

 <p>Policy & Procedures Manual</p>	# Pages: 3	Policy Reference: LC-01-12
	Approved by: UCN Learning Council	
Section: Committee Terms of Reference	Effective Date: January 26, 2016	
Title: EQUITY COMMITTEE	Replaces: July 1, 2015	

These Terms of Reference define the scope of possible committee activities. Committee business will vary and will not necessarily include all nor be limited to the following activities at any one time or during any given year.

1. Purpose

- 1.1 To raise awareness of equity issues at University College of the North and make recommendations to the Learning Council pertaining to matters of equity including all matters related to policy for educational equity in the following areas:
- a) Access: recruitment, retention and graduation of students who have traditionally been under-represented, underserved and/or disadvantaged in University and College programs
 - b) Context and Climate: Delivery, preservation and maintenance of an understanding, encouraging and hospitable educational environment for all students, faculty and staff of all social identities.
 - c) Content and Practice: promotion of education and training for students, faculty and staff on equity issues as they relate to curriculum, pedagogy and the learning environment in general.
 - d) Capacity: growing the institution's capacity for equity through recruitment, hiring and retention of faculty, staff and administrators.

2. Authority

- 2.1 The Equity Committee is accountable to the Learning Council.
- 2.2 The Committee Chair shall report on the Committee's activities to the Learning Council and submit written recommendations as required for the Learning Council's consideration.
- 2.3 The Committee Chair shall be appointed as the liaison to the Representative Workforce Committee. If the Chair is unable another member of the Equity Committee shall be appointed.

3. Composition

- 3.1 The Equity Committee of the Learning Council shall consist of 8 voting members comprised of 1 University Faculty, 1 College Faculty, 1 Non-Faculty (Member At Large), 1 Student Association Council Member (or a member from the student population appointed by the SAC), 1 Elder, 1 HR Representative (appointed by that Department), Chair of the Representative Workforce Committee, Accessibilities Resource Officer.
- 3.2 The Committee has the discretion to invite resource persons to sit on the

Committee as non-voting members for a term to be determined by the Committee.

- 3.3 Appointment of Committee members shall be ratified by motion of the Learning Council.
- 3.4 The Committee shall select its Chair from its members and shall serve a term of two years

4. Term of Office

- 4.1 Student members shall be appointed for a one-year term renewable for up to three years; three-year terms renewable once for faculty members; and two-year terms renewable once for members at large
- 4.2 Upon completion of second term, faculty members and members-at-large must wait one year before being nominated to serve on the committee again.

5. Committee Operations

- 5.1 The Committee shall operate in a manner consistent with the Learning Council's Rules of Governance.
- 5.2 The Committee shall ensure a record of all decisions and discussions of the Committee is maintained in good order.
- 5.3 Committee minutes shall contain three sections on attendance: present, regrets, and absent.
- 5.4 All Committee minutes are considered to be records of the Learning Council and shall be maintained in a central file managed by the Tri-Council Office.
- 5.5 The Committee may strike sub-committees as required in order to do its business.
- 5.6 The Committee shall meet as often as necessary to conduct its business, but no less frequently than once per year.
- 5.7 An annual schedule of meetings shall be drawn up at the commencement of each academic year.
- 5.8 Notice of Meetings:
 - a) In addition to scheduled meetings, such other meetings as may be required to conduct the business of the Committee may be called by the Committee Chair. Notice provisions of 48 hours shall apply.
 - b) Notice of the time, date, and location of the subsequent meeting shall be given at the conclusion of each Committee meeting. In addition, notice of meetings shall be mailed, e-mailed, or otherwise delivered in such a manner that, under normal circumstances, the members receive notice at least 48 hours before the meeting.
- 5.9 Quorum of Meetings:
 - a) Quorum for the transaction of business shall be constituted by the majority of the seats filled by voting members on the Committee.
 - b) Ex-officio members are considered voting members.
 - c) For purposes of determining quorum, those Committee members on approved leave not exceeding one year shall not be considered.
- 5.10 The meeting venue of the Committee shall be by means of telephone or other means of communication that permits all members in attendance to hear each other; and a member so participating is considered to be present at the meeting.
- 5.11 Robert's Rules of Order shall govern the conduct of all meeting procedures. Such matters on which the Learning Council's Rules of Governance (LC-01-01) lay down specific procedures shall be excepted from the foregoing.

- 5.12 Where the Committee Chair decides that it is desirable for a business item to be voted on before the next scheduled meeting, an e-mail, fax, and/or telephone vote may be held.
- 5.13 Members shall exercise due diligence in the performance of their duties, maintain respect for confidentiality, comply with UCN's Code of Ethics, follow procedures for disclosing and dealing with conflict of interest, and act at all times in the best interests of UCN rather than in the interests of particular constituencies.
- 5.14 Committee members are required to advise the Committee Chair, in advance, of their inability to attend a meeting.
- 5.15 Committee members are expected to attend all meetings, including any extraordinary meetings. If a member fails to attend two consecutive meetings, a vacancy may be declared at the discretion of the Committee Chair.