



University
of Windsor

Terms of Reference

Aboriginal Education Council- University of Windsor

Final Version – Amended and approved by AEC by motion, January 11, 2019

Preamble

The University of Windsor sits on the traditional territories of the Three Fires Confederacy of First Nations, comprised of the Ojibway, the Odawa, and the Potawatomie. In the spirit of reconciliation and based on the Truth and Reconciliation Commission of Canada's 94 Calls to Action in 2015, the University of Windsor recognizes that research and education involves collaboration and consultation with Aboriginal Peoples. The University of Windsor continues to acknowledge its place on the Three Fires Confederacy Territories. The University of Windsor's participation in the Aboriginal Education Council is part of on-going and meaningful consultation that is consistent with Section 35 of Constitution Act, 1982.

Purpose

The purpose of the Aboriginal Education Council [hereinafter AEC] is to ensure that for generations hereafter, Aboriginal Peoples will have access to higher education at the University, and that the institution will be responsive to the broader needs of Aboriginal Peoples.

Mandate

The AEC of the University of Windsor has a collective responsibility to represent the interests of Aboriginal Peoples to ensure that the university's programs and services meet the educational needs of Aboriginal Peoples. The Council has the primary responsibility for assessing and making recommendations on any institutional Aboriginal-related initiatives and promotion of Aboriginal culture and values.

Relationship with the University of Windsor

The Aboriginal Education Council is established to interact and provide direction to the President, governing bodies, senior decision-making bodies, faculty, staff and students of the University of Windsor on all issues affecting the Aboriginal faculty and student population and the relationship between the University and the Aboriginal community at large. It serves as the primary resource on all subjects relating to the education and support needs of Aboriginal Peoples, in regard to programming and services offered at the University of Windsor.

Services are offered through the Aboriginal Education Centre, also known as Turtle Island. The Aboriginal Education Centre provides support to self-identified Aboriginal students reach their highest potential in a culturally supportive atmosphere.

Membership

Majority of the Council shall consist of representatives from the local Aboriginal community and Aboriginal faculty, staff and students of the University of Windsor. Indigenous faculty, staff and students from the University of Windsor shall be given priority and preference in AEC membership.

As duties of various individuals and positions within the University change over time, the AEC members may choose to revise the designation of its representatives. The AEC has the authority to appoint someone to fill vacant positions until a permanent replacement can be found. In this document, Aboriginal will include: First Nations, Métis and Inuit.

University of Windsor Membership

The AEC membership, regarded as one organization will include at a minimum the following individuals:

- i. The President and Chair of the Senate (ex officio) or his/her designate;
- ii. Associate Vice-President, Student Experience;
- iii. Aboriginal Education Centre – Turtle Island Staff;
- iv. Faculty Representative from the Faculty of Education and two (2) representatives from other Faculties;
- v. Aboriginal Student Association Representation includes Native Student Association, Indigenous Initiatives (Law) and any other Indigenous student groups on campus;
- vi. Two (2) representatives from Non-Aboriginal student groups (one (1) undergraduate and one (1) graduate);
- vii. Additional Members from the University of Windsor can be asked to join the AEC.

Aboriginal Members of the AEC

The AEC will accept delegates from external Aboriginal organizations that express an interest in participating on the AEC. Organizations interested in participating in the AEC should recognize this is serious commitment and it is the expectation of the AEC and the University of Windsor that AEC members will make best efforts to regularly attend AEC meetings. The AEC will accept new members based on a consensus of the sitting members of the AEC.

Aboriginal Caucus

As needed, and at their discretion, the Aboriginal Members of the AEC may elect to meet as a Caucus separate and apart from the larger membership. The purpose of meeting is at the full discretion of the Caucus and its members but may include issues such as general updates, University matters or matters regarding membership.

Visitors

From time to time, the AEC and its members may invite visitors and advisors to attend meetings for a specific purpose. Visitors and advisors shall have a voice but may not be involved in decision-making.

Quorum

Quorum shall be 60% of the members of AEC and a majority shall be Aboriginal AEC members. The AEC shall have non-Aboriginal University of Windsor Membership that is no greater than the Aboriginal Membership on the Aboriginal Education Council.

Leadership

The AEC shall choose two (2) Co-chairs with one drawn from the representatives of the Aboriginal organizations who are members of this Council, and one from the representatives of the University of Windsor. The Aboriginal Co-chair will be chosen by nomination and election by the members present and is required to serve one (1) year term beginning at the September meeting.

