



Curriculum Developers Affinity Group (CDAG)

OPERATING GUIDELINES AND TERMS OF REFERENCE

Revised September 2018

Operating Guidelines and Terms of Reference

1. PURPOSE, BACKGROUND AND MISSION STATEMENT

Purpose and Background

Since the fall of 2005, the Curriculum Developers Affinity Group (CDAG) has been comprised of members from the 24 Ontario Colleges of Applied Arts and Technology (CAAT), including both Anglophone and Francophone colleges. CDAG is a network of interested parties with the collective and collaborative purpose of sharing best practices in matters related to curriculum so as to provide quality curriculum leadership throughout the Ontario College system.

CDAG's **strength** is rooted in both its extensive provincial membership and the substantial breadth of curriculum expertise of its practitioners. CDAG comprises a community of practice for those who are directly and primarily involved in daily, frontline curriculum consultation and development. These members represent a variety of curriculum roles within the Ontario Colleges system, including but not limited to roles involving consultation on post-secondary programming as defined within the **Framework for Programs of Instruction (Minister's Binding Policy Directive, 2009)**. CDAG recognizes that expertise in curriculum encompasses a specialized body of knowledge acquired through both formal education and experience which informs **its members'** practice.

Mission Statement

To facilitate collaboration and the exchange of best practices in all matters relating to curriculum which, in turn, enhances leadership in curriculum development and practices on a province-wide scale.

2. MANDATE

- 2.1. Promote/contribute to quality curriculum in Ontario Colleges encompassing:
 - i. Facilitation of ongoing collaboration and communication among CDAG Members
 - ii. Sharing, developing and promoting best practices in the field of curriculum
 - iii. Encouraging curriculum-related and evidence-based research
 - iv. Advocating for communal strategies, products and resources to achieve system-wide efficiencies
 - v. Making recommendations on province-wide educational policies and objectives related to curriculum
- 2.2. Provide leadership and resources for the ongoing development and sustainability of curriculum expertise across programming in Ontario colleges as defined within the **Framework for Programs of Instruction (Minister's Binding Policy Directive)**

- 2.3. Provide a variety of forums to facilitate:
 - i. Implementation and communication about CDAG activities, including its annual general meetings and conference
 - ii. Sharing, development and promotion of curriculum best practices
 - iii. Discussion surrounding the Credential Validation Service and Ministry of Training, Colleges and Universities (MTCU) initiatives and/or updates (e.g. development or revision of provincial program standards, program approval process, etc.)
- 2.4. Establish, oversee and be accountable for CDAG subcommittees (e.g. Awards, PD, Conference Planning)

3. MEMBERSHIP

The Curriculum Developers Affinity Group consists of:

CDAG Members

- One or more member(s) including, but not limited to, faculty and staff from each CAAT. Academic, teaching and learning, and quality assurance managers remain welcome members of CDAG, however, it is understood that member voting capacity resides with faculty and staff members, as management voting capacity already exists within the HQM group.
- Members must renew their membership status on an annual basis and demonstrate active participation and/or contribution in order to maintain membership and remain in good standing. This allows CDAG to maintain a consistent, current and sustainable community of practice.

CDAG Ex-Officio Participants

- One ex-officio participant acting as liaison from each of the following: HQM, CDOG and ETC.

CDAG Guests

Guests from non-CAAT educational institutions may be included in various aspects of CDAG as deemed reasonable by the membership and executive. Any such inclusion implies collaborative demonstration of best practices and must be beneficial to the curriculum learning and enhancement of the CDAG group.

The Executive Committee will be responsible for maintaining a current list of CDAG Members, including CDAG Members, ex-officio participants and guests.

4. DECISION-MAKING FRAMEWORK AND REPORTING FRAMEWORK:

The following guidelines are provided to assist in empowering CDAG to proceed on operational issues including information sharing, research, decision-making, action and reporting.

Guidelines

- 4.1. CDAG is empowered to identify and resolve issues within its respective mandate except where:
 - i. The resolution would likely have a significant impact on the colleges
 - ii. The resolution involves a commitment of funds by colleges
 - iii. The resolution involves lobbying of the federal and/or provincial government (or any agency thereof) on behalf of CAAT.
 - iv. The resolution involves other Operating Committees, such as CDOG, ETC and HQM.

Any issues arising from the aforementioned will be referred to the Chair of the Heads of Quality Management for reporting to the Coordinating Committee of the