



Northwest Community College Education Council Bylaws

Table of Contents

1. NAME & MISSION STATEMENT ..... 3
2. PURPOSE ..... 3
2.1. Advisory responsibilities to faculty, students, administration, and the Board (Section 23). ..... 3
2.2. Powers for setting by-laws and policy (Section 24). ..... 3
2.3. Joint authority for approval with the Board as defined in the Act (Section 25). ..... 3
3. COMPOSITION..... 3
4. STRUCTURE ..... 3
5. ELECTION OF OFFICERS ..... 4
6. DUTIES OF MEMBERS OF EDUCATION COUNCIL ..... 4
6.1. General..... 4
6.2. Duties of the Chair ..... 4
6.3. Duties of the Vice Chair..... 5
6.4. Duties of the Recording Secretary ..... 5
7. MEETINGS ..... 5
7.1. General..... 5
7.2. Schedule of Meetings..... 5
7.3. Extraordinary Meetings ..... 6
7.4. Quorum ..... 6
7.5. Conduct of Meetings..... 6
7.6. Voting Procedures..... 6
7.7. Record of Meetings..... 7



8. COMMITTEES .....	7
8.1. General.....	7
8.2. Standing Committees.....	7
8.3. Task Forces.....	8
8.4. Advisory Committees.....	8
8.5. Program Cluster Committees.....	8
8.5.5. Program Cluster Committee Meetings .....	9
9. CODE OF CONDUCT.....	10
10. CONFLICT OF INTEREST GUIDELINES.....	10
10.1. General.....	10
10.2. Conflict of Interest Defined.....	10
10.3. Declaration of Conflict .....	11
11. BYLAW CHANGES .....	12
APPENDIX A – MEETING DATES .....	12
APPENDIX B – STANDING COMMITTEES.....	12
APPENDIX C – ADVISORY COMMITTEES (Rev. 2010) .....	12
APPENDIX D – PROGRAM CLUSTER COMMITTEES .....	12
APPENDIX E – BYLAW AMENDMENTS .....	15



## Northwest Community College Education Council Bylaws

### 1. NAME & MISSION STATEMENT

1.1. The Education Council of Northwest Community College (hereafter referred to as "the Council") is established in accordance with The College and Institute Act, 1996.

#### 1.2. Mission Statement

The Education Council of NWCC dedicates itself along with other members of the College community to the development of sound and effective educational policies. The Council recognizes its responsibility to the Board of Governors, First Nations Council, and to the College community as a whole.

### 2. PURPOSE

The purpose of the Education Council is to fulfill the roles and powers as defined by the Colleges and Institutions Act (1996). The Act requires that Northwest Community College formally create an Education Council. The Council has:

- 2.1. Advisory responsibilities to faculty, students, administration, and the Board (Section 23).
- 2.2. Powers for setting by-laws and policy (Section 24).
- 2.3. Joint authority for approval with the Board as defined in the Act (Section 25).

### 3. COMPOSITION

3.1. Education Council shall be composed, initially, of twenty (20) voting members as follows:

- a) ten (10) faculty members elected by the faculty
- b) four (4) students elected by the students
- c) four (4) educational administrators appointed by the President
- d) two (2) support staff elected by the support staff
- e) the President (non-voting member)
- f) the Board may appoint one person to be a non-voting member
- g) the First Nations Council may appoint one person to be a non-voting member.

3.2. The number of voting members after an increase or decrease is apportioned to represent faculty members, students, educational administrators and support staff respectively in the same ratio as under subsection 5.1.

### 4. STRUCTURE

- 4.1. The Chair and the Vice Chair of the Council will be elected each year by and from the voting members of the Council at their first annual meeting to be held in April of each year.
- 4.2. A permanent secretary to the Council will be appointed by the College.
- 4.3. The office of the permanent secretary will be the official repository of Council records and documents.



## 5. ELECTION OF OFFICERS

- 5.1. The Chair and the Vice Chair of the Council will be elected each year by and from the voting members of the council at their first annual meeting to be held in April of each year.
- 5.2. The Chair and Vice Chair cannot serve more than two consecutive terms.
- 5.3. The election of the officers will be by secret ballot.
- 5.4. Should a vacancy occur in the seat of Chair and/or Vice Chair, a new Chair/Vice Chair will be elected at the next scheduled meeting.

## 6. DUTIES OF MEMBERS OF EDUCATION COUNCIL

### 6.1. General

- 6.1.1. Members of the Council shall be responsible for attending all meetings of the Council and of the committees on which they serve and for participating in the affairs of the Council for the duration of their term of appointment.
- 6.1.2. Should a member be unable to attend a meeting, that member shall give notice to the Chair prior to the meeting where possible within seven days.
- 6.1.3. If a member of the Council is absent from 3 meeting of the Council without just cause, Council membership may be revoked and the position filled by way of a by-election supervised by the Registrar's office.

