

**Council on Aboriginal Initiatives
(CAI)
University of Alberta**

Terms of Reference

Purpose & Objectives

Our goal is to work together to provide the University with guidance and a consistent set of principles that enables all those connected to the University to respectfully understand and work with its staff, students and all Indigenous communities as the University comes to take up its role in implementing the Calls to Action as outlined by the Truth and Reconciliation Commission of Canada (2015).

The objective of CAI is to provide a forum:

- a) where members will honour and respect each other's' ideas, thoughts and opinions.
- b) for liaison and knowledge sharing and the provision of a voice dedicated to the interests of the Indigenous Community and Initiatives at the University of Alberta.
- c) to discuss issues and formulate recommendations to the Provost and Chancellor related to Indigenous education and initiatives that both promote the objectives and mission of the University of Alberta and represent the best interests of Indigenous students, Faculty, staff and communities.
- d) where members can openly discuss concerns where conflict may be seen amongst some members regarding University objectives and what is perceived to be in the best interest of the student body and Indigenous communities.
- e) where guidance is provided to the University for the incorporation of Indigenous knowledges and cultural appropriateness in its programs.
- f) That promotes the benefits of a Gathering Place on the North Campus.
- g) that works to foster collaboration and understanding between and amongst University of Alberta Researchers and Indigenous communities.
- h) where there is an understanding that Indigenous peoples and those most familiar with Indigenous communities through birth, family, upbringing and home community can best provide input about how to successfully fulfill these Terms of Reference.

MEMBERSHIP

Membership in the Council on Aboriginal Initiatives shall be diverse with representation from academic/non-academic staff, community members and service providers who promote and support Indigenous education programs, services and initiatives at the University of Alberta. Council membership typically begins on July 1 and concludes on June 30 of the term of office.

Statutory Members:

- Provost and Vice-President (Academic) (Co-Chair)
- Chancellor (Co-Chair)
- Dean, Faculty of Native Studies
- Dean, Faculty of Education
- Dean, Augustana Campus
- Dean, Faculty of Law
- Dean of Students, Vice-Provost
- University Registrar, Vice-Provost
- Special Advisor to the Provost (or successor position)
- Director of Aboriginal Student Services Centre
- Aboriginal Recruitment Officer appointed by the Registrar
- Employment Equity Advisor

Members (Appointed, 2 yr terms):

- One Vice-President, other than Vice-President (Academic), as selected by the chairs in consultation with members
- Two Deans, other than the Deans identified as statutory members, as selected by the chairs in consultation with members.
- One Vice-Provost, other than the Dean of Students and the University Registrar, as selected by the chairs in consultation with members.

Senate and Community Members (Appointed, 3 yr terms):

- No more than 8 Members of the Senate and Senate Alumni as selected by the Chancellor
- No more than 3 representatives of community organizations involved with Indigenous initiatives and engaged with the University as selected by the co-chairs

Academic and Non Academic Staff Members (Appointed, 1 yr term)

- No more than 11 continuing academic or non-academic staff, representing University of Alberta Programs and Research areas with an Indigenous focus, as selected by chairs in consultation with members.

Student Members (Appointed, 1 yr term):

- One representative from each of the Aboriginal Student's Council, the Aboriginal Law Student Association and the Native Studies Student's Council. Any other registered University of Alberta Aboriginal student organization, association or council may also have representation.
- One representative of the Graduate Students' Association, as selected by the GSA
- One representative of the Students Union, as selected by the Student's Union

MEETINGS

Meetings are scheduled three or four times per year, when both the Provost and Chancellor are available.

The Office of the Provost and Vice-President (Academic) will provide secretarial support to the committee:

- arranging for meeting space
- collecting agenda items from members
- providing notice, the agenda and accompanying information to all members at least seven days prior to meeting dates
- urgent agenda items that come up may be added to the agenda at the discretion of one or both Co-Chairs.
- maintaining and distributing minutes (and attendance list) of meetings within 7 – 10 business days of each meeting
- maintaining and coordination of membership

Consensus based recommendations will be made by those in attendance at each meeting.

Attendance

Statutory members (by virtue of office) are permitted to send alternates to meetings of the Council.

Appointed members may not send alternates to Council meetings.

If an appointed member a) vacates the position or b) is on sabbatical or leave or c) is absent from three consecutive meetings then the co-Chairs shall declare that the position is vacant and a replacement will be appointed until the end of the Council year.

Those in attendance at the meetings will constitute quorum.

Communications

1. Official records of the deliberations of the Council on Aboriginal Initiatives shall be held in the Office of the Provost and Vice-President (Academic). The records of the CAI are subject to the provincial FOIPP legislation and comply with the records retention schedule of the Office of the Provost and Vice-President.
2. All members may be primary points of contact for the CAI for the purposes of discussing its mandate, initiatives and projects. As appropriate, items for discussion may be brought to the attention of the Co-Chairs for addition to a meeting agenda. These items can include:
 - a) advice on program proposals to University administrators, student groups and student governments which might affect or enhance the quality of Indigenous student life.
 - b) identification of opportunities for the University of Alberta to partner with other institutions or organizations in the delivery of Indigenous teaching, learning or research endeavors and to provide counsel if requested.
 - c) discussion on transferability of courses/programs (Indigenous content) for all learners with an understanding of the mandate and work of the Alberta Council on Admissions and Transfer (ACAT).
 - d) review of University policies and practices to determine if they respect, honour and support the contributions of Indigenous knowledge and the peoples in the University community.
3. The formation of sub-committees as determined by the Co-Chairs and/or the CAI members present at any given meeting where the necessity of a sub-committee seems reasonable to address a specific issue.

AMENDMENTS

These Terms of Reference should be reviewed on a biennial basis to ensure they continue to meet the needs of the Council. The Terms may be amended or rescinded by consensus/decision of all members.

Seven days' notice of proposed changes must be dispersed to all members before any changes are discussed and/or made.

CAI STEERING COMMITTEE

The Council on Aboriginal Initiatives (CAI) will have a smaller CAI Steering Committee that will serve as a working group to set the agenda and guide the larger discussions of the CAI.

CAI Steering Committee Statutory Members:

- Provost and Vice-President (Academic) (Co-Chair)
- Chancellor (Co-Chair)
- Special Advisor to the Provost or (successor position)
- Director of Aboriginal Student Services Centre

CAI Steering Committee Appointed Members:

- Two external representatives
- Two members of the academy
- One Dean