

TERMS OF REFERENCE

May 15, 2001
Revised December 12, 2002
Revised June 12, 2003
April 27, 2005
Revised Nov 26, 2020

INDIGENOUS EDUCATION COUNCIL

- A) Direct access to Governing Body: The Indigenous Education Council (IEC) have a direct link to the Senior Operating Group at St. Clair College through the Vice President, International Relations, Campus Development & Student Services .
- B) In order to conduct business, a quorum of members must be present. A quorum will exist where there is a minimum of 50% of the five native Council members present. The Membership List will be updated semi-annually; members unable to attend meetings or participate on committees will be asked to select an alternate to attend in their absence. Members unable to attend meetings will be required to send their regrets.
- C) Procedures for bringing forth issues and/or complaints to the IEC are as follows: they must be relevant to IEC business, submitted in writing to the Chair of the council and then tabled at next meeting.

MEMBERSHIP

- D) The Council shall consist of 4 representative members of St. Clair College; a minimum of 1 Student representative member (preferably one new student, or one returning student or alumni); 2 representative members of Indigenous organizations and 2 representative members from Indigenous communities. (See list of Indigenous organizations and Indigenous communities, Appendix I.). Elders are ex officio members of the Council and are non-voting.

Membership shall be for a three (3) year term for representatives of the Indigenous organizations and communities; and a one (1) or two (2) year term for the Indigenous student representative(s). There will be an opportunity for renewal of terms.

- E) Council will meet on a quarterly basis. Duration of meetings will be two (2) hours. A motion will be required to continue beyond the two-hour limit. Items not completed will automatically be deferred to the next agenda.
- F) The Council reserves the right to add voting and non-voting representatives of First Nation and local Indigenous organizations, as the need arises or in consideration of requests coming from such agencies.
- G) Community Elders, although non-voting representatives, may be invited to the table as necessary by council consensus.
- H) St. Clair College students must apply to St. Clair College Indigenous Education Council and be appointed by the Council.

MANDATE

- 1) To be involved in the finalization of design, development and implementation of appropriate and relevant Indigenous educational and training programs and services for Indigenous students as projected for delivery by St. Clair College.
- 2) To assist the college community with the development and promotion of strategies designed to increase and improve its awareness and sensitivity to Indigenous culture, heritage and tradition.
- 3) To advise, guide and support St. Clair College on measures that may be required to improve any aspect of its programs and services to Indigenous students.
- 4) To actively participate in all stages of the employment process of all staff in Indigenous programs, courses and Indigenous services.
- 5) To partner with the college to advise, support, guide and resolve matters related to the recruitment, admission, retention and graduation of Indigenous students.
- 6) To promote and support cross-cultural sensitivity, awareness and content in existing and new programs and services.
- 7) To ensure or approve the establishment of programs and services to meet the needs of Indigenous people and evaluate, review and recommend culturally appropriate delivery strategies for new and existing programs and services with particular emphasis on how the programs and services relate to the Indigenous community and students in the general student body.
- 8) To provide ongoing support and recommendations to senior management of the institution in developing a plan of action for the ongoing enhancement of Indigenous education.
- 9) To be advised, consulted and involved in the development of partnerships that may affect Indigenous programming, services and students.
- 10) To collaborate with the college for all **Ministry of Colleges and Universities** Indigenous funding proposals and for the expenditure of funds for new and existing programs and services specifically designed for Indigenous Students. By endorsing funding proposals, the IEC recognizes and accepts their responsibility for the funds received and will, on a quarterly basis, review the financial statements for funds received from all sources for Indigenous projects.
- 11) To review and advise on general policy additions and changes to college programs and Indigenous partnerships as they relate to the Indigenous communities and students through such procedures as periodic reviews and evaluations.
- 12) To be active participants in the responsibility for the development, continuation and/or modification of Indigenous programs and student services as may be deemed necessary due to budgetary considerations.

These Terms of Reference are subject to review from time to time as deemed appropriate by the members of the Indigenous Education Council and the Senior Operating Group of St. Clair College.

Date: _____

Chair: _____
Bernita Brigham / Jacobs

St. Clair Designate: _____
Ron Seguin

Co-Chair: _____
Art Barron

Appendix 1:

List of Indigenous organizations and Indigenous communities

Indigenous members will include persons delegated by a First Nation, Metis, or Inuit organization; Indian Friendship Centre; Indigenous political, educational, social, or cultural organization; Indigenous student representatives from Windsor and Chatham Campuses; and individual Indigenous members from local communities/urban areas who have demonstrated an interest in developing, promoting and advancing educational opportunities for Indigenous Peoples.

- Ontario Federation of Indian Friendship Centres
- Can-Am Indian Friendship Centre
- N’Amerind Friendship Centre (London)
- Southern First Nations Secretariat
- Sarnia First Nation (Aamjiwnaang First Nation)
- Delaware Nation of the Thames Pottawatomi
- Caldwell Nation in Canada
- Bkejwanong (Walpole Island) First Nation
- Association of Iroquois and Allied Indians
- Metis Nation of Ontario
- Ontario Native Women’s Association
- PTO’s (Provincial Territory Officials)
- St. Clair College Designate
- Indigenous Student – Windsor / Chatham
- Community at Large
- Can-Am Urban Native Homes
- Southern Ontario Health Access Centre (SOHAC)
- Lambton Kent District School Board
- St. Clair Catholic District School Board
- Windsor Essex Catholic District School Board
- Greater Essex County District School Board