### 6.2. Duties of the Chair

- 6.2.1. Be a member of the Council and shall act as its official spokesperson.
- 6.2.2. Be responsible for the preparation and distribution of the Council agenda and minutes and the official correspondence of the Council. The Chair shall be an ex-officio member of all committees of the Council.
- 6.2.3. Communicate to the Board, in writing, through the Board Chair, all reports, recommendations and decisions of the Council.
- 6.2.4. Attend regular meetings and functions of the Board.
- 6.2.5. Prepare and present for approval at the April meeting of the Council, a schedule of meetings for the coming year. When possible, these meetings should be scheduled a minimum of 10 business days in advance of Board meetings. There will be a minimum of ten regular meetings per year.
- 6.2.6. Relinquish the Chair when participating in debate.
- 6.2.7. Co-ordinate all business and operations of the Council.
- 6.2.8. Ensure that all the provisions and requirements of the Council's Bylaws are fulfilled.
- 6.2.9. Have prepared an annual summary of motions and recommendations for submission to all Council members and to the Board at the first meeting following October 1.



- 6.2.10. Distribute the minutes and/or reports of meetings to members of the Education Council; the Board of Governors, each Library, the President, and each Campus for posting and distribution to Student Association.
- 6.2.11. Receive release time for Council duties as required.
- 6.2.12. Coordinate and follow up on all recommendations to the Board of Governors.
- 6.2.13. Liaise with Clusters to ensure two way communications with the Clusters and Advisory Committees.

### 6.3. Duties of the Vice Chair

- 6.3.1. Assume the Chair when the Chair is participating in debate.
- 6.3.2. Carry out the duties of the Chair in that person's absence.
- 6.3.3. Assume the office of the Chair on an interim basis if the position should become vacant.

### 6.4. Duties of the Recording Secretary

- 6.4.1. Circulate meeting submissions to members for review 5 business days prior to meeting
- 6.4.2. Review meeting submission for errors and/or omissions and when necessary communicate to the submitting body the need for corrections and/or edits of the submission.
- 6.4.3. Maintain the Council portal and the official Council website including meeting schedule.
- 6.4.4. After first annual meeting will review/update appendices.
- 6.4.5. Perform clerical functions to support Education Council and Standing Committee activities.

## 7. MEETINGS

### 7.1. General

- 7.1.1. Education Council meetings are open to the college community and the general public.
- 7.1.2. Upon the invitation of a member of the Council and with the approval of the Chair or Vice-Chair, members of the college or the public may make presentations to the Council.
- 7.1.3. Council members will be reimbursed for travel and accommodation cost according to college guidelines.
- 7.1.4. Substitution costs may be approved by the Chair when deemed necessary.

### 7.2. Schedule of Meetings

- 7.2.1 There will be a minimum of 10 meetings per year.
- 7.2.2 The next year's meeting schedule will be determined by the end of the April meeting of the current year.



7.2.3 A schedule of meetings as provided by the Chair (6.2.5) will be made public by standard communication methods.

### 7.3. Extraordinary Meetings

7.3.1. An extraordinary meeting of the Council may be called at a designated time by the Chair, following a petition signed by one-half of the total voting membership of Council. The petition must state the reason in writing within the mandate of Education Council why the matter cannot be dealt with at a regularly scheduled meeting (see Appendix A – Schedule of Meetings).

7.3.2. The notice for any extraordinary meeting shall clearly specify the purpose of the meeting and shall be given at least seven business days before the meeting. Only the matter (or matters) specified in the notice shall be considered at an extraordinary meeting.

### 7.4. Quorum

7.4.1. A majority of the voting members (50% + 1) of the Council constitute a quorum at meetings of the Council.

### 7.5. Conduct of Meetings

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

7.5.2. Agenda items can be submitted to the Chair by any member of the public.

7.5.3. Agenda items and supporting documentation for meetings must be submitted in writing to the Chair by 12 noon seven business days prior to the scheduled meeting date. Agenda items and supporting documentation received after this date will only be placed on the agenda with the approval of the members present.

7.5.4. With regards to new/changed NWCC programs and courses, representation from the submitting department, cluster, advisory committee or external organization is encouraged.

7.5.5. Meeting agendas and supporting documentation shall be provided to the membership by the recording secretary not less than 5 business days prior to the scheduled Council meeting.

7.5.6. The meeting agenda shall be subject to the approval of the Council.

### 7.6. Voting Procedures

7.6.1. Voting shall be by a show of hands or roll call unless, upon motion, a secret ballot is directed to be taken.

7.6.2. In any vote, a simple majority of voting members (50% + 1) shall be required to carry a motion except as otherwise provided herein (i.e. 11.3).

7.6.3. Members are required to vote YES, NO or ABSTAIN on all formal motions put to the Council.



7.6.4. The Chair shall also vote on all matters.

7.6.5. Resolutions or motions receiving a tie vote shall be defeated.

7.6.6. Where notice of motion has been duly circulated electronically or otherwise, a signed ballot vote or electronic vote sent to the Chair is acceptable for the purpose of voting.

