

DURHAM COLLEGE INDIGENOUS ADVISORY CIRCLE

TERMS OF REFERENCE

Revised date: September 15, 2022

**Durham College**

**Indigenous Advisory Circle**

**Term of Reference**

**Background**

As a requirement to receive the Indigenous Student Success Fund (ISSF), institutions must create an Indigenous Education Council to ensure that Indigenous Peoples are consistently and regularly engaged in making recommendations pertaining to Indigenous education.

**Mandate**

The Durham College Indigenous Advisory Circle (the “Circle”) will act as the College’s Indigenous Education Council and engage Indigenous Peoples, communities and organizations in meaningful and mutually beneficial relationships to enhance and inform the planning, development, delivery and evaluation of postsecondary education and training programs and services.

The Circle has a collective responsibility to represent the needs and interests of Indigenous students and their communities. The mandate of this circle includes providing advice and 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 College’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 the College and in communities;
* Promote and champion DC;
* Serve on DC hiring committees, as required;
* Participate on Indigenization Council working groups, where appropriate;
* Assist in identifying Indigenous guest speakers for the College; and
* Review the terms of reference annually, to ensure the Circle continues to meet the needs of Indigenous students.

**Circle Membership**

The Circle will include representation from a broad range of voices from the Indigenous community within the Williams Treaties, including Elders, community partners, Indigenous students, alumni and College representatives.

Community Membership has included representation from, but is not limited to:

* Seven Williams Treaties signatory First Nations
* Dnaagdawenmag Binnoojiiyag Child & Family Services
* Oshawa Durham Region Métis Council
* Durham District School Board (DDSB)
* Durham Catholic District School Board (DCDSB)
* Additional Indigenous Community Members, as identified

College Membership:

* President, or delegate (Dean of Students will represent President)
* Executive Vice President, Academic
* Suswaaning Endaajig Elder
* Indigenous Student Success Coordinator
* Indigenous Coach
* Indigenous Alumni representatives
* Indigenous Employee representatives
* Indigenous Student representatives
* Student Development Manager
* Career and Student Development Director

**Appointment of Members**

The Circle will identify key stakeholder groups/communities/organizations/community members for participation at least two weeks in advance of the next Circle meeting.

Members external to DC are appointed at the discretion of the Co-Chairs and by consensus from the Circle for three (3) academic years. Membership renewal will be at the discretion of the Co-Chairs of the Circle.

A member may be removed from the Circle if they are absent for three (3) consecutive meetings, at the discretion of Circle Co-Chairs or the President or Designate.

**Meetings**

The Circle will meet four times per academic year, however, more frequent meetings may be required. Meetings shall be held virtually or in a location and at a time agreeable to a majority of the Circle members.

**Roles**

An External Co-Chair will be selected, either by election or acclamation, by the members of the Circle. The External Chair will serve a one-year term and may be re-elected. In the absence of an External Co-Chair, the Indigenous Student Coach will serve as Co-Chair.

The External Co-Chair will:

* Preside over all meetings;
* Provide leadership to the Circle and encourage members to consider issues from a broad perspective;
* Review and sign the College’s ISSF report submissions to the ministry;
* Represent the Circle in communications with the College;
* Review minutes and meeting agendas prior to each meeting; and
* Meet with the small Durham College Leadership Team (DCLT) annually or as required.

The Indigenous Student Success Coordinator will act as Internal Co-Chair.

The Internal Co-Chair will:

* Assist with meeting logistics;
* Follow-up on action items as required;
* Review minutes and create meeting agendas;
* Chair the meetings in the absence of the External Co-Chair;
* Ensure the meeting minutes are posted on the DC website for public access;
* Co-sign the ISSF report to the ministry in the absence of an External Co-Chair; and
* Meet with small DCLT annually or as required

The Office Manager – Student Affairs will take minutes at the meetings, distribute meeting agendas and previous meeting minutes in advance, and ensure minutes are posted to the website.

**Decision Making**

Decisions will be made by consensus.

**Reporting and Deliverables**

Minutes will be taken at all meetings and a copy forwarded to the Circle members. Minutes will also be made available on the Durham College website.

On an annual basis or as required, the Circle Co-Chairs will be invited to meet with the small DCLT 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.

Terms of Reference will be reviewed on an annual basis.

**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.