

TERMS OF REFERENCE

NESA BN PROGRAMS CHAIRS COMMITTEE

PURPOSE:

The NESA BN Programs Chairs Committee is constituted by the Chairs and Co-chairs of the NESA BN Programs standing committees, and exists to strengthen faculty engagement in program decisions and initiatives by facilitating the coordination, collaboration and sharing of information between all standing NESA Committees.

The Chairs Committee will provide a regular forum to discuss, share information about, and coordinate the business of the NESA BN Programs, as enacted through the NESA BN Programs standing Committees, and as outlined in these Terms of Reference.

The Chairs Committee acts in an advisory capacity to the NESA BN Programs Joint Faculty Council and exists to enhance, support and inform Joint Faculty Council decision making. The Committee members will:

- a) facilitate a coordinated approach to NESA business and seek to reduce the duplication of effort between committees,
- b) facilitate communication through dissemination of information among and between committees,
- c) capitalize on the shared knowledge and skills across committees, and seek opportunities to collaborate on program work,
- d) facilitate the alignment of standing committee work on shared initiatives,
- e) support proactive planning across all program areas, and
- f) act as champions of the collaboration between Lethbridge College and the University of Lethbridge, and take every opportunity to promote and facilitate communication within the program.

TERMS OF REFERENCE

1. The Chairs Committee is accountable to and acts under the direction of the NESA BN Programs Joint Faculty Council, and will:
 - i. Discuss and review individual committee requests for decision and materials going before the NESA Joint Faculty Council, in order to facilitate a shared understanding.
 - ii. Provide recommendations to NESA Joint Faculty Council as related to identified issues/gaps/concerns that extend beyond the work of any single committee.
2. The Committee will consistently apply a solution-focused, transparent, collaborative and mutually supportive approach to its work, and will consider all agenda items using a collaborative and inclusive approach.
3. The Chairs Committee will maintain open communication with the Deans of both institutions in all matters related to the NESA Programs.
4. The Chairs Committee will annually review its purpose and these terms of reference, to ensure relevance and focus.

TERMS OF OFFICE

The usual term of office for members will be consistent with the term of office for the Chair position of each NESA committee

MEMBERSHIP

Quorum for meetings of the Chairs Committee will be 4 members and one or both Program leaders.

Membership on the Chairs Committee consists of NESAs BN Programs standing committee Chairs and Co-Chairs (or their designate), as well as representatives of NESAs program leadership as follows:

- Curriculum Coordinating Committee (CCC)
- Professional Development Committee (PDC)
- Policy Review Committee (PRC)
- Program Evaluation Committee (PEC)
- Research and Scholarship Committee (RSC)
- Assistant Dean U of L; Chair LC

The Chair of the Committee will rotate by mutual agreement of membership

Additional Chairs Committee Members:

- Administrative support from the hosting institution
- Guest representatives of NESAs Committees (as above) as required

REPORTING

Minutes are to be kept of all Chairs Committee Meetings. Minutes will be shared with NESAs Joint Faculty committees as required

Meetings: Twice per semester or more frequently as needed

Term: September 1 to August 31 in alignment with NESAs Committee membership appointments