

# Douglas College Education Council Bylaws

## Appendix 7 – Educational Excellence Committee

### Terms of Reference

#### 1. Mandate and Authority of Committee

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- (a) receiving and circulating information about external academic excellence awards in a timely manner;
- (b) receiving nominations and supporting documentation for external academic excellence awards;
- (c) selecting candidates for nomination for external academic excellence awards;
- (d) submitting nominations with appropriate signatures;
- (e) publishing lists of external academic awards recipients; and
- (f) performing other tasks related to external academic excellence award distribution and recognition.

## 2.4 Reporting to Education Council

The committee shall report to the Council as follows:

- (a) the council member on the committee shall submit academic excellence awards recommendations of the committee to the council;
- (b) the chair of the committee shall keep minutes of committee meetings and submit them to the secretary of the council for retention; and
- (c) the chair of the committee shall provide an annual report of the committee's activities to the council.

## 3. Membership

There shall be six members of the committee but additional members may be appointed by the council.

The voting membership of the committee shall, to the extent reasonably possible, reflect the proportion of faculty, administrators, staff and students on the council.

The membership of the committee shall include at least one member of the council and may include non-council members.

The membership of the committee shall include:

- (a) three faculty members;
- (b) one staff member;
- (c) one administrator; and
- (d) one student.

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## 4. Recruitment of Committee Members

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