

Terms of Reference Education Committee (EDU)

Issue Date:
Approved by:

Review Date:
Review by: Council

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| Legislated and other Mandate approved by Council | <p>Whereas, there has been a recent declining interest among students in STEM-related careers, and whereas, identified root causes for this decline include image of science, perception of careers, curriculum, teacher experience and gender-based perceptions, therefore, the Education Committee (EDU) commits:</p> <ul style="list-style-type: none"> • To be a leader and value-added influence in the development of education policy, curriculum, and outreach such that high school graduates will have the necessary knowledge, skill, and motivation to succeed in an engineering program. • To support PEO's Envisioned Future (Source: "PEO Envisioned Future", C-459-6.6, Appendix A, approved by Council Sept. 2009) as it relates to "Public awareness of the role of the Association" (PEA Sect 2 (4)4 – <i>Additional Object</i>). • To "support and encourage public information and interest in the past and present role of professional engineering in society" in PEA Sect 8(20). |
| Key Duties and Responsibilities | <p>The EDU Key Duties and Responsibilities are to support the PEO Envisioned Future and are an important portion of the EDU Terms of Reference. EDU addresses science, math and technology literacy and other educational issues of relevance to PEO leading up to (but not including) the University / College educational level. The key duties of the Education Committee are:</p> <p>1.0 Chapters: Provide support for PEO Chapters to achieve their education outreach goals. The PEO Education committee plans and helps PEO chapters implement valuable learning activities for aspiring engineers, which aids the long-term health of the profession.</p> <p>2.0 Equity and Diversity: Ensure that principles of equity and diversity are reflected in key activities (i.e. French translations of booklets and brochures) supported by the committee.</p> <p>3.0 Guidance to PEO Council on education-related policy: Research and articulate proposed positions on elementary and secondary school education - mathematics, sciences and technology in particular and recommend same to Council. In addition, research and articulate proposed positions on continuing competence training for professional engineers.</p> <p>4.0 Strategic Relationships: Establish productive relationships with other organizations whose objects are complimentary.</p> <p>5.0 Program Development:</p> <ul style="list-style-type: none"> • To increase public awareness of the engineering profession by educating Ontarians on the important roles and valuable contributions of professional engineers and of the self-regulating engineering profession in society. |

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| | <ul style="list-style-type: none"> ➤ <i>One key input to the overall PEO “regulatory” process is elementary and secondary education (with particular emphasis on STEM education in the academic preparation for aspiring engineers).</i> • To encourage STEM education from an early age as a matter of sound public policy. <ul style="list-style-type: none"> ➤ <i>Elementary and secondary engineering education is very important to PEO in the overall context of public safety and protecting the public interest.</i> • To encourage and assist young people in making informed career choices related to science, technology, and engineering. <ul style="list-style-type: none"> ➤ <i>PEO needs to be certain that there remains a steady flow of talented and skilled individuals into the regulatory framework for engineers in order to keep society safe and are necessary conditions for the continued existence of a self-regulating engineering profession which promotes a viable economy in Ontario.</i> • To advise government and the public on educational requirements (e.g. curriculum) for the knowledge economy in general and for engineering in particular. <p>This may include (but is not limited to) the following:</p> <p>5.1 Reaching out to the public - Support holding public events that promote awareness of and the importance of science, technology, engineering and math education (STEM).</p> <p>5.2 Reaching out to the teachers - Support holding information sessions for teachers (as required).</p> <p>5.3 Hard skills development – Focus on “Thinking Skills” and “Lifelong Learning” as the key essential skills for our future engineers.</p> <p>5.4 Soft skills development - Focus on Integrity, Work Ethic, Teamwork and Accountability as crucial work habits for our future engineers.</p> |
| <p>Constituency, Number & Qualifications of Committee/Task Force Members</p> | <p>a) Committee Chair: Elected by EDU committee members and approved by Council.</p> <p>b) Vice-Chair: Elected by EDU committee members to meet the key duties and responsibilities of the committee.</p> <p>c) Members: Members must have an interest in pre-university education and in providing tools for use by the larger engineering population, such as Chapters. The size of the committee is between 7 and 11 members (including 1 student representative). In November of each year a roster of members shall be presented for council’s approval. After Council has approved the annual roster, committees may change members without Council approval; however, the changes must be approved by the CEO/Registrar. As per policy, the CEO/Registrar shall inform Council of any in-year changes.</p> <p>d) Sub-committees: Committees may appoint subcommittees to assist in completing their work. Sub-committees operate under the guidance of the committee chair. Rosters of subcommittee members shall be maintained. Sub-committee members do not have to be members of the full committee,</p> |

