

## ***Terms of Reference***

### ***Faculty of Education, Health and Human Development***

The Faculty is established under the terms of the University Act and the Capilano University Senate Minutes of June 5, 2012.

#### ***1. Chair***

The Dean of the Faculty of Education, Health and Human Development, serves as Chair of the Faculty meeting. A Vice-Chair is elected by the Faculty. The term of Vice-Chair is one year, without any restriction as to re-election in subsequent years.

#### ***2. Membership:***

The following individuals will have voting rights at the meetings of the Faculty of Education, Health and Human Development:

- a) All faculty members as defined by Senate
- b) The Dean of the Faculty of Education, Health and Human Development
- c) The President or her delegate
- d) Manager of the Children's Center
- e) Support staff at the DDA level appointed by the Chair of the Faculty
- f) One student representative from each School within the Faculty of Education, Health and Human Development. Students may be selected by faculty members in the absence of nominations from students in the Faculty.

#### ***3. Non-Voting members***

Non-voting members include the Registrar, teachers in the Children's Centre and the support staff who work for Schools within the Faculty.

The Registrar also serves as the official Secretary of the Faculty.

#### ***4. Quorum and Representative Attendance***

To ensure representation from departments and the achievement of quorum, the following attendance rules apply at regularly scheduled Faculty meetings: Quorum consists of at least four representatives from each of the Schools within the Faculty: School of Access and Academic Preparation, School of Allied Health, School of Education and Child Studies and three other voting members of the Faculty plus the Chair or Vice-Chair in attendance.

## ***5. Faculty Business***

- a) Faculty business, such as general administration and curriculum review, is carried out by the Dean's Advisory Committee. Membership in the DAC is comprised of Chairs, Coordinators, support staff at the DDA level appointed by the Chair of the Faculty and such others members of the teaching or administrative staff as the DAC decides from time to time. The Dean of the Faculty of Education, Health and Human Development will be Chair of this committee. This committee will report out at the regular Faculty meetings through the Chair.
- b) Standing Committees will be established including an Academic Planning Committee. This committee will be delegated to the DAC.
- c) Ad Hoc committees may be struck as needed.

## ***6. Agenda and Minutes***

Faculty agendas are prepared by the Dean/Chair and published 7 days before the scheduled Faculty meeting. Agendas are circulated to all members of the Faculty and published on Frontlines. Minutes of these meetings are taken and produced by the Administrative Assistant to the Dean and published on Frontlines.

## ***7. Meeting Times***

The Faculty meets at least twice each academic year.