#### 7.7. Record of Meetings

7.7.1. The College shall provide a recording secretary.

7.7.2. The approved minutes of the meetings of the Council shall be kept in detail and made public by the recording secretary.

### 8. COMMITTEES

#### 8.1. General

8.1.1 Council may carry out its business through standing committees which have on-going responsibilities, through advisory committees which deal with issues of interest to the Council, and through task forces which have specific tasks and short time frames. Committees and task forces and their terms of reference shall be created by motions of Council. Such committees and task forces will be advisory to Education Council.

8.1.2 The purpose and terms of reference of each standing committee and advisory committee shall be examined and recommendations for any changes brought forward by February each year.

#### 8.2 Standing Committees

8.2.1 The Council resolution creating a standing committee shall include the following:

- a) A name for the standing committee;
- b) Terms of reference, (as defined by the Council and recorded in the October 15, 1999, Council minutes) and an interim chair.

8.2.2 Council Standing Committees will have representatives from Council and the college community.

8.2.3 Individual Council members are encouraged to participate in Standing Committees

8.2.4 Non - members of Education Council may be invited to sit on these committees;

8.2.5 The chair or co-chair of a standing committee must be a member of the Council;

8.2.6 At the first meeting of the standing committee a chair or co-chairs must be elected;

8.2.7 Council membership on standing committees shall be determined at the September meeting of each year.

8.2.8 Every standing committee must report at each regular Council meeting;



8.2.9 The Standing Committees and revision dates of Standing Committees of the Council are listed in Appendix B.

### 8.3 Task Forces

8.3.1 The Council resolution creating a task force shall include the following:

- a) A name for the task force;
- b) Reporting procedures and time-lines;
- c) Terms of reference, together with a list of specific duties and responsibilities, and an interim chair.

8.3.2 At least one member of the Council must be included on every task force;

8.3.3 At the first meeting of the task force, a chair or co-chairs must be elected, and;

8.3.4 Task forces shall be created for a specific time (not to exceed one year).

### 8.4 Advisory Committees

8.4.1 The Council resolution creating an advisory committee shall include the following:

- a) A name for the advisory committee;
- b) terms of reference (as defined by the Council and recorded in the October 15, 1999, Council minutes) and an interim chair;

8.4.2 Non-members of the Council may be invited to sit on these committees;

8.4.3 At the first meeting of the advisory committee a chair or co-chairs must be elected;

8.4.4 Advisory committee chairs or co-chairs shall be elected each year, from within the committee;

8.4.5 Advisory committees must report to the Council at least every six (6) months or upon request from the committee or the Council.

8.4.6 The Advisory Committees and the last revision date of Advisory Committees of the Council are listed in Appendix C.

### 8.5 Program Cluster Committees

8.5.1 The purpose of Program Cluster Committees is to provide the opportunity for program staff in specific curriculum areas to discuss and seek consensus on common outcomes, curriculum needs and resource priorities. These Program Cluster Committees will follow a process that adheres to the purposes and structure of Education Council in course and program evaluations, course changes and new course and program curriculum.

8.5.2 Program Cluster Committees will create inter-disciplinary sub-clusters to facilitate consultation in program planning and internal articulation communication.





8.5.3 Program Cluster Committees structure shall be examined and recommendations for any changes brought forward by February of each year.

8.5.4 Major Functional Responsibilities:

- a) To contribute to educational planning by submitting recommendations for growth, change, and/or deletion of related program areas to appropriate Education Council committees for review and subsequent recommendations to Education Council for approval.
- b) To review course objectives and evaluation criteria to ensure consistent standards for courses offered at various locations, including articulation with other institutions.
- c) To identify common resource requirements and recommend priorities for their acquisition to the Library Advisory Committee of Education Council.
- d) To prepare recommendations, consistent with approved educational policies, for specific program criteria of admissions, prerequisites, advanced standing and evaluation to the appropriate committees of Education Council, and ultimately to the Council for approval.
- e) To identify requirements and opportunities for curriculum development and revision and to recommend priorities for specific projects to Management.
- f) To provide for ongoing monitoring and review of programs and contributions required for periodic formal program evaluations to the Educational Planning and Program Review standing committee of the Council.
- g) To recommend course specific entry level criteria for success, assist in developing appropriate assessment tools in cooperation with Career and College Prep, Learning Assistance Specialists, and other departments as required, and participate in a cooperative model with developmental programs and the Student Support and Access committees of Education Council.

8.5.5 Program Cluster Committee Meetings:

- 8.5.5.1 Program committees shall hold a minimum of four meetings per year.
- 8.5.5.2 Multiple programs within a Cluster may consider having two of these meetings separate from the whole Cluster, but a minimum of two meetings per year being of the whole Cluster grouping.
- 8.5.5.3 All Program Cluster Committee minutes must be sent to the Education Council Recording Secretary for distribution to the Education Council, the Vice-President, Education and Student Services for distribution to Senior Management, Cluster Chairs and other relevant groups.
- 8.5.5.4 Program Cluster Committees and last revision date are listed in Appendix D.



