

 <b>BRANDON UNIVERSITY</b>	<b>Education Faculty Council</b>	<b>Approved by:</b> Education Faculty Council
<b>Faculty of Education Administrative Policy</b>	<b>First Approved:</b> January 12, 2007	<b>Updated:</b> August 2016

### 1.0 Policy General Purpose

The Education Faculty Council (EFC) makes policy decisions in accordance with the mission statement of the Faculty of Education and the Bylaws of the Senate of Brandon University.

### 2.0 Policy Guidelines

The EFC will operate based on the following:

- The EFC will meet at least once a month from September to May. Meetings from May until August will be at the call of the Chair. The Dean will chair meetings.
- A quorum is defined as the presence of at least 50% of the Faculty members, unless otherwise determined at the inaugural meeting of EFC in September each year.
- An agenda will be circulated a minimum of 2 working days before the meeting date.
- The Minutes of each meeting will be taken and will be approved at the next meeting. They will be circulated as soon as possible after each meeting.
- At the request of a member, a vote on significant issues of policy or program will be by secret ballot.

Policy and Program Review Process Guidelines:

- Policy and program changes are approved by the Education Faculty Council.
- Any proposal or motion intended to change an existing Faculty of Education policy or program must be approved by the EFC. The EFC will recommend that specific committees or departments undertake in-depth examination of current policy or programs.
- In most cases, before a Department or Committee considers a proposal for change to Faculty of Education policy, practice, or programs the EFC will have directed Departments or Committees to undertake the task by motion. This will ensure the full Faculty has determined whether to pursue an examination of an issue.
- If the Faculty approves the further examination of the policy or program, it shall by motion, provide the terms of reference for the review, and assign the task to the appropriate Department or Committee for further study and, if appropriate, ask that recommendations be made to the EFC.

The Standing committees of the Education Faculty Council are:

- Education Faculty Advisory Committee
- Research Committee
- Bachelor of Education Admissions Committee

- Nominations Committee
- Graduate Education Committee (GEC)
- Undergraduate Education Committee (UEC)
- Education Faculty Professional Standards Committee
- Education Faculty Library Committee
- Education Faculty Technology Committee
- Undergraduate Student Advisory Committee (USAC)
- Graduate Student Advisory Council (GSAC)
- PENT Advisory Committee

### **3.0 Scope of the Policy**

Applies to the Faculty of Education.

### **4.0 Definitions**

None

### **5.0 Reference to Other Policies**

None

### **6.0 Approval Process**

Faculty of Education

### **7.0 Appendices**

N/A

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## **Procedures**

Inquiries may be directed to the Office of the Dean of Education at [deanofed@brandonu.ca](mailto:deanofed@brandonu.ca) or (204) 727-9616.

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