

Terms of Reference

Purpose:	<ul style="list-style-type: none"> Under the College and Institute Act (1996; 2002sen) Justice Institute Board of Governors has “the powers and duties of an Education Council...to discharge under its own bylaws”. The Board has delegated these responsibilities through the President to Program Council.
Chair:	<ul style="list-style-type: none"> Chair – elected from Program Council Membership Alternate – Vice-President Academic
Functions:	<p>Program Council undertakes the following functions:</p> <ol style="list-style-type: none"> 1. Set policies concerning examinations and evaluation of student performance; 2. Set policies concerning student withdrawal from courses, programs, and the institution; 3. Set criteria for academic standing, academic standards, and the grading system; 4. Set criteria for awards recognizing academic excellence; 5. Set policies and procedures for appeals by student on academic matters, and establish a final appeal tribunal for these appeals; 6. Set curriculum content for courses leading to certificates, diplomas and degrees; 7. Set policies concerning library and resource centres; 8. Set the academic schedule and annual schedule of dates; 9. Set policies on faculty member qualifications; 10. Set policy for qualifications for admission; 11. Set policy and schedule for the review of programs. <p>Additional functions and responsibilities of Education Councils as established in the BC College and Institute Act remain under the final responsibility and authority of the Board of Governors.</p>
Accountability:	<ul style="list-style-type: none"> Reports to the President through the Vice-President Academic in collaboration with the Chair of Program Council. Minutes of PC are regularly shared with the Board of Governors as part of their meetings Semi annual reports of activity is provided to the Board through the President (usually May and November) including post-implementation of new non-credit programs or programs offered under service contracts Terms of Reference are approved by the JIBC Board of Governors.
Meetings:	<ul style="list-style-type: none"> Meetings are held monthly and at the call of the Chair. A quorum is

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Membership:

- Up to 10 faculty and staff
- Three senior management staff appointed by the President
- Vice-President DC / TT1R6.29-6.6 (w-9. AMC)-2.8 x Td(a)uDCh 304 04 (i)-554.6 T-4.3 (d.2 (b))

