

Nipissing University Indigenous Council on Education (NUICE) Terms of Reference

Territorial Acknowledgement

The Nipissing University Indigenous Council on Education acknowledges that Nipissing University is in the territory of the Robinson-Huron Treaty of 1850 and that the land on which we gather is Nipissing First Nation traditional territory and the traditional territory of the Anishnabek. We respect and are grateful to be on these lands with all our relations.*

Territorial acknowledgements are significant because we pay respect to the land and way of life that has been practiced since time immemorial. We acknowledge the history of this place that continues still today.

Background

Early in the 1980's, an academic leader at Nipissing University reached out to the local Indigenous community and established an informal round table on education. The purpose of the group was to help guide the University's direction in Indigenous post-secondary education. Building on the roundtable, in the early 1990's a formal Aboriginal Council on Education (ACE) was established. Aided by funds and initial reporting requirements to the Ministry of Education, the Nipissing University Indigenous Council on Education set out to help the university recruit and retain more Indigenous learners among a variety of responsibilities. Today the Nipissing University Indigenous Council on Education seeks to continue the partnerships developed with local Indigenous communities and to see those develop further and help to achieve Indigenous communities' goals in education as well as those of Nipissing University.

In 2015, the final report from the Truth and Reconciliation Commission (TRC) and 94 Calls to Action were released. The year 2016 marked the 20th year anniversary of the release of the Report of the Royal Commission on Aboriginal Peoples (RCAP). These pivotal reports highlighted a renewed discussion and focus on equity for Indigenous peoples but also the role institutions play in reconciliation.

1. Preamble

In recognition of the commitment to advance a relationship between Nipissing University and Indigenous communities, the Nipissing University Indigenous Council of Education (herein after referred to as the NUICE) is hereby established. The NUICE is an advisory body to and resource for the Office of Indigenous Initiatives and Nipissing University.

2. Vision

The NUICE advances and supports Indigenous student success in all aspects of Nipissing University governance, academic and research programming.

As an advisory group, the NUICE ensures the diverse perspectives of regional Indigenous communities, peoples and knowledges are represented and reflected in Nipissing University governance.

3. Mandate

The NUICE is mandated to recommend and advocate for programs that support Indigenous students and to promote engagement with Indigenous communities.

4. Selection of Chair

- 4.1 The Chair of the NUICE will be chosen through majority by voting members. The Chair's term shall be three years. He/She shall not serve for more than six consecutive years but shall be eligible again for appointment after one year's absence from the position.
- 4.2 The duties of the Chair include chairing all NUICE meetings, appointment as the NUICE representative on the Nipissing University Board of Governors and assumed duties required by the Board of Governors, and representing the NUICE and/or the Board of Governors at various functions within the university and community. If the Chair is unable to fulfill his/her duties, the Chair may appoint another voting member as a designate to fulfill the responsibilities of the Chair.

5. Roles and Responsibilities

- 5.1 The NUICE has a direct relationship with the Office of Indigenous Initiatives and the Office of President providing annual reports and recommendations on matters affecting Indigenous students and the Indigenous communities we represent.
- 5.2 The NUICE has direct participation within Nipissing University governance structures, appointing the Chair, or designate, as a member to the Board of Governors and to the-Senate.
- 5.3 The NUICE engages regularly with the Board of Governors and the Senate and will provide an annual report to the Board of Governors and Senate. A member of the Board of Governors will provide a report to NUICE annually.
- 5.4 The NUICE will make recommendations in the development of an Indigenous Strategic Plan linked with the overall Nipissing University Strategic Plan as periodically updated, identifying specific goals, outcomes, and reporting mechanisms.
- 5.5 The NUICE serves as a resource to the Office of Indigenous Initiatives on Indigenous post-secondary education and the relationship between Nipissing University and the Indigenous communities we represent.

6. Objectives

The NUICE will pursue the following objectives:

6.1 Students

To promote and encourage access, support, outreach, and success within a welcoming environment for all Indigenous students.

