

TERMS OF REFERENCE

May 15, 2001
Revised December 12, 2002
Revised June 12, 2003
April 27, 2005
Revised January 20, 2008

Approved

ABORIGINAL EDUCATION AND TRAINING COUNCIL

- A) Direct access to Governing Body: The Aboriginal Education and Training Council (AETC) have a direct link to the Senior Operating Group at St. Clair College through the Vice President, Administration and 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 AETC are as follows: they must be relevant to AETC business, submitted in writing to the Chair of the council and then tabled at next meeting.

Native members will include persons delegated by a First Nation, Metis, or Inuit organization; Indian Friendship Centre; native political, educational, social, or cultural organization; Two Aboriginal student representatives – one from South Campus and one from Thames Campus; and individual native members from local communities/urban areas who have demonstrated an interest in developing, promoting and advancing educational opportunities for Aboriginal Peoples.

MEMBERSHIP

- D) Seats are designated to allow for Aboriginal and institutional representatives as follows:
 - 1) One voting representative designated by each of the following:
 - Ontario Federation of Indian Friendship Centres
 - Can-Am Indian Friendship Centre
 - N'Amerind Friendship Centre
 - Southern First Nations Secretariat
 - Sarnia First Nation
 - Moravian First Nation

Pottawatomi Nation in Canada
Walpole Island First Nation
Association of Iroquois and Allied Indians
Windsor Aboriginal Metis Association
Metis Nation of Ontario
Ontario Native Women's Association
PTO's (Provincial Territory Officials)
St. Clair College Designate
Aboriginal Student, Thames Campus
Aboriginal Student, South Campus
Community at Large
Can-Am Urban Native Homes

- 2) 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.
- 3) The Council reserves the right to add voting and non-voting representatives of First Nations and local native organizations, as the need arises or in consideration of requests coming from such agencies.
- 4) Community Elders, although non-voting representatives may be invited to the table as necessary by council consensus.
- 5) Student members of the Council must apply, and be appointed by the Council.

MANDATE

- 1) To be involved in the finalization of design, development, and implementation of appropriate and relevant Aboriginal educational and training programs and services for Aboriginal 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 Aboriginal 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 Aboriginal students.
- 4) To actively participate in all stages of the employment process of all staff in Aboriginal programs, courses, and Aboriginal services.

- 5) To partner with the college to advise, support, guide, and resolve matters related to the recruitment, admission, retention, and graduation of Aboriginal 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 Aboriginal 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 Aboriginal 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 Aboriginal education.
- 9) To be advised, consulted, and involved in the development of partnerships that may affect Aboriginal programming, services and students.
- 10) To collaborate with the college for all MET Aboriginal funding proposals and for the expenditure of funds for new and existing programs and services specifically designed for Aboriginal students. By endorsing funding proposals, the AETC 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 Aboriginal projects.
- 11) To review and advise on general policy additions and changes to college programs and Aboriginal partnerships as they relate to the Aboriginal 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 Aboriginal 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 Aboriginal Education and Training Council and the Senior Operating Group of St. Clair College.

Date:

Chair: _____ **St. Clair Designate:** _____
Bernita Brigham/Jacobs **Patti France**

Co-Chair: _____
Sherry Sharon