

**COLLEGE SECTOR COMMITTEE
FOR
ADULT UPGRADING**

TERMS OF REFERENCE

MISSION STATEMENT

The College Sector Committee for Adult Upgrading will assist the Ministry of Training, Colleges and Universities and lead the Ontario College System in the creation of provincial resources, procedures and standards related to the development and delivery of relevant programs and/or services.

**The CSC is committed to providing leadership in promoting
the continuous improvement
of the delivery of upgrading programs to meet the needs of adult learners.**

Revised: April, 2007

COLLEGE SECTOR COMMITTEE FOR ADULT UPGRADING TERMS OF REFERENCE

The College Sector Committee for Adult Upgrading, herein after called the CSC, has formal links with three groups:

- All College Upgrading programs in Ontario
- Colleges Ontario (formerly Association of Colleges of Applied Arts and Technology of Ontario - ACAATO)
- Ministry of Training, Colleges and Universities (MTCU)

Basic Purposes and Responsibilities

The College Sector Committee is a subcommittee of Colleges Ontario reporting through the Training and Development Co-coordinating Committee (T&DCC) to carry out the following responsibilities:

- < Support TCU-funded delivery agencies to deliver coordinated, quality LBS/AU programming responsive to emerging needs (identified by the community and government) within an integrated employment and training system
- < Provide support for Ministry led initiatives using a model of continuous improvement
- < Enhance communication between the College Sector and MTCU
- < Make recommendations to the T&DCC on province wide operational or administrative issues affecting upgrading programs
- < Recommend policies and procedures for the effective and efficient management of college resources related to program initiatives
- < Consider, investigate and report upon matters referred to it by Colleges Ontario, T&DCC and MTCU
- < Solicit formal input to inform decisions affecting the planning, organization, direction, control, marketing and implementation of existing and potential programs and services
- < Represent provincial and regional college interests by identifying, analyzing and placing priorities on issues and concerns
- < Develop and provide accessible, quality resources that support colleges in the delivery of quality programming
- < Support the production and integration of research and development results and products that are linked to and support the LBS/AU Program
- < Co-ordinate and conduct research and analysis of key provincial issues on behalf of the College Sector
- < Support professional development of college staff to effectively deliver programming
- < Meet with other College/MTCU working and advisory groups to share information and develop a common position on issues

- < Educate the public and key stakeholders about the literacy needs Ontarians
Relationship Between the CSC and Colleges Ontario

The CSC reports to Colleges Ontario through the T&DCC.
Colleges Ontario will identify one staff person as the official contact.

College Sector Committee (CSC)

A) CSC Regional and Provincial Working Groups

Each College will identify one individual to represent that college on the Regional and Provincial Working Groups. These representatives communicate individually within their own colleges, and collectively on a regional and provincial basis through the working groups. They are responsible for supporting activities undertaken by the CSC.

B) CSC Executive Committee Membership

The CSC Executive Committee will have representation from each of the four regions. The primary contact for each region will be designated the regional chair. One additional representative from each region may be included based on workload and funding. Francophone colleges will be asked to identify a liaison contact. Representatives are selected by their regions as required.

A chair will be selected annually at the first fall meeting. All representatives present will have one vote.

C) Term of Office

There is no limit to the term of office. Representation will be reviewed annually.

D) Executive Director

The CSC is supported in its activities by the Executive Director, hired by the CSC.

The Executive Director is responsible for the hiring and supervision of an Administrative Assistant.

The Executive Director will represent the CSC on the T&DCC committee.

The CSC office is located where the Executive Director resides.

E) Minutes

The Executive Director is responsible for taking the minutes and distributing the approved minutes.

The minutes of the CSC are distributed as follows:

- All members of the CSC by the Executive Director
- All members of the Provincial Managers' Working Group by the regional chairs
- Delivery Staff as determined by the Program Manager

F) *Ex Officio* Members

The Executive Director and representatives of focus groups and projects, or their designates, are *ex officio* members of the CSC.

G) Meetings

Meetings of the CSC are held quarterly at a minimum, at a place agreed to by the committee and arranged by the Executive Director.

H) Agenda

The agenda shall be prepared at least one week prior to the meeting and shall be distributed together with any supporting documentation to all CSC members by the Executive Director. All materials relevant to the agenda should either be forwarded to the Executive Director one week prior to the meeting date or sufficient copies provided at the beginning of the meeting

CSC WORKING GROUPS

A) Provincial Working Group

Each college has one representative on the Provincial Working Group. A Provincial Working Group meeting will be held annually at a minimum depending on need and availability of funding. Arrangements will be made by the Executive Director with the guidance of the CSC Executive Committee.

B) Regional Working Groups

Regional Working Groups will include one representative from each college. The Chair of each Regional Working Group will be selected by the members of the Regional Working Group and will be the representative on the CSC Executive Committee.

