

DURHAM COLLEGE INDIGENOUS EDUCATION CIRCLE

TERMS OF REFERENCE

Revised date: March 22, 2024

**Durham College**

**Indigenous Education Circle**

**Term of Reference**

**Background**

The Durham College Indigenous Education Circle (the “Circle”) was created in compliance with the Ontario Ministry of Colleges and Universities mandate to ensure inclusion of voices and perspectives of Indigenous people who support and hold a relationship with Durham College (DC).

**Purpose**

The Circle will provide support and feedback on the work of the First Peoples Indigenous Centre.

The Circle has a collective responsibility to represent the needs and interests of Indigenous students and their communities. This includes providing recommendations on the following:

* Culturally respectful events, ceremonies and activities;
* Culturally respectful support services;
* Ensuring broad perspectives of Indigenous ways of knowing and Indigenous pedagogy are included in courses and programs as well as in the overall student experience;
* Increasing Indigenous student recruitment, retention and graduation rates;
* Guiding the development of a college environment that will break down barriers and provide full access, participation and success for Indigenous students;
* Facilitating consultation with Indigenous communities and peoples;
* Developing and promoting a climate of respect and understanding for Indigenous knowledge and culture by encouraging increased participation of Indigenous students in academic and social activities;
* Developing an environment which demonstrates DC’s commitment to Indigenous education through policies, programs, and communications which foster Indigenous student and employee recruitment; and
* Supporting the goals identified in the DC’s strategic and business plans

**Circle Members will:**

* Keep the best interest of students at the centre of all activities;
* Represent their constituent groups/communities in a fair and equitable manner;
* Share ideas and build relationships within DC and in communities;
* Promote and champion DC;
* Serve on DC hiring committees, as required;
* Assist in identifying Indigenous guest speakers for DC; and
* Review the Terms of Reference annually, to ensure the Circle continues to meet the needs of Indigenous students.

**Circle Membership**

Efforts will be made to ensure there is representation of First Nations, Inuit or Métis membership on the Circle by either Co-Chair.

See Appendix A for a list of Indigenous organizations and Indigenous communities.

**Appointment of Members**

Members are appointed at the discretion of the Co-Chairs. Membership renewal will be at the discretion of the Co-Chairs.

**Attendance**

In the instance where a member does not attend two (2) consecutive regularly scheduled meetings and did not provide notice to the Co-Chairs or Office Manager, Student Affairs, the member will be deemed to have resigned. The relevant agency will be informed and asked to nominate a new representative.

**Meetings**

The Circle will meet a minimum of four times per year and will meet with the First Peoples Indigenous Centre as necessary to facilitate their working relationship.

Meetings shall be held virtually or in-person at a time and location agreeable to a majority of the Circle members.

**Roles**

Circle members will provide feedback or support of topics and updates brought forward by the First Peoples Indigenous Centre.

An External Co-Chair will be selected through an election or acclamation by the Circle.

The External Co-Chair will serve a one-year term and may be reinstated with approval of the Circle.

* Lead discussions and agendas at meetings along with Internal Co-Chair;
* Provide leadership to the Circle and encourage members to consider issues from a broad perspective;
* Review and sign the College’s Indigenous Student Success Fund (ISSF) report submissions to the ministry;
* Represent the Circle in communications with the College;
* Review minutes and create meeting agendas; and
* Meet with the College’s senior leadership team as required.

The Director, Indigenous Initiatives will act as Internal Co-Chair.

The Internal Co-Chair will:

* Lead discussions and agendas at meetings along with External Co-Chair
* Follow-up on action items as required;
* Review minutes and create meeting agendas;
* Liaise with the ministry regarding and ensure the reporting is completed and submitted in accordance with timelines and content specified by the ISSF agreement; and
* Meet with the College’s senior leadership team as required

The Office Manager – Student Affairs is responsible for administrative support of the Circle.

**Decision Making**

Decisions are made by consensus, ensuring Indigenous voices are prioritized.

**Reporting and Deliverables**

Minutes will be taken at all meetings and a copy forwarded to the Circle Members. Minutes will be posted to the public website after approval.

On an annual basis, or as required, the Circle Co-Chairs will be invited to meet with leadership teams to discuss future directions, provide an update on activities and services, and provide recommendations.

The External Co-Chair will be asked to review and sign DC’s ISSF Annual Report.

**Relationship with the Durham College Indigenization Council**

The Circle will provide recommendations to the Indigenization Council as a means of informing strategic planning. These recommendations will focus on creating a welcoming and respectful environment that values Indigenous histories, culture, world view, and ways of knowing.

**Appendix A**

**Durham College Indigenous Education Circle Membership**

The Indigenous Education Circle will designate seats to First Nations, Inuit or Metis representatives from, but not limited to, Indigenous organizations, Indigenous communities, Elders, Indigenous students, and institutional representatives.

**Indigenous Communities**

Alderville First Nation

Chippewas of Beausoleil First Nation

Chippewas of Georgina Island First Nation

Chippewas of Rama First Nation

Curve Lake First Nation

Hiawatha First Nation

Mississaugas of Scugog Island First Nation

Mohawks of the Bay of Quinte

**Indigenous Organizations**

Bawaajigewin Aboriginal Community Circle

Dnaagdawenmag Binnoojiiyag Child & Family Services

Métis Nation of Ontario

Niijkiwendidaa Anishnaabekwewag Services Circle

Oshawa Durham Region Métis Council

Tungasuvvingat Inuit

**Community Organizations**

City of Oshawa – Indigenous Relations

Durham District School Board (DDSB) – Indigenous Education Department

Durham Catholic District School Board (DCDSB) – Indigenous Education Department

**Durham College Members**

Director, Indigenous Initiatives

Indigenous Communities Outreach Coordinator

Indigenous Student Success Coordinator

Indigenous Elders supporting Durham College

Indigenous Alumni representatives

Indigenous Student representatives

President

Vice President, Academic

Dean, Students

Office Manager, Student Affairs