

**Carleton University
Aboriginal Education Council
Terms of Reference**

Mandate

The Aboriginal Education Council has a university-wide mandate to promote, guide and oversee the implementation of Carleton University's Aboriginal Coordinated Strategy which was approved by Senate in June 2011.

The Aboriginal Education Council reports directly to the President and Vice-Chancellor and through the President to the university's Board of Governors and Senate regarding progress related to achievement of the Aboriginal Coordinated Strategy.

Terms of Reference

The Aboriginal Education Council is recognized as the principal body for providing knowledge and guidance with respect to programs and services which emanate from the Aboriginal Coordinated Strategy. In this role, the Aboriginal Education Council will:

- Provide advice and guidance in the proposal, development, endorsement and implementation of all Carleton courses, programs and services which include an Aboriginal focus;
- Advise on all matters which affect new and existing Aboriginal programs and services at Carleton;
- Be a resource on issues related to the educational and support needs of Aboriginal students, staff and faculty, whether Aboriginal- specific or mainstream services and programs; and
- Report annually on the progress made towards achievement of the Aboriginal Coordinated Strategy.

Responsibilities

The Aboriginal Education Council will:

1. Cultivate and promote an environment in which Aboriginal history, values and knowledge are respected and valued at Carleton.
2. Make recommendations on strategies for the recruitment, admission, retention and graduation of Aboriginal students.

3. Make recommendations on strategies for the recruitment, development and retention of Aboriginal faculty members and staff and of other employees involved with Aboriginal programs and services.
4. Provide advice and guidance in the development of programs to meet the post-secondary educational needs of Aboriginal undergraduate and graduate students.
5. Recommend ways in which courses of study may be offered off campus in Aboriginal communities.
6. Provide advice and guidance in the development of support services for Aboriginal students, including for example, counseling, mentoring, access to Elders, the development and promotion of scholarships, bursaries and awards.
7. Promote Carleton's programs and services to Aboriginal organizations and communities.
8. Participate in seeking funding for new and existing Aboriginal programs, courses and services, and give advice in the preparation of funding proposals for Aboriginal education programs and support services.
9. Review annual expenditures for Aboriginal-specific programs and services in order to make recommendations for long-term resourcing.
10. Promote the educational needs and interests of Aboriginal students and communities and recommend policies for adoption by the AEC, the President and Vice-Chancellor and the Board of Governors and/or Senate.
11. Maintain a liaison with Aboriginal communities and their educational organizations.
12. Monitor Carleton University's progress towards implementing the Aboriginal Coordinated Strategy.
13. Develop and maintain a three-year work plan to implement the AEC's mandate and review the plan on an annual basis.
14. Prepare a report annually, to be presented to the Board of Governors and Senate on progress towards the implementation of the Aboriginal Coordinated Strategy.

Membership

The Aboriginal Education Council is made up of members from Aboriginal organizations, Aboriginal communities, Elders, Aboriginal students and institutional representatives.

The Aboriginal members of the Council will include First Nations, Métis and Inuit representatives.

Aboriginal members (including members of the University Aboriginal faculty and staff) will constitute more than half of the Council.

The Aboriginal membership of the AEC includes:

- One Elder
- Up to five members representing regional First Nations communities
- Five members from the community-at-large selected from local community, provincial, and national organizations with at least one member each representing a First Nations, Metis, and Inuit organization
- Additionally, up to three community members at large which the Council believes will add to the expertise and knowledge of the Council.
- Up to five Aboriginal faculty and staff members of the University.
- Three Carleton Aboriginal students, one of whom will be a graduate student.

Carleton University representatives include senior management with decision making authority within the institution, including but not limited to:

- Provost and Vice-President (Academic)
- Vice-President (Research and International)
- Associate Vice-President (Teaching and Learning)
- Associate Vice-President (Students and Enrolment)
- Deans (two)
- Centre for Aboriginal Culture and Education team
- Director, Equity Services
- Representative from the Centre for Initiatives in Education's Aboriginal Enriched Support Program
- Representative from Department of Communications (resource support)
- Representative from Department of Human Resources (resource support)

Sub-committee membership:

From time to time, the Council will establish working sub-committees which will be chaired by a member of the Council. Membership from the sub-committees can be drawn broadly from the community and from within the institution and will not be limited to Council members.

Roles of Members:

Elders: Elder members maintain the mental, physical, emotional and spiritual balance of the Council. Elders will provide a foundation of knowledge and experience to help guide the development and operation of university programs and services in the manner of *aditawazi nisoditadiwin* (the concept of being between two worlds with an understanding of both). Elders give guidance in creating the space in which all Council members engage the work of the Council with good hearts and minds.

Community: Community members remind the institution and hold it accountable to the needs of Aboriginal students and communities. Community members represent the concerns, perspectives and educational needs of their communities and communicate back and facilitate possible partnerships with their respective communities.

Institutional: University members are responsible to ensure that tangible measures are taken to reach the mandate of the Council, within the scope of their respective roles at the institution. University members represent the concerns and perspectives of the institution. They guide Council initiatives and recommendations through the appropriate university approval and review channels.

Length of Terms:

Appointment of community members will be for terms of three years, renewable. Initial terms will be staggered so as to provide for gradual turnover and replacement on the AEC. Student members will be for one-year terms, renewable. Elders will not be appointed to specific terms, but rather in accordance with the appropriate traditions and customs.

Chair:

The Council is co-chaired by a member of the Aboriginal community, selected by other community members on the Council, and an Aboriginal member of the University.

Executive Committee:

An Executive Committee will consist of the Co-chairs, the Provost and Vice-President (academic), one student member of the AEC, and the Director of Equity Services. The role of the Executive Committee is to set the agenda for the AEC meetings and to address any urgent issues that may come up between meetings.

Organization:

The Aboriginal Education Council will meet every month during the academic year (September to June). Additional meetings may be arranged as required.

A quorum shall consist of 50% plus one of the Council members. . In cases where there is no quorum, members in attendance have the option of discussing agenda items with a view to making recommendations to the full Council.

Decisions will be made by consensus, meaning that everyone present agrees with the decision or, if not in full agreement, everyone has had their voice included in the decision-making process. Meetings of the Council will be open to observers.

The University will provide administrative support to the Council, including meeting space, preparation of agendas and summary notes, and reports.

At least one meeting per year will take place off-campus, hosted by a Council community representative.

Members of the Council who travel from out of town will be reimbursed for costs of travel, parking and accommodation when necessary.

An orientation for the Council will take place once every year.

Amendments to the Terms of Reference

Any amendments to the Terms of Reference will be recommended by the Aboriginal Education Council for approval by the President and Vice-Chancellor.