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| | <p>or even members of PEO; however, the subcommittee chair should be a member of the committee to ensure continuity and a communication link. The committee's annual roster should also contain a list of subcommittee members. As per policy, the committee should notify the CEO/Registrar of any in-year changes to ensure appropriate insurance coverage.</p> <p>e) Meeting attendance policy: Members may be removed from the Committee after three (3) successive meetings has been missed where no regrets have been sent and no reports have been submitted.</p> <p>f) The committee works closely with PEO chapter education coordinators.</p> |
| <p>Qualifications and election of the Chair</p> | <p>In accordance with the <i>Committees and Task Forces Policy</i>, the election of Chair shall take place either at the last or first committee meeting of the calendar year.</p> <p>Election will be handled by voting (simple majority of attendees). The Chair must be a member of PEO and in good standing.</p> <p>The Chair is appointed by Council, based on their skill and experience to run the committee. Succession planning should be considered in the appointment of a new Chair.</p> <p>Elected committee chairs must be approved by Council prior to their officially taking office as chair. Chairs elected, but not confirmed by Council, may act as chair-designate in order for the work of the committee to continue.</p> <p>Annual Work Plan: By September 30th of each year, the Chair, shall prepare a committee-approved annual work plan for the following year. The work plan will include milestones, anticipated outcomes, deliverables, and a continuous improvement component. This will be presented to Council at the following January meeting.</p> <p>Reports: The Chair shall collaborate with the Council Liaison and Committee Advisor in preparation of brief written reports on committee activities for Council meetings as required.</p> |
| <p>Qualifications and election of the Vice Chair(s)</p> | <p>In accordance with the <i>Committees and Task Forces Policy</i>, the election of Vice Chair shall take place either at the last or first committee meeting of the calendar year.</p> |
| <p>Duties of Vice Chair(s)</p> | <p>To act as a sounding board for Chair, budget watchdog, trainer and guide for new members, participate in succession planning, chair meetings in absence of Chair.</p> |
| <p>Term Limits for Committee Chair and Vice Chair</p> | <p>The Chair and Vice Chair are elected annually for a one-year term, from January to December. The Chair and Vice Chair may be re-elected to their positions to serve a maximum of three (3) consecutive years. To ensure continuity, it is desirable that the Vice Chair moves to the Chair's position, once the Chair's term of service is expired. Once the Chair and/or Vice Chair have served for the maximum term for their respective positions, they are not eligible for reappointment to those positions. The Chair, once having served as Chair, may only serve as a general committee member thereafter to the maximum ten (10) years of cumulative committee service.</p> |

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| Term Limits for Committee Members | Committee members are appointed for a one-year term, from January to December. Committee members may be re-appointed, but shall retire from the committee for at least six (6) years after ten (10) years of cumulative committee service. |
| Succession Planning | Note: All committees must have a succession plan, approved by Council, to ensure the orderly transition of the position of chair and vice chair as well as provide for the renewal of the committee's membership and on-boarding of new committee members. |
| Quorum | 50% of the total committee membership plus 1. |
| Meeting Frequency & Time Commitment | <p>Approximately 6-8 full committee meetings per year (or greater as required) with 4-6 face-to-face meetings scheduled annually. PEO sponsored teleconferencing is possible. Each meeting is approximately 2 hours in length.</p> <p>Total time commitment per member is about 5 hours per month, totaling about 60 hours per year.</p> <p>Sub-committees will periodically meet via PEO sponsored teleconferencing.</p> <p>Other communication is primarily via email.</p> <p>Motions may be made and approved by email, subject to the motion being later ratified at a committee meeting and recorded in the meeting minutes.</p> |
| Operational year time frame | January to December of a given year. |
| Committee Advisor | Manager, Engineering Intern Programs |