The Chairs of the Regional Working Groups are responsible for determining when and where the regional meetings or conference calls will be held, setting the agendas, and arranging for minutes to be taken. There is a minimum of two meetings and/or conference calls per year. Face to face

meetings are supplemented as required through email discussions.

Chairs of the four Regional Working Groups shall report to the CSC about these regional meetings including the content of the discussions, decisions taken and any recommendations arising especially those requiring action by the Executive Director. The Regional Chairs are responsible for the dissemination of information from the meetings to their region.

Minutes will be produced for all regional meetings, and a copy will be forwarded to the Executive Director for distribution as appropriate.

C) Focus/Working Groups

CSC Focus Groups

MTCU and Colleges Ontario have a strong commitment to foster an effective working relationship with their partners. The establishment of focus groups furthers this goal, but more important, the focus group structure provides an important avenue of input from the field.

CSC Working Groups

- a) Focus working groups may be formed from time to time to address system wide issues as identified by CSC, MTCU and/or T&DCC.
- b) Issues will generally be related but not restricted to, the management and delivery of upgrading programs in the college sector.
- c) Focus groups are normally task specific with less than a one-year term and will be disbanded upon completion of the project.
- d) The task of a focus group will be clearly defined in objective terms by the CSC and/or MTCU.

D) Other Working Groups

From time to time other provincial and regional organizations request the participation of College representatives on working/advisory committees. It is the responsibility of the CSC to identify the best candidates for these positions. All colleges will have an equal opportunity to put forth names. In the event that more than one name is presented, the CSC will evaluate the requirements of the position and identify the best candidate in consultation with the involved colleges. Where candidates are equally qualified, the application date and providing opportunities for involvement of the greatest

number of colleges will be taken into consideration.

E) Ontario Literacy Coalition

The Executive Director and one additional individual identified by the CSC will represent the Colleges at the OLC. These two individuals are responsible for keeping the CSC informed about the activities of this organization and for securing the appropriate input from the College Sector. The participant is responsible for keeping the CSC informed and for bringing forward items of concern to the College Sector at these meetings.

**PROVINCIAL/REGIONAL/FOCUS WORKING GROUP
RESPONSIBILITIES**

- A) To commit sufficient time and energy to achieve the defined task(s) in cooperation with other participants.
- B) To provide advice and guidance and recommend a course of action to MTCU, Colleges Ontario, T&DCC and /or the CSC.
- C) To provide the basis of a formal communication link.

APPENDICES

- I CSC Committee Member Job Description

COLLEGE SECTOR EXECUTIVE COMMITTEE POSITION DESCRIPTION

The purpose of the College Sector Committee is to represent and further the needs of Adult Upgrading Programs in Ontario. This includes identifying opportunities for the development and expansion of Upgrading Programs as well as barriers and challenges which may adversely affect the delivery and funding of these programs. Members of the College Sector Executive Committee are required to make a commitment to represent the concerns and opinions of their region based on thorough research and consultation. The strategic directions and decision making of the CSC are arrived at by consensus. The Committee as a whole provides direction to assist the Executive Director. While it is recognized that many of the College Representatives on the Regional Working Groups have responsibilities at their individual colleges beyond Upgrading Programs, the CSC is funded by MTCU to address exclusively issues of adult learners in upgrading programming. CSC members must be prepared to devote 4 to 8 days per month in support of the activities of the CSC.

College Sector Committee Members' Responsibilities

PROVINCIAL EXECUTIVE COMMITTEE

Participate regularly at provincial CSC meetings held quarterly at a minimum and more frequently depending on issues currently facing the field.

Promote the activities of the CSC internally and regionally with frontline staff, administration and at the LSP table

Participate in all college sector project reference groups

Represent the college sector perspective on project reference groups as requested by the community based and school board sectors and the OLC and ALPHA

Provide policy, financial and editorial advice as required via email and conference calls

Participate in the recruitment, selection and evaluation of project workers

Identify appropriate staff for participation in reference groups

Collect data regionally as required for the effective and informed operation of the CSC

Assist in the organization of the annual provincial meeting

Represent the needs of the CSC regionally

Collect local and regional research data as required for projects and for position papers

Support the Executive Director in the collection of articles for "College Matters"

REGIONAL WORKING GROUPS

Represent the needs and concerns of the CSC

Organize regular regional working group meetings a minimum of twice a year in face to face or conference call format

Arrange for the preparation and distribution of the minutes regionally and provincially

Provide support to other college representatives on CSC initiatives

Identify and represent regional perspectives on adult preparatory issues

Assist in the organizing of CSC sponsored training events for front line staff based on the identified needs of the participants and the priorities of MTCU depending on the availability of funding. Prepare a final report on the any regional training for provincial distribution according to a template provided by the Executive Director.

Follow up with colleges who have not submitted requested information to the CSC

Ensure that all colleges are kept well informed concerning issues identified by the CSC