## 9. CODE OF CONDUCT

### 9.1. General

The effective conduct of Education Council business is contingent on Council members fulfilling their roles and responsibility with the highest standards of conduct. The following outlines the duties demanded of members of Education Council:

- 9.1.1. Duty of Integrity - to act honestly and in good faith.
- 9.1.2. Duty of Loyalty - to give his/her loyalty to the institution when acting on behalf of the Council.
- 9.1.3. Duty of Care - to act in a prudent and diligent manner, keeping themselves informed as to the educational policies, business and affairs of the institution.
- 9.1.4. Duty of Confidentiality - notwithstanding the need of members to make an informed decision on an issue before the Council by obtaining input from internal and external communities, members are to ensure that information which is normally considered confidential remains so.
- 9.1.5. Duty of Skill - to use one's level of knowledge and one's expertise effectively in dealing with the affairs of the institution.
- 9.1.6. Dereliction of duties (Section 6.1, 9.1.1-9.1.5) may be subject to review by the Council and subsequent punitive action may be imposed as follows:
  - 9.1.6.1. Letter of reprimand.
  - 9.1.6.2. Suspension of a Council member from the Council for a determined period of time.
  - 9.1.6.3. Recommendation that a Council member resign from the Council.
  - 9.1.6.4. Any subsequent action(s) will be determined by the Chair and Registrar
  - 9.1.6.5. An appeal of punitive action presented in writing to the Chair can be undertaken by striking an advisory sub-committee of the Council

## 10. CONFLICT OF INTEREST GUIDELINES

### 10.1. General

A member of Education Council holds a position of trust. As such there is an obligation on all members to avoid situations of conflict of interest. Each member, regardless of appointment, has a responsibility first and foremost to the welfare of the institution and must function primarily as a member of the Council, not as a member of any particular constituency.

### 10.2. Conflict of Interest Defined

- 10.2.1 The term "Related person(s)" is defined as a spouse, child, parent, or sibling of the member.
- 10.2.2 A conflict of interest arises when a Council member's private interests supersedes or competes with that member's dedication to the interests of the institution. This could arise



from a real, potential or an apparent conflict of interest for a Council member or related persons and may be financial or otherwise. For this purpose:

- a) 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 the opportunity to further a private interest.
- b) A Potential Conflict of Interest occurs when there exists some private interest that could influence the performance of a member's duty or function or in the exercise of power provided that the member has not yet exercised that duty or function.
- c) 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.

### 10.3. Declaration of Conflict

10.3.1 Council members must arrange their private affairs and conduct themselves in a manner to avoid a conflict of interest. In cases where conflict cannot be avoided, a Council member has an obligation to declare a conflict of interest prior to discussion or decision of an issue. Upon declaration of a conflict the person recording the events of the meeting should duly note the declaration and the Council member must:

- a) In an in-camera session or committee meeting, declare themselves absent from the proceedings during discussion or voting on that particular matter, contract or arrangement;
- b) In a public session, refrain from discussing or voting on that particular matter, contract or arrangement.

10.3.2 Where a Council member is unsure of whether they are in conflict, that member should raise the perceived potential conflict with the Council, and the Council should determine by vote whether or not a conflict of interest exists. In case of a tie vote, no conflict of interest is determined to exist. The member perceived to be in conflict should refrain from participating as indicated in 10.3.1.

10.3.3 Where a conflict of interest is discovered after the consideration of a matter, the conflict must be declared to the Council and appropriately recorded at first opportunity. If the Council determines that involvement of said member influenced the decision of the matter, the Council shall re-examine the matter and may rescind, vary or confirm its decision.

10.3.4 Any Council member who perceives another member to be in conflict of interest in a matter under consideration must identify the perceived conflict to the Council at the first opportunity. The Council should determine by vote whether or not a conflict of interest exists. A member perceived to be in conflict should refrain from participating as indicated in 10.3.1.

10.3.5 At the discretion of the Council, the Council may invite the member in conflict to state their position on the issue prior to declaring themselves absent.



## 11. BYLAW CHANGES

- 11.1 A new bylaw may be passed or existing Bylaws amended or repealed by resolution of the Council as provided for in this bylaw.
- 11.2 Every bylaw adopted by the Council shall be presented to the Council as a notice of motion and shall then be debated and voted upon at the next meeting of the Council.
- 11.3 Adoption of/or changes to the Bylaws of the Council shall require at least a two-thirds majority vote of the Council members.
- 11.4 Once approved the amended Bylaws are signed by the Education Council Chair and distributed by the Recording Secretary to the Board of Governors and to the Ministry of Advanced Education, posted to the College website and redistributed to the membership to update their binders. Archived Bylaws for EdCo are maintained by the Recording Secretary.