Executive Committee

The AEC will choose an Executive Committee to act on their behalf in periods between meetings. The AEC Executive Committee shall consist of the two AEC Co-chairs, one AEC member from the Aboriginal Community and one AEC member from the University of Windsor. The AEC Executive Committee shall follow established policies and directives as set by the Council during duly constituted Council meetings at which there is a full quorum. In the event that new business must be carried out, the Executive Committee must poll, by the most efficient means, all members of the Council. A full report of the extent of this action must be made at the next full meeting.

Attendance

In the instance where a voting member does not attend two (2) consecutive regularly scheduled meetings and did not provide notice to either co-chair, he or she will be deemed to have resigned. The relevant organization will be informed and asked to nominate a new representative.

Meeting Frequency

The AEC will meet at a minimum of four times a year. Based on a consensus of the voting members, the Council may increase the frequency of its meetings or designate additional one-time meetings at its discretion.

Administration

The University of Windsor will support the Council as follows:

- i. Prepare an agenda in collaboration with Co-Chairs and distribute the agenda a minimum of Five (5) business days in advance of each Council meeting;
- ii. Provide staff to record the discussion and decisions of the AEC;
- iii. Prepare, distribute and present an annual report that outlines the accomplishments and challenges of the Aboriginal Education Centre – Turtle Island and the activities and priorities for the coming year (May to April);
- iv. Provide travel allowance for Members of the AEC who are not faculty, staff and or students attending the AEC meeting from outside a 20 km radius;
- v. Prepare, distribute and present a brief operational report at each AEC meeting so that membership is aware of and can provide input on the work being done; and

- vi. Prepare and distribute notes from each AEC meeting that summarize discussion points and identify action items to be addressed.

Selection of Aboriginal Community Representatives - Process and Criteria

The representatives of the designated Aboriginal organizations shall be selected by each organization according to the process most appropriate to their organizational structure and operations, giving consideration to such criteria as regional constituency, and individual knowledge of, and familiarity with aspects of post-secondary education, and trust within their respective organizations. As designated representatives of the Aboriginal organizations they shall be responsible and accountable to the leadership of these organizations and to the community they are selected to represent. They are also required to represent the interests of their communities in the deliberations of the AEC. The Aboriginal representatives should be in a position to know the concerns and needs of their people, and to bring these needs and concerns to the attention of both the Council and their organization. This means they may influence the actions of senior management and faculty in the delivery of programs and services offered by the University of Windsor.

Responsibilities of the AEC

The AEC has a collective responsibility to represent the needs and interests of the Aboriginal community at all times. More specifically, the Council is established to:

- i. Promote the educational needs and interests of Aboriginal students and communities at all times;
- ii. In the spirit of reconciliation, AEC shall put forward recommendations and policies for adoption by the President, Board of Governors and Senate;
- iii. Promote Aboriginal representation on governing bodies at the University of Windsor;
- iv. Identify Aboriginal community priorities so as to better meet the needs of Aboriginal students, faculty and staff. The Council shall consult with the University in gathering the appropriate data so as to identify Aboriginal priorities.
- v. Be consulted by the University of Windsor (the President, Board of Governors and Senate) with regard to Aboriginal issues on campus;
- vi. Receive and exchange information on new and existing programs and services provided by the University of Windsor that have particular relevance for Aboriginal students.
- vii. Promote the University's programs and services in the Aboriginal community with a view to encouraging Aboriginal students to attend the University;
Be consulted in the financial planning with regard to all externally generated funds earmarked for Aboriginal education, research, programs, and services throughout the University;
- viii. Review and revise the Terms of Reference in order to better meet the needs and mandate of the AEC.

Responsibilities of the University of the University of Windsor

The University of Windsor (the President, the Board of Governors and the Senate), in the spirit of reconciliation has the responsibility to work in partnership with the AEC to enhance, grow and promote Aboriginal education. The University of Windsor will be asked to:

- i. Respond to the recommendations and policies made by the AEC;

- ii. Consult the AEC with regard to Aboriginal issues on campus;
- iii. Consult the AEC on the recruitment and retention strategies concerning Aboriginal faculty, staff and students.

Decision-Making

Decisions will be made by consensus. This means that everyone either agrees with the decision or, if not in full agreement, can live with the decision made by the other members of the AEC at the assembled meeting.

Terms of Reference (including amendments) shall be approved by the AEC.