

**Algonquin College Pembroke Campus
Committee on Inclusivity, Diversity, Equity, and Accessibility (IDEA)
Terms of Reference**

Introduction

As part of Algonquin College's commitment to creating a culture of inclusivity and respect, the Pembroke Campus is establishing a Committee on Inclusivity, Diversity, Equity and Accessibility (Pembroke IDEA Committee). This Committee will provide a forum where members of the campus community can discuss any challenges that exist for creating an inclusive and respectful environment on the Pembroke Campus and recommend actions to the Dean's Management Committee (DMC) to achieve the goal of making the campus a welcoming place for everyone.

Mandate

With accountability to DMC, the Pembroke IDEA Committee has a mandate to:

- Identify any challenges that may exist to creating a culture of inclusivity and respect and inform DMC of those challenges
- Propose to DMC actions that should be taken to address challenges and/or to promote a more inclusive campus
- Propose and support activities that would promote a culture of inclusivity and respect
- Serve as champions for inclusivity on the Pembroke Campus and communicate with the IDC group at the Ottawa Campus

Membership

The membership of the Pembroke IDEA Committee should be representative of the diversity of the Pembroke Campus, both in terms of personal background and position on campus. The composition shall be flexible, and when new issues arise, additional individuals may be invited to consult as subject matter experts with the potential to attend meetings. The Pembroke IDEA Committee will generally include the following members:

- Chair
- Currently registered Student representatives (up to four)
- Faculty representatives (up to three)
- Support Staff representatives (up to three)
- Indigenous Representation from the local Indigenous Community
- Student Alumni representative
- Administrative support from Dean's Office

Committee Positions

- a. Chair
- b. Administrative Support
- c. Community Liaison (City of Pembroke, Town of Petawawa, Pembroke Hospital)
- d. Promotions Lead (outreach, commons tables, classroom visits),
- e. Events Lead (organizing/attending events for IDEA related activities)

The Dean's office will issue a call for volunteers for the representatives as requested by the Committee Chair. Participation on the Committee is voluntary, and staff are encouraged to discuss their involvement, and its impact on their workday, with their direct manager, prior to committing to filling a spot. If there are more volunteers than positions available, the Dean's Management Committee will select the representatives.

1. Annual nomination process (October):

- a. Chair
 - i. Chair must be a FT or RPT faculty, staff or support staff member to ensure consistency in availability and participation
- b. Lead Roles (e.g., Community Liaison, Promotions Lead, Events Lead) to be filled during first Fall meeting
- c. Process
 - i. Prospective nominees(s) announce(s) their intention to hold Lead Role positions
 - ii. Nominations can be from DMC, Committee or self
 - iii. Nominee(s) accept their nomination(s)
 - iv. If there is more than one nominee for a single position, a closed ballot vote will be held by Committee members present.
 - v. Quorum must be present for voting (quorum = 50% of current Committee members). If quorum is not attained, a virtual vote will be called by the Chair for all Committee members
 - vi. Chair only votes in the event of a tie
 - vii. Once the Committee is formalized each year, the members names will be shared with DMC
 - viii. If a "key" Committee Role must leave their position, the nomination procedure outlined above will be undertaken to fill the role
- d. Leads
 - i. Community Liaison – This Lead Role is responsible for connecting with Algonquin College Woodroffe/Online/Perth campus IDEA/EDI Committees and local/municipal IDEA/EDI Committees to foster positive relationship building and information sharing

- ii. Promotions – This Lead Role is responsible for outreach within the college; visiting classrooms, digital/hard copy promotional material(s), liaising with the Student Association (SA), Community and Student Affairs (CASA), etc. This role will work closely with the Events Coordinator
- iii. Events – Working closely with the Promotions Lead, Events Lead is responsible for specific IDEA/EDI events, especially for fundraising and outreach (e.g. Pancake breakfast, SA events, guest speakers). This role will work closely with the Promotions Coordinator

Meetings

Minimum attendance: members are expected to attend each meeting. Failure to attend three (3) meetings within one operating term may result in removal from the Committee by the Chair.

In the event the Chair is unable to attend a scheduled meeting, an alternate from within the Committee may be appointed/requested to serve as temporary Chair for said meeting.

Operating Term:

Committee Operating Term is from October 1 – September 30

- iv. Annual call for faculty/support staff in September
- v. Call for Student in September/January/May

The Pembroke IDEA Committee shall meet at least once per academic term, and more often as needed. Minutes of the meetings will summarize issues presented and actions recommended, respecting confidentiality of the members on sensitive topics. Minutes will be provided to the Dean's Management Committee after each meeting.

Tenure:

- a. Faculty/ Support Staff:
 - i. Commit to minimum three (3) consecutive semesters (1 operating term)
 - ii. Can serve on committee 2 consecutive operating terms
 - iii. May continue for additional operating term(s) if there is no alternative candidate for their position
 - iv. If new members request to be part of the committee, members having served more than 2 consecutive operating terms may be asked to step down
 - v. Members may apply to re-join the Committee after a one operating term absence

- b. Student:
 - i. Commit to minimum one (1) semester
 - ii. Can serve on committee 2 consecutive operating terms
 - iii. May continue for additional operating term(s) if there is no alternative candidate for their position
 - iv. If new members request to be part of the committee, members having served more than 2 consecutive operating terms may be asked to step down
 - v. Members may apply to re-join the Committee after a one operating term absence
- c. Chair/Sub-Committee Lead(s):
 - i. Must commit to a minimum operating term of three (3) consecutive semesters
 - ii. May continue for additional operating term(s) if there is no alternative candidate for the position
- d. Alumni - Commit to minimum three (3) consecutive semesters (1 operating term)
 - i. Can serve on committee 2 consecutive operating terms
 - ii. May continue for additional operating term(s) if there is no alternative candidate for their position
 - iii. If new members request to be part of the committee, members having served more than 2 consecutive operating terms may be asked to step down
 - iv. Members may apply to re-join the Committee after a one operating term absence
- e. Indigenous Representative from Local Indigenous Community
 - i. Can serve on committee 2 consecutive operating terms
 - ii. May continue for additional operating term(s) if there is no alternative candidate for their position
 - iii. If new members request to be part of the committee, members having served more than 2 consecutive operating terms may be asked to step down
 - iv. Member may apply to re-join the Committee after one operating term absence
- f. Administrative Support – This position stays on the Committee as a non-voting member, regardless of what staff member services this position.

If a Committee member cannot continue in their position, the Chair will request the Dean's office to conduct a call for a replacement to the Committee. If the position on the Committee included a Chair/Lead role, the Committee will initiate a nomination process to fill that vacancy.

Working Groups:

The Committee Chair may establish working groups, as needed, to review and address topics related to IDEA. These working groups will dissolve upon completion of their assigned tasks at the discretion of the Chair.

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