, Academic Integrity can provide assistance.
- Staff members must include the following documents: a "tracked changes" version of the amended document, an updated and revised version of the amended document.
- The person presenting the policy (or designate) must attend the meeting and speak to the amendments or the items will be tabled for the next meeting.
- Draft policies will be discussed, prepared, and presented to Education Council for approval or returned to the sub-committee for further development, if necessary.
- Education Council may direct the Policy Committee on matters of concern.
- Terms of Reference will be reviewed when the Education Council or the Policy Committee deem it necessary.
- Any changes to the Policy Committee's Terms of Reference must be approved by Education Council.

EXCERPTS FROM THE COLLEGE AND INSTITUTE ACT

23(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;

(m) qualification for admission policies;

(n) criteria for awarding certificates, diplomas and degrees;

(o) other matters specified by the board.

24.(2)(a) ...the education council has the power and duty to:

(a) set policies concerning examinations and evaluation of student performance,

(b) set policies concerning student withdrawal from courses, [program and the institution,

(c) set criteria for academic standing, academic standards and the grading system,

(d) set criteria for awards recognizing academic excellence,

(e) set policies and procedure for appeals by students on academic matters and establish a final appeal tribunal for these appeals;

(f) set curriculum content for courses leading to certificates, diplomas or degrees.

APPENDIX 2 – PROXY FORM

Education Council
Voting Proxy Form
Approved:

Education Council Member: _____

Membership Position: _____

I give _____ authorization to vote on my behalf on all Motions put
Name of Proxy

into vote by Education Council at the _____ meeting.
Date and Year

Signatures:

_____
Education Council Member Signature

_____
Proxy Signature

_____
Date

_____
Date

_____
Education Council Chair Name (Please Print)

_____
Education Council Chair Signature

_____
Date

This form must be submitted 3 days prior to an Education Council meeting.

End of document