



EDUCATION PLAN STEERING COMMITTEE TERMS OF REFERENCE

September 4, 2009

Purpose

The purpose of the Steering Committee is to lead the overall development of a new education plan for the 2009 – 2011 which will provide the specific direction for education at the College.

Scope

The Education Plan will be aligned with the current Strategic Plan and will be an articulation of the educational direction of the institution.

Key Responsibilities

1. To provide overall guidance for establishing and conducting the consultative planning process for the new education plan
2. To advise on, support, and lead effective communications processes between the Steering Committee and the College community
3. To serve as an advisory and editorial body in the development of documents and other materials emanating from the education planning process.
4. Review information received from the internal College Community.
5. To recommend a draft to the Vice President for presentation to the College Executive.

Ultimately, the Vice President will present a final draft of the document for approval to Education Council and the Board of Governors.

Key Accountabilities

1. To build the plan with collective input from the College community.
2. To build a clear, concise planning document that identifies a set of assessable educational outcomes for the educational programming and educational processes of the College.
3. To build a plan that will guide the decision-making process throughout the College related to educational programming and processes.

Education Plan Steering Committee Terms of Reference

4. To build a plan, a portion of which will become a formal part of our commitment to the Ministry, our Board of Governors, and our community.

Membership

Chair:

Baldev Pooni, Vice President, Education & Student Services

Membership:

1. Shelley Butler, Education Approvals Coordinator
2. Chris Gillespie, Student Representative
3. Susan Haddon, Director, College & Community Relations and Exective Director, Foundation
4. Marina Jaffey, School of Business
5. Kathy Lokhorst, Chair, Education Council
6. Scott MacInnis, Director, Continuing Education & Contract Training
7. Paul Merner, Director, Educational Research & Development
8. Maureen Niwa-Heinen, School of Arts & Science
9. Tom Roemer, Dean, School of Trades & Technology
10. Peter Rehor, Dean, Centre for Sport & Exercise Education
11. Debbie Sargent, Associate Dean, School of Health & Human Services
12. Brenda Storr, Acting Dean, School of Access and Acting Director, Aboriginal Education & Community Connections
13. Lori Zehr, Associate Director, Enrolment and Student Development Services

Term of Appointment

It is planned that the work of the Steering Committee will be undertaken within a 4-month period (September – December 2009).

Committee Operation

1. It is anticipated that there will be approximately 3-4 meetings of the Steering Committee.
2. Committee support will be provided by the Office of the Vice President, Education & Student Services.