

STUDENT AWARDS ADVISORY COMMITTEE

TERMS OF REFERENCE



PURPOSE:

The College maintains the Student Awards Advisory Committee to establish goals and priorities for awards. The Student Awards Advisory Committee aligns with the College's enrolment priorities, Strategic Plan, and current program mix. The Committee fosters commitment to sustaining and expanding awards for RDC students. It provides direction to the College Foundation Board related to areas of need for awards and identifies any gaps that may exist.

MANDATE:

The Student Awards Advisory Committee is established by RDC in the Student Awards Policy, and reports regularly to the Vice President Academic and Vice President Enterprise and Community Relations. It is co-chaired by the Director of Community Relations and a student representative appointed by the Students' Association of Red Deer College.

1. Communication

Principal authority for the communication strategies for awards, and the statistics of the awards program for the College community.

2. Planning

Principal authority for the planning related to the awards program.

3. Policy Formation

Advising authority to the Academic Policy Committee regarding changes to the Student Awards Policy.

4. Forum for Input and Response

A. Advising authority to Community Relations, Marketing & Communications and Student Funding & Awards on any matter related to the awards program.

B. Advising authority to the RDC Foundation Board and Deans' Council regarding award needs and gaps.

RELATIONSHIP TO OTHER COMMITTEES:

The Red Deer College Foundation Board provides the Student Awards Advisory Committee with funding information and advice related to future potential for funding.

The Student Awards Selection Committee may provide advice to the Student Awards Advisory Committee.

COMPOSITION:

The Student Awards Advisory Committee includes:

- Director of Community Relations (co-chair)
- Student Representative (co-chair; appointed by the Students' Association of Red Deer College)
- Student Representative (appointed by the Students' Association of Red Deer College)
- Director of Student Services

- Student Funding & Awards Manager
- Operations Manager, Community Relations
- Athletic Director
- Dean (appointed by Deans' Council)
- Associate Dean (appointed by Deans' Council)
- Advising & Recruiting Coordinator
- Advising & Recruiting Specialist (School Specialist)
- Faculty Representative (appointed by the Faculty Association of Red Deer College)
- Red Deer College Foundation Board Representative (Community Member)

ACCOUNTABILITY

The Student Awards Advisory Committee is accountable to the Vice President Academic and Vice President Enterprise and Community Relations.

REPORTING:

This committee provides an annual report to the Vice President Academic, Vice President Enterprise and Community Relations, and Deans' Council.

RESPONSIBILITY:

The Director of Community Relations is responsible for the operations of the Student Awards Advisory Committee.

ADMINISTRATIVE SUPPORT:

The Student Funding & Awards Office provides administrative support to the Student Awards Advisory Committee.

OPERATING PROCEDURES:

The Student Awards Advisory Committee:

- Meets a minimum of once each academic year but may meet more frequently if required.
- Is co-chaired by the Director of Community Relations and a student representative appointed by the Students' Association of Red Deer College.
- Quorum for any meeting of the Committee is more than one half of the appointed members.
- May invite guests to the meetings.
- May request information from groups or individuals in the College.
- May strike task groups and may appoint members outside of the Committee to sit on these task groups.
- Normally makes decisions by consensus, or where consensus is not possible, by a majority vote at a meeting.
- The agenda is set by the Committee's two co-chairs.
- These terms of reference can be changed by Deans' Council upon recommendation from the Student Awards Advisory Committee.

Levels of Authority for Decision Making:

Decision authority: The right to make a decision or create a policy without consultation with other individuals or groups.

Principal authority: The right to make a decision or create a policy with input and recommendations from other groups or individuals; such input may be accepted or rejected. Principal authority allows for the right to make decisions and create policy which is forwarded to another body for action. Decisions or policies may be forwarded to another group or individual for approval where such approval would not be unreasonably denied. Principal authority also permits policy creation within the guidelines established by another group or individual. Finally, principal authority accommodates decision-making or policy creation within the parameters set by another body.

Shared authority: Authority to make decisions or create policy that is delegated equally to two or more groups or individuals where all parties are required to approve the decision or policy.

Recommending authority: The right to make recommendations for approval by another group or individual, where the final decision may approve, reject, or amend the recommendations. Recommending authority specifies the requirement that the recommendations be received by the decision making group or individual before a final decision is made.

Advising authority: The right to provide advice on a decision or policy created by another group or individual. The final decision may include or reject the advice provided. The group or individual making the decision in this case would be considered the principal authority.