

JIBC Program Council

Terms of Reference

- Purpose** Under the *College and Institute Act* (1996; 2002sen) Justice Institute Board of Governors has “the powers and duties of an Education Council...to discharge under its own bylaws”. The Board has delegated these responsibilities through the President to Program Council.
- Functions** Program Council undertakes the following functions:
1. Set policies concerning examinations and evaluation of student performance;
 2. Set policies concerning student withdrawal from courses, programs, and the institution;
 3. Set criteria for academic standing, academic standards, and the grading system;
 4. Set criteria for awards recognizing academic excellence;
 5. Set policies and procedures for appeals by student on academic matters, and establish a final appeal tribunal for these appeals;
 6. Set curriculum content for courses leading to certificates, diplomas and degrees;
 7. Set policies concerning library and resource centres;
 8. Set the academic schedule and annual schedule of dates;
 9. Set policies on faculty member qualifications;
 10. Set policy for qualifications for admission;
 11. Set policy and schedule for the review of programs.
- Additional functions and responsibilities of Education Councils as established in the BC College and Institute Act remain under the final responsibility and authority of the Board of Governors.
- Membership**
- Up to 10 faculty and staff
 - Three senior management staff appointed by the President
 - Vice-President Academic
 - Four students
 - Two support staff
 - Registrar (ex officio)
 - Institute Librarian (ex officio)
- Faculty/staff and support staff serve a two-year term and may have further terms.
- Students serve a one-year term and may have further terms, up to three years.

Senior management staff are appointed for two years and may serve additional terms.

The Chair of the Program Council is elected each year from the voting members of the Program Council.

Where possible, elections will be held for student, and support staff membership from respective constituent groups. Otherwise a nomination process will be followed.

Alternates for members may attend though only members can vote

- Chair**
- Chair – elected from Program Council Membership
 - Alternate – Vice-President Academic
- Accountability**
- Reports to the President through the Vice-President Academic in collaboration with the Chair of Program Council.
 - Minutes of PC are regularly shared with the Board of Governors as part of their meetings.
 - Semi annual reports of activity is provided to the Board through the President (usually May and November) including post-implementation of new non-credit programs or programs offered under service contracts.
 - Terms of Reference are approved by the JIBC Board of Governors.
- Meetings**
- Meetings are held monthly and at the call of the Chair.
 - A quorum is defined as 50% of the membership + 1 member.
- Procedures**
- Each member may vote.
 - The Chair may cast a vote to break a tie.
 - Minutes are recorded, approved, and posted.
 - Program Council works conscientiously and quickly to make recommendations regarding proposals to help ensure appropriate, effective, and efficient program development and implementation.
 - Program Council reviews its Terms of Reference annually and makes recommendations for changes through the President to the JIBC Board of Governors.
 - Program Council may create committees, sub-committees, working groups and task forces involving faculty, staff and others to help fulfill its mandate
- Communications** To promote strong alignment of effort within the Institute:
- Program Council regularly reviews proceedings and decisions of Senior Management Council and other institutional committees pertaining to the work of Program Council;
 - Individual members and alternates communicate actively with each other to ensure continuity;
 - Individual members and alternates review agendas and proceedings of

Program Council with the School Dean/Directors and staff of their respective Schools to seek input and provide feedback, as appropriate, to Program Council.

Agenda and related materials for review by Program Council are sent out electronically to members normally five working days prior to a meeting at which they are to be reviewed. All meeting materials being submitted for review must be sent to the Chair in time to meet this timeline