

Education Council Standing Committee Tributes Committee

Terms of Reference

The Tributes Committee will review and make recommendations to Education Council on all educational matters, policies, and procedures concerning the following:

1. The process for the selection of candidates for Honourary Fellows.
 2. The recommendation of candidates for Honourary Fellow. The work of the committee for this purpose will be confidential and conducted *in camera*.
 3. Convocation and commencement ceremonies for all certificate, diploma, and degree programs.
 4. The parchments issued to Okanagan College degree, diploma, and certificate recipients.
 5. Okanagan College awards recognizing educational excellence other than scholarships and bursaries.
 6. Other awards that may be established to recognize distinguished service and other notable achievements.
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Membership

- President or designate (ex officio)
- Chair of Education Council or designate (ex officio)
- One member appointed by and from the Board of Governors
- Three faculty members: One each from certificate, diploma/associate degree and degree programs
- One Regional Dean
- One support staff member
- Three students [a full-time or part-time student]: one each from certificate, diploma/associate degree and degree programs
- Public Relations Events Manager or designate (ex officio)

Definitions:

Designate indicates an alternative member may be selected by the position named. The individual filling the position will not change over the course of the year. Membership will normally include members from more than one region.

Chair

The Chair will be elected annually by the members of the Committee.

Meetings

There will be a minimum of two regular meetings of the Committee during the year, plus such other meetings as the Committee shall determine.

Quorum and Voting

All members have voting privileges. A majority of the total membership is required for quorum

Terms of Office

Faculty, support staff, dean and Board of Governors members may serve on this committee for terms of up to two years and may be appointed to this committee for up to three consecutive terms. Student members may serve on this committee for terms of up to one year and may be appointed to this committee for up to three consecutive terms.

When student nominees can not be identified in one of the three student categories (certificate, diploma/associate degree and degree programs) an alternative student nominee may be selected. No more than two student members will be selected from a single program category (certificate, diploma/associate degree or degree programs).

The mandate, membership, and appointment of nominees to all Education Council standing committees are under the sole authority of Education Council. All certificate, diploma and degree program faculty members and students are eligible for nomination to the Tributes standing committee. All support staff are eligible for nomination to the committee. Nominations may be submitted by any employee or department of the College and must include the information and signatures required of all nominations. Nominees are reviewed, by the Operations Standing Committee, to ensure balance and representativeness. Nominees will be reviewed and approved by Education Council.

Education Council is also solely responsible for changes to the mandate and membership of all its standing committees.