6.1.2 Institutional

To promote academic programs and research that is responsive to and reflective of Indigenous students and communities.

6.1.3 Community

To bring forward Indigenous community interests, opportunities and goals.

7.0 Membership

- 7.1 The NUICE consists of a majority of representatives from regional First Nation communities as well as additional members in accordance with the description provided below (7.1.1- 7.1.4). All members must receive specific accreditation through authorized letters of appointment ensuring

ongoing accountability and reporting to their respective communities. Applications for Membership will be approved by the NUICE and may include:

7.1.1 First Nations

Regional First Nations are eligible for membership. Those First Nations within the surrounding areas served by Nipissing University's campuses and/or home communities of Nipissing University students are especially encouraged to consider membership.

7.1.2 Métis Communities

Regional recognized Métis communities are also eligible for membership, especially those within the surrounding area and/or home communities of students.

7.1.3 Indigenous Advocacy and Service Delivery Organizations

Regional Indigenous organizations with a direct mandate relating to Indigenous youth or education and training are eligible for membership.

7.1.4 Indigenous Students

Up to two Indigenous students in good academic standing selected by the Indigenous student body may also be members of the NUICE. Indigenous students will be selected on the advice of the Office of Indigenous Initiatives.

7.2 Membership also welcomes an Elder designated to support the work of the NUICE in all of its activities and meetings. The Elder is a non-voting member.

7.3 The President and other Senior Officers of Nipissing University Administration and a representative from each faculty are invited to attend all meetings of the NUICE and serve as ex-officio, non-voting members.

7.4 A member of the Board of Governors will be appointed to NUICE and will provide a report annually.

7.5 Faculty members who have direct relationships with Indigenous academic programs may also provide regular updates to NUICE. The Chair, Indigenous Education will provide an update on Indigenization efforts and the Principal, Indigenous Education Programs will provide updates on Schulich School of Education programs.

7.6 From time to time, as required and/or requested by the NUICE members, resource people are invited to the NUICE meetings for a particular purpose to ensure informed decision-making and appropriate access to information.

7.7 Regional First Nations, Metis communities and Indigenous advocacy and service delivery organizations may designate a member and an alternate member annually. The member and alternate member may attend meetings, but each First Nation, Metis community, or Indigenous organization will retain one vote at each NUICE meeting. The member and alternate member must be named annually in letters of authorization. The letter of authorization confirms the First Nation, Metis community or Indigenous organization's commitment to their participation in the NUICE annually.

7.8 Conflict of Interest & Restrictions on Membership

7.8.1 Every NUICE member who is in any way directly or indirectly interested in any existing or

proposed contract, transaction or arrangement with Nipissing University and the NUICE, or who otherwise has a real or perceived conflict of interest personally, professionally or financially, will declare the interest fully at the NUICE meetings and shall leave the meeting until such time as the conflict matter has been dealt with. Further, the NUICE member will disclose any conflict of interest at the first possible meeting and at every possible meeting when the issue will be discussed.

7.8.2 If it is determined by the NUICE that a member has a conflict of interest and did not report the conflict of interest to the NUICE, the member will be removed.

7.8.3 No existing or former staff or faculty (who was hired for six months or longer in continuous employment) at Nipissing University may become a voting member of the NUICE for two years after their employment at Nipissing University has ended.

8.0 Meetings

8.1 Regular Meetings

8.1.2 The NUICE will determine the number of meetings held annually with no fewer than four.

8.1.3 Notice of every meeting called (and relevant attachments) shall be delivered, mailed or sent by email or other electronic means at least seven days before the time appointed for holding such a meeting.

8.1.4 A member may participate in a NUICE meeting by means of telephone or any other communications method that permits all persons participating in the meeting to hear one another. A member participating in a meeting by such means shall be deemed to be present at the meeting.

8.1.5 NUICE meetings are normally open to guests to attend as observers of the meeting. Guests will participate in the meeting if they have been identified on the agenda in advance of the meeting as a presenter to the NUICE.

