

Education Council Handbook

Introduction

Welcome to Education Council (EDCO)

College of the Rockies has two governance bodies: the Board of Governors and Education Council.

The Board of Governors focuses on policy and strategic leadership. Education Council plays an advisory role to the Board and is responsible for curriculum content and Educational/Academic policies as outlined in Articles 23, 24 and 25 of the *College and Institute Act [RSBC 1996] Chapter 52*.

Education Council's roles and responsibilities are further outlined in *The College and Institute Act* and its amendments.

Education Council at the College of the Rockies is a governance body with representatives from four constituent groups: Students (4), Management (4), Faculty (10) and Support Staff (2). Student representatives serve a one-year term. All other representatives serve a two-year term. The President of the College is a non-voting member of the Education Council. The Board of Governors may appoint a non-voting representative to the Education Council.

Meetings

Education Council normally meets monthly from September to June for approximately 2.5 hours per meeting or as determined by the Council. Special meetings may be called when the need arises as per Education Council Bylaws.

An agenda, with supporting documentation, is forwarded to the members the week before the meeting as referred to by Education Council Bylaws.

Monthly meetings follow a standard format.

Conduct of meetings will be guided by the most recent edition of *Robert's Rules of Order*.

Members of specific constituency groups such as faculty, staff or students may bring forward to Education Council discussions the views of their respective constituency; however, in deliberations and voting all members shall always act in accordance with the best interest of College of the Rockies as a whole.

In order to be well prepared for Education Council responsibilities, you should:

- Review the Education Council Handbook and become familiar with:
 - Education Council Bylaws; and
 - The *College and Institute Act*, especially those sections dealing with the responsibilities of Education Council and the Board-
http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_9605_2_01
- Review the last three months of Education Council minutes found at EdCo/Sharepoint site
- Attend the one-hour orientation meeting prior to your first Education Council meeting
- Review College policies, particularly those concerned with students, programs, curriculum and exams (Policies 2.1-2.6 and 6.1-6.4).
- Follow College policies and procedures
- Work collaboratively with other committees and individuals
- Inform your respective department(s) of Educational Council activities and invite input from your constituents on Education Council issues
- Review the Ministry of Advanced Education RSS feed <http://www.news.gov.bc.ca/rss/> to be informed about key initiatives potentially impacting the College of the Rockies

To facilitate efficient meetings, you should:

- thoroughly review the agenda package prior to the meeting
 - attend all meetings
 - ensure that any issues/questions that you bring forward fall within the mandate of Education Council
 - complete tasks for which you have volunteered
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