## APPENDIX A – MEETING DATES

### APPENDIX B – STANDING COMMITTEES

The Standing Committees of the Council shall consist of, but not be limited to:

- Admissions, Assessments, Awards and Academic Appeals Committee (A5)
- Course Program Articulation and Curriculum Committee (CPAC)
- Education Policy Committee
- Educational Planning and Program Review

### APPENDIX C – ADVISORY COMMITTEES (Rev. 2010)

The Advisory Committees of the Council shall consist of, but not be limited to:

- Prior Learning Assessment (PLA) Committee
- International Education Committee
- Student Support and Access Committee
- Library Committee
- Program Cluster Committees (See Appendix D for complete list)
- Aboriginal Cultural Knowledge Advisory Committee (ACKAC) 2009

### APPENDIX D – PROGRAM CLUSTER COMMITTEES

Program Cluster Committees shall include, but not be limited to:

- Developmental Education
  - Adult Special Education



- Career and College Preparation (CCP)
- Essential Skills for Work (ESWK)
- Literacy
- English Language Training (ESL)
- Interdisciplinary Access
- Human Services
  - Special Education Assistant
  - Social Service Worker
  - Early Childhood Education
- Workforce Training and Continuing Studies
- Health Programs
  - Health Care Assistant
  - First Nations Health Care Assistant
  - Community Mental Health Worker
  - Aboriginal Community Mental Health Worker
  - Practical Nursing Access
  - Nursing (Northern Collaborative Baccalaureate Nursing)
  - Practical Nursing
- University Credit
  - University Credit - Terrace
  - University Credit - Other
  - First Nations Fine Arts
  - Applied Coastal Ecology
  - Sustainable Tourism
  - Guardian Watchman
- Business Programs
  - Business Administration
  - Public Administration
  - Entrepreneurial Tourism
- Business Tech/Computer Tech
  - Applied Business Technology
  - Information and Communication Technology



- Trades/Industry Training Authority
  - Carpentry
  - Automotive
  - Millwright
  - Heavy Duty Equipment Tech/Commercial Transport
  - Electrical
  - Professional Cook
  - Log Builder
  - Heavy Equipment Operator
  - Welding
  - Timber Frame Craftsman
  - Residential Building Maintenance Worker
- Library/Student Services
  - Library Services
  - Student Services



## APPENDIX E – BYLAW AMENDMENTS

Bylaw Amendments shall contain the following information: Number, Original text, Amended text and Date.

### Number 8.3.2

**Original Text** Each member of Education Council must actively serve on at least one standing committee of the Council.

**Amended Text** Education Council Standing Committees will have representatives from Education Council and the College community.

**Date** 16 November 2001

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**Complete review of Education Council Bylaws began December 9, 2011. Bylaws document submitted to and approved by Education Council June 29, 2012.**

**Number:** 2.2

**Original Text:** Powers for setting policy (Section 24).

**Amended Text:** Powers for setting by-laws and policy (Section 24).

**Date:** May 25, 2012

**Number:** 3.1

**Original Text:** -

**Amended Text:** [Insert] 3.1 g) the First Nations Council may appoint one person to be a non-voting member.

**Date:** May 25, 2012

**Number:** 6.1.3

**Original Text:** If a member of the Council is absent from 3 meetings of the Council without just cause, Council membership may be revoked and the position filled by way of a by-election.

**Amended Text:** If a member of the Council is absent from 3 meetings of the Council without just cause, Council membership may be revoked and the position filled by way of a by-election supervised by the Registrar's office.

**Date:** May 25, 2012

**Number:** 6.2.5

**Original Text:** Prepare and present for approval at the October meeting of the Council, a schedule of meetings for the coming year. When possible, these meetings should be scheduled a minimum of 10 working days in advance of Board meetings. There will be a minimum of ten regular meetings per year.

**Amended Text:** Prepare and present for approval at the April meeting of the Council, a schedule of meetings for the coming year. When possible, these meetings should be scheduled a minimum of 10 business days in advance of Board meetings. There will be a minimum of ten regular meetings per year.

**Date:** May 25, 2012



**Number:** 6.3 Duties of the Vice Chair

**Original Text:** 6.3 Duties of the Vice Chair

6.3.1 Assume the Chair when the Chair is participating in debate.

6.3.2 Carry out the duties of the Chair in that person's absence.

6.3.3 Assume the office of the Chair on an interim basis if the position should become vacant.

6.4.4 Coordinate and follow up on all recommendations to the Board of Governors.

6.4.5 Liaise with Clusters to ensure two way communications with the Clusters and Advisory Committees.

**Amended Text:** 6.3 Duties of the Vice Chair

6.3.1 Assume the Chair when the Chair is participating in debate.

6.3.2 Carry out the duties of the Chair in that person's absence.

6.3.3 Assume the office of the Chair on an interim basis if the position should become vacant.

**Date:** May 25, 2012

**Number:** 6.2 Duties of the Chair

**Original Text:** -

**Amended Text:** 6.2 Duties of the Chair

...