8.1.6 No person shall record or broadcast a meeting, nor disseminate information during the meeting, without the permission of the Chair.

8.2 Annual Meeting

8.2.1 An annual meeting of the NUICE will be held in person on campus or hosted by a NUICE member in June of each year.

8.3. In between regular-meetings, working groups may be struck as required from time to time to address particular matters or specific projects and to report to the next scheduled general meeting.

8.4 A quorum is the minimum number of voting members who must be present at a properly called meeting of the NUICE. Accordingly, a majority of all voting members of the NUICE must be present in order to meet quorum. A majority is defined as fifty percent plus one.

For voting purposes, once quorum is achieved, approval by the majority of the voting members present shall be sufficient to carry a motion.

8.5 Attendance at meetings of the NUICE

8.5.1 Regular attendance of NUICE members is required to ensure a quorum and to expedite carrying out activities of the NUICE.

- 8.5.2 Members who find themselves unable to attend a NUICE meeting, in person, or virtually shall notify the Recording Secretary, at least twenty-four hours in advance of the meeting.
- 8.5.3 The Recording Secretary will notify the Chair of all such notices.
- 8.5.4 Three consecutive absences without just cause at meetings may result in the removal of the Member from NUICE. A letter will be sent from the NUICE Chair to the Member organization advising of the removal with an opportunity to re-establish membership at the NUICE in one year.

9.0 Decision Making

- 9.1 Decisions will be made by consensus. In the event that consensus cannot be reached, decision will be made by a majority vote by those present at the meeting.

9.2 Electronic Voting

- 9.2.1 At the discretion, or with the consent, of the Chair, and for matters of an urgent nature, OR time-sensitive matters OR where it would be more expeditious to do so OR when it is not feasible for the NUICE to meet in person or via teleconference, email polling and/or electronic voting may be used to help facilitate decisions of the NUICE in accordance with the following:
 - 9.2.2 In recognition that decisions are being made using email communication in lieu of a face-to-face meeting, extra effort will be made to ensure that members are provided with sufficient background materials and adequate documentation to support the request for a decision.
 - 9.2.3 All communication will be shared as a group email with all members copied on correspondence including questions, responses and general commentary. All members will select “reply all” when providing comments so that these will be shared simultaneously with all members and a record will be kept of the email exchange.
 - 9.2.4 If a resolution is required, the Chair may authorize the Recording Secretary from the Office of Indigenous Initiatives to conduct an electronic vote of the members. A clear rationale will be given to the members to explain why a motion is necessary. The question to be answered will be stated clearly in the form of a specific resolution provided for members’ consideration. Respondents will be asked to vote upon the resolution.
 - 9.2.5 In the event of an electronic vote, a reasonable and adequate time will be determined for members to respond to the request for a decision. Members will have the opportunity to declare a conflict and not participate in the vote. Every effort will be made to obtain a response from each member (i.e. allow each person to register their vote). The resolution shall be deemed to have been approved only if, by the end of the time period specified, the Recording Secretary has received approval responses from a majority of the voting members. Non-response to an electronic vote will be considered an abstention. Voting records will be kept.
 - 9.2.6 A resolution approved by email polling and electronic voting, permitted by the Chair and passed by a majority of voting members, shall have the same force and effect as a resolution passed at a regularly constituted meeting of the NUICE.
 - 9.2.7 The Recording Secretary shall prepare a summary document noting the purpose of, and any decisions resulting from, the electronic exchange including any subsequent resolutions.

10.0 Resources

10.1 Nipissing University is committed to supporting the NUICE through the provision of assigned human resources and to work with the NUICE to identify additional resources and funding to create stable, sustainable, and continuous programming. The Office of Indigenous Initiatives will provide a recording secretary for all meetings and additional resources.

11.0 Review

11.1 The NUICE will review the Terms of Reference bi-annually.

¹ The land acknowledgment has been approved by the Senate and Board of Governors and was reviewed by the Nipissing University Indigenous Council on Education at the October 2018 meeting.