

**Interim Teacher Education Program Review Committee
Terms of Reference**

<p>Purpose/Role</p>	<p>This Committee is advisory to the Council.</p> <p>Primary: To establish and facilitate the Interim Teacher Education Program (TEP) Approval Process until such time the TEP Review Working Group can establish and ratify a formalized review and approval process.</p> <p>Secondary: To communicate progress and seek guidance as required from the Council.</p>
<p>Membership</p>	<ul style="list-style-type: none"> • Five representatives as elected by the Council annually at the first meeting of the calendar year. <p><i>**Representatives on the committee may be substituted with alternates as necessary.**</i></p>
<p>Member Responsibilities</p>	<ul style="list-style-type: none"> • Finalize the interim TEP approval process. • Review proposals utilizing applicable standards as referenced in section 13 of the <i>Teachers Act</i>. • Make recommendations for approval to the Council. • Develop criteria and process for selection of Program Approval Teams (PATs). • Seek direction from the Council as necessary.
<p>Administrative Support</p>	<ul style="list-style-type: none"> • Up to four Teacher Regulation Branch representatives <ul style="list-style-type: none"> ○ Liaise with TEPs on program proposals ○ Support, advise and provide context to the Committee on process and discussion ○ Operationalize the Interim TEP Approval Process
<p>Committee Liaison</p>	<p>The Committee will select a liaison who will be responsible for reporting recommendations and updates in a time manner and upon request.</p>
<p>Decision Making</p>	<p>Decisions of the Committee are made by consensus. In instances where consensus cannot be reached, the matter will be decided by majority.</p>
<p>Accountability/ Reporting</p>	<p>The TRB will develop a draft agenda. Five business days prior to each meeting the TRB will send the agenda to the Committee for review/amendments/additions. Committee members can provide amendments/additions to the agenda up to two business days in advance of a scheduled meeting. During each meeting a TRB representative will document decisions and action items.</p> <p>At the end of each meeting, the nature of the report out to the Council will be decided by the Committee. A selected Committee member to provide the update. The meeting notes will be distributed to the Committee following each meeting.</p> <p>Decisions to approve a program proposal rest with the Council.</p>
<p>Frequency of Meetings</p>	<p>The frequency of meetings will be determined by the number of proposals submitted to the Council by TEPs. Meeting format will vary depending on the issue and Committee member availability.</p>
<p>Review</p>	<p>Terms of Reference to be reviewed upon the request of Committee or Council.</p>

BC Teachers' Council Communications Plan: Revised

Background/Context/Environmental Scan:

The BC Teacher's Council (Council) is composed of 16 elected and appointed members. Under the *Teachers Act* the Council has the mandate to:

- Establish standards for the education, competence and conduct of applicants and certificate holders.
- Establish certificate types and the standards to be met for each type.
- Establish BC teacher education program approval standards.
- Evaluate and approve BC teacher education programs for the purpose of certifying their graduates.

Purpose:

The Council had the following work plan for the 2016/2017 reporting period:

1. Continue the review of the Standards for Educators in BC.
2. Analysis and strategic release of the data from the New Teacher Survey.
3. Establishment, implementation of an Interim Teacher Education Program Review Process.
4. Establishment of a formal review process for teacher education programs.
5. Development and implementation of a Council Communications Plan.
6. Ongoing review of Council's policies, procedures and meeting rules.

Goals/Objectives:

Raise the profile of the Council through the communication of the Council's work and mandate.

Potential Challenges:

The public (parents of K-12 students) and those invested in the education system may not find the work of the Council newsworthy.

Key Audiences:

Primary:	Secondary:
<ul style="list-style-type: none"> • BC Teachers • Parents of K-12 Students 	<ul style="list-style-type: none"> • Education Partners • Media • Teacher Candidates/Future Teachers

Messaging:

The Standards for Educators in BC, established by the Council, underpin BC's teacher regulatory structure.

Strategic Approach:

Earned Media

- Province-wide news release highlighting the work the Council completed during the 2015/16 school year, with emphasis on the review of Standards. Include quotes from Ministry of Education stakeholders. Target date: end of June.
- Regional radio interviews with Council members.
- Target commemorative or recognitions days to release information (e.g. International World Teacher Day).

Annual Report

- Create an executive summary of the annual report and work with Government Communications and Public Engagement to inform the public via a media release.

Outreach

- Council members provide presentations on the role of the Council within their local school community.
- Council information booth set up at the Learning Forward Conference in December.
- Invite teacher candidates to attend Council meetings.

Social/Web

- Social media promotions through BCGovNews accounts (Twitter and Facebook). Additional posts through BC Education and Literacy Facebook account.
- A larger more easily navigable Council presence on the TRB website when it is refreshed.

Learn Magazine

- Provide updates on Council activity in each edition of *Learn* magazine.

Marketing

- Include a year-in-review of the Council in the Superintendents weekly newsletter.

Teacher to Teacher

- Council members who are teachers in the public school system connect directly with teachers in their schools and districts.
- Council members who are affiliated with Independent and First Nations schools connect with teachers in these school systems.