6.2.12 Coordinate and follow up on all recommendations to the Board of Governors.

6.2.13 Liaise with Clusters to ensure two way communications with the Clusters and Advisory Committees.

**Date:** May 25, 2012

**Number:** 6.4.1

**Original Text:** Circulate submissions to members for review 3 business days prior to meeting.

**Amended Text:** Circulate meeting submissions to members for review 5 business days prior to meeting.

**Date:** May 25, 2012

**Number:** 6.4.2

**Original Text:** Review submissions for errors and or omissions and when necessary communicate to the submitting body the need for corrections and or edits of the submission.

**Amended Text:** Review meeting submissions for errors and or omissions and when necessary communicate to the submitting body the need for corrections and or edits of the submission.

**Date:** May 25, 2012

**Number:** 6.4.5

**Original Text:** Perform clerical functions for Education Council and Course and Program. Refer to Human Resources department for details of job description.

**Amended Text:** Perform clerical functions to support Education Council and Standing Committee activities.

**Date:** May 25, 2012

**Number:** 7.2.3

**Original Text:** A schedule of meetings as provided by the Chair (4.2.1) will be made public by standard communication methods.





**Amended Text:** A schedule of meetings as provided by the Chair (6.2.5) will be made public by standard communication methods.

**Date:** May 25, 2012

**Number:** 7.3.1

**Original Text:** An extraordinary meeting of the Council may be called at a designated time by the Chair, following a petition signed by one half of the total voting membership of Council. The petition must state the reason in writing within the mandate of Education Council why the matter cannot be dealt with at a regularly scheduled meeting (see Appendix A).

**Amended Text:** An extraordinary meeting of the Council may be called at a designated time by the Chair, following a petition signed by one half of the total voting membership of Council. The petition must state the reason in writing within the mandate of Education Council why the matter cannot be dealt with at a regularly scheduled meeting (see Appendix A – Schedule of Meetings).

**Date:** May 25, 2012

**Number:** 7.3.2

**Original Text:** The notice for any extraordinary meeting shall clearly specify the purpose of the meeting and shall be given at least seven working days before the meeting. Only the matter (or matters) specified in the notice shall be considered at an extraordinary meeting.

**Amended Text:** The notice for any extraordinary meeting shall clearly specify the purpose of the meeting and shall be given at least seven business days before the meeting. Only the matter (or matters) specified in the notice shall be considered at an extraordinary meeting.

**Date:** May 25, 2012

**Number:** 7.4.1

**Original Text:** A majority of the voting members of the Council constitute a quorum at meetings of the Council.

**Amended Text:** A majority of the voting members (50% + 1) of the Council constitute a quorum at meetings of the Council.

**Date:** May 25, 2012

**Number:** 7.5.2

**Original Text:** Agenda items can be submitted to the Chair by any member of the community.

**Amended Text:** Agenda items can be submitted to the Chair by any member of the public.

**Date:** May 25, 2012

**Number:** 7.5.3

**Original Text:** Agenda items and supporting documentation for meetings must be submitted in writing to the Chair by 12 noon seven calendar days prior to the scheduled meeting date. Agenda items and supporting documentation received after this date will be placed on the agenda with the approval of members present.

**Amended Text:** Agenda items and supporting documentation for meetings must be submitted in writing to the Chair by 12 noon seven business days prior to the scheduled meeting date. Agenda items and supporting documentation received after this date will only be placed on the agenda with the approval of members present.

**Date:** May 25, 2012



**Number:** 7.5.5  
**Original Text:** Meeting agendas and supporting documentation shall be sent to the recording secretary and subsequently circulated to the membership not less than five calendar days prior to the scheduled Council meeting hour.  
**Amended Text:** Meeting agendas and supporting documentation shall be provided to the membership by the recording secretary not less than 5 business days prior to the Council meeting.  
**Date:** May 25, 2012

**Number:** 7.6.2  
**Original Text:** 7.6.1.1 In any vote, a simple majority of voting members shall be required to carry a motion except as otherwise provided herein. For example 11.1, 11.2 and 11.3.  
**Amended Text:** 7.6.2 In any vote, a simple majority of voting members (50% +1) shall be required to carry a motion except as otherwise provided herein (i.e. 11.3).  
**Date:** May 25, 2012

**Number:** 7.7.2  
**Original Text:** The minutes of the meetings of the council shall be kept in detail by the recording secretary.  
**Amended Text:** The approved minutes of the meetings of the Council shall be kept in detail and made public by the recording secretary.  
**Date:** May 25, 2012

**Number:** 8.1.2  
**Original Text:** The purpose and terms of reference of each standing committee and advisory committee shall be examined and recommendations for any changes brought forward 3 months following the election of general Council membership.  
**Amended Text:** The purpose and terms of reference of each standing committee and advisory committee shall be examined and recommendations for any changes brought forward by February each year.  
**Date:** May 25, 2012

**Number:** 8.2.5  
**Original Text:** The chair or a co-chair must be a member of the Council;  
**Amended Text:** The chair or co-chair of a standing committee must be a member of the Council;  
**Date:** May 25, 2012

