

INDIGENOUS EDUCATION COUNCIL TERMS OF REFERENCE

The Indigenous Education Council (IEC) is one means for Conestoga College to create connectedness with our Indigenous community both within our organization and in the broader community. Through this connection we can share, learn, and seek counsel in our work towards encouraging Indigenous enrolment and student success.

PURPOSE

The IEC is a joint advisory committee established as a requirement under the Ministry of Training Colleges & Universities Indigenous Grant Funding Initiative. The council serves an essential, collaborative role in a liaising and advisory capacity for the college on matters impacting Indigenous students.

OBJECTIVE

The objective of the committee is to:

- Provide a forum to share information about Indigenous-focused college initiatives.
- Discuss topics and formulate recommendations related to Indigenous students' educational experience that both promote the objectives and mission of Conestoga College and represent the best interests of Indigenous students.
- Review and/or advise on matters raised by the college, Conestoga students, or IEC committee members.
- Review and/or discuss initiatives presented to the committee.

ACCOUNTABILITY

The IEC is accountable to the Associate Vice President, Student Affairs who will report on committee activity to senior administration and will ensure committee activity adheres to the MTCU guidelines and aligns with the plans of the college.

DURATION OF COUNCIL

This is a standing committee.

MEETINGS

FREQUENCY OF MEETINGS

Meetings are held quarterly each academic year between September and June.

MEETING LOCATION

Meetings can take place in person or online at the discretion of the Chair.

AUTHORITY

The IEC has the authority to make recommendations and provide advisement on the development of initiatives and activities that support the enrolment and success of Indigenous students and support a positive student experience. The Associate Vice President, Student Affairs ensures that all recommendations align with the college's strategic plan, Indigenous Success Strategy, Indigenous Education Protocol, and ministry guidelines.

MEMBERSHIP

MEMBERS

Membership is comprised of members from college administration, faculty, Indigenous students, alumni, local Indigenous organizations, and Elders.

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| <ul style="list-style-type: none"> • Committee Chair • Committee Co-Chair (if applicable) • Community Members (reserve or urban community) • Conestoga Student • Elder/Knowledge Carrier • External Indigenous Services Agency • Faculty member, Conestoga • Indigenous Alumni, Conestoga • Indigenous Education Protocol Signing Partners – Mississauga's of the Credit, Métis Nation of Ontario, Southern | <ul style="list-style-type: none"> Ontario Inuit Education Group and Chippewas of the Thames • Indigenous Liaison Officer, Conestoga • Indigenous Student Circle member, Conestoga • Manager, Indigenous Services, Conestoga • President, Conestoga • Vice President, Students • Waterloo Region District School Board, Waterloo Catholic District School Board, French Language School Board |
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RENUMERATION

External members on this council are paid by an honorarium for their participation.

TERM OF MEMBERSHIP

The chair position is filled by a current member every two years, by consensus. All other committee member roles are reviewed on a three-year term with no limit to renewal.

RESPONSIBILITIES OF THE CHAIR (OR CO-CHAIRS)

- Establish agendas for each meeting
- Chair each meeting, or designate a Chair in absentia
- Ensure the Terms of Reference are reviewed every two years to ensure that the committee is operating effectively and fulfilling its functions

RESPONSIBILITIES OF THE SECRETARY

The secretary will;

- Solicit agenda items from members prior to meetings
- Distribute meeting materials to council members in advance of meetings
- Record and distribute the minutes
- Record attendance of all members

MEMBER RESPONSIBILITIES

- Advise the secretary of their attendance prior to the meetings
- Attend meetings to provide input, and recommendations
- Internal members will report back to their respective departments on relevant IEC updates

MEMBERSHIP RECOMMENDATIONS

Recommendations for new membership are put forth by existing council members and agreement is by consensus of committee members.