**Number:** 8.2.6  
**Original Text:** At the first meeting of the committee a chair or co-chairs must be elected;  
**Amended Text:** At the first meeting of the standing committee a chair or co-chairs must be elected;  
**Date:** May 25, 2012

**Number:** 8.2.9  
**Original Text:** The standing committees and revision dates of Standing Committees of the Council are listed in Appendix A.  
**Amended Text:** The Standing Committees and revision dates of Standing Committees of the Council are listed in Appendix B.  
**Date:** May 25, 2012



**Number:** 8.4.6  
**Original Text:** The Advisory Committees and the last revision date of Advisory Committees of the Council are listed in Appendix B.  
**Amended Text:** The Advisory Committees and the last revision date of Advisory Committees of the Council are listed in Appendix C.  
**Date:** May 25, 2012

**Number:** 8.5.1  
**Original Text:** The purpose of Program Cluster committees is to provide the opportunity for program staff in specific curriculum areas to discuss/seek consensus on common outcomes, curriculum needs and resource priorities. These programs will follow a process that follows the purposes and structure of Education Council in course/program evaluations, course changes and new course/program curriculum.  
**Amended Text:** The purpose of Program Cluster committees is to provide the opportunity for program staff in specific curriculum areas to discuss and seek consensus on common outcomes, curriculum needs and resource priorities. These program cluster committees will follow a process that adheres to the purposes and structure of Education Council in course and program evaluations, course changes and new course and program curriculum.  
**Date:** May 25, 2012

**Number:** 8.5.3  
**Original Text:** Program Cluster Committees structure shall be examined and recommendations for any changes brought forward 3 months following the election of the general Education Council membership.  
**Amended Text:** Program Cluster Committees structure shall be examined and recommendations for any changes brought forward by February of each year.  
**Date:** May 25, 2012

**Number:** 8.5.4 a)  
**Original Text:** 8.5.4 d) To contribute to educational planning by submitting recommendations for growth, change, and/or deletion of related program areas to appropriate Education Council committees for review and subsequent recommendations to the Council for approval.  
**Amended Text:** 8.5.4 a) To contribute to educational planning by submitting recommendations for growth, change, and/or deletion of related program areas to appropriate Education Council committees for review and subsequent recommendations to the Education Council for approval.  
**Date:** May 25, 2012

**Number:** 8.5.5  
**Original Text:** 8.6 Meetings  
**Amended Text:** 8.5.5 Program Cluster Committee Meetings:  
**Date:** May 25, 2012

**Number:** 8.5.5.1  
**Original Text:** 8.6.1 Minimum of four per year.  
**Amended Text:** 8.5.5.1 Program committees shall hold a minimum of four meetings per year.



**Date:** May 25, 2012

**Number:** 8.5.5.3

**Original Text:** 8.6.3 All minutes of all meetings must be sent to Education Council and to the Vice President, Education and Student Services for regular distribution to Senior Management, Cluster Chairs, and other relevant groups.

**Amended Text:** 8.5.5.3 All program cluster committee minutes must be sent to the Education Council Recording Secretary for distribution to Education Council, the Vice-President, Education and Student Services for distribution to Senior Management, Cluster Chairs and other relevant groups.

**Date:** May 25, 2012

**Number:** 8.5.5.4

**Original Text:** 8.6.4 Program Cluster Committees and last revision date are listed in Appendix C.

**Amended Text:** 8.5.5.4 Program Cluster Committees and last revision date are listed in Appendix D.

**Date:** May 25, 2012

**Number:** 9.1

**Original Text:** 9.1

**Amended Text:** 9.1 General

**Date:** May 25, 2012

**Number:** 9.1.6

**Original Text:** 9.7 Dereliction of duties may be subject to review by the Council and subsequent punitive action may be imposed as follows:

**Amended Text:** 9.1.6 Dereliction of duties (Section 6.1, 9.1.1-9.1.5) may be subject to review by the Council and subsequent punitive action may be imposed as follows:

**Date:** May 25, 2012

**Number:** 9.1.6.5

**Original Text:** An appeal of punitive action presented in writing to the Chair can be undertaken by striking an advisory sub-committee of the Council.

**Amended Text:** An appeal of punitive action presented in writing to the Chair can be undertaken by striking an adhoc advisory sub-committee of the Council.

**Date:** May 25, 2012

**Number:** APPENDIX A

**Original Text:** APPENDIX A STANDING COMMITTEES

**Amended Text:** APPENDIX A - MEETING DATES

**Date:** May 25, 2012

**Number:** APPENDIX B

**Original Text:** APPENDIX B - ADVISORY COMMITTEES

The Advisory Committees of the Council shall consist of, but not be limited to:

- Admissions, Assessments, Awards and Academic Appeals Committee (A5)
- Course Program Articulation and Curriculum Committee (CPAC)



**Amended Text:** APPENDIX B – STANDING COMMITTEES

The Standing Committees of the Council shall consist of, but not be limited to:

- Admissions, Assessments, Awards and Academic Appeals Committee (A5)
- Course Program Articulation and Curriculum Committee (CPAC)
- Education Policy Committee
- Educational Planning and Program Review

**Date:** May 25, 2012

**Number:** APPENDIX C

**Original Text:** APPENDIX B ADVISORY COMMITTEES (Rev. 2010)

The Advisory Committees of the Council shall consist of, but not limited to:

- Prior Learning Assessment (PLA) Committee
- International Education Committee
- Student Support and Access Committee
- Library Committee
- Program Cluster Committees
- Aboriginal Cultural Knowledge Advisory Committee (ACKAC) 2009

**Amended Text:** APPENDIX C – ADVISORY COMMITTEES (Rev. 2010)

The Advisory Committees of the Council shall consist of, but not limited to:

- Prior Learning Assessment (PLA) Committee
- International Education Committee
- Student Support and Access Committee
- Library Committee
- Program Cluster Committees (See Appendix D for complete list)
- Aboriginal Cultural Knowledge Advisory Committee (ACKAC) 2009

**Date:** May 25, 2012

**Number:** APPENDIX D

**Original Text:** APPENDIX C PROGRAM CLUSTER COMMITTEES

Program Cluster Committees shall include, but not be limited to:

- Developmental Education
  - Adult Special Education
  - Career and College Preparation (CCP)
  - Essential Skills for Work (ESWK)
  - Literacy, English Language Training (ESL)
  - Interdisciplinary Access
  - First Nations Access to Practical Nursing
  - Access to Practical Nursing
- Human Services
  - Special Education Assistant
  - Social Service Worker
  - Early Childhood Education
- Continuing Education and Industry Training
- Health Programs
  - Health Care Attendant
  - First Nations Home Care Attendant
  - Community Mental Health Attendant



- First Nations Community Mental Health Attendant
- Bachelor of Science – Nursing
- Licensed Practical Nurse
- University Credit
  - University Credit – Terrace
  - University Credit – other
  - First Nations Fine Arts
  - Applied Coastal Ecology
  - Sustainable Tourism
  - Guardian Watchman
- Business Programs
  - Business Administration
  - Public Administration
  - Entrepreneurial Tourism
- Business Tech/Computer Tech
  - Applied Business Technology
  - Information and Communication Technology
- Trades/Industry Training Authority
  - Carpentry
  - Automotive
  - Millwright
  - Heavy Duty Mechanic/Commercial Transport
  - Electrical
  - Professional Cook
  - Log Home Builder
  - Road Builder Heavy Construction
  - Welding
  - Timber Frame Craftsman
  - Residential Building Maintenance Worker
- Library/Student Services
  - Library Services
  - Student Services

**Amended Text:** APPENDIX D – PROGRAM CLUSTER COMMITTEES

Program Cluster Committees shall include, but not be limited to:

- Developmental Education
  - Adult Special Education
  - Career and College Preparation (CCP)
  - Essential Skills for Work (ESWK)
  - Literacy
  - English Language Training (ESL)
  - Interdisciplinary Access
- Human Services
  - Special Education Assistant
  - Social Service Worker
  - Early Childhood Education
- Workforce Training and Continuing Studies
- Health Programs



- Health Care Assistant
- First Nations Home Care Assistant
- Community Mental Health Worker
- Aboriginal Community Mental Health Worker
- Practical Nursing Access
- Nursing (Northern Collaborative Baccalaureate Nursing)
- Practical Nursing
- University Credit
  - University Credit - Terrace
  - University Credit - Other
  - First Nations Fine Arts
  - Applied Coastal Ecology
  - Sustainable Tourism
  - Guardian Watchman
- Business Programs
  - Business Administration
  - Public Administration
  - Entrepreneurial Tourism
- Business Tech/Computer Tech
  - Applied Business Technology
  - Information and Communication Technology
- Trades/Industry Training Authority
  - Carpentry
  - Automotive
  - Millwright
  - Heavy Duty Equipment Tech/Commercial Transport
  - Electrical
  - Professional Cook
  - Log Builder
  - Heavy Equipment Operator
  - Welding
  - Timber Frame Craftsman
  - Residential Building Maintenance Worker
- Library/Student Services
  - Library Services
  - Student Services

**Date:** May 25, 2012

**Number:** 11.4

**Original Text:** None (This is an addition)

**Amended Text:** Once approved the amended Bylaws are signed by the Education Council Chair and distributed by the Recording Secretary to the Board of Governors and to the Ministry of Advanced Education, posted to the College website and redistributed to the membership to update their binders. Archived Bylaws for EdCo are maintained by the Recording Secretary.

**Date:** September 28, 2012





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SIGNED ON BEHALF OF NORTHWEST COMMUNITY COLLEGE EDUCATION COUNCIL

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Sabine Lundman, Chair

September 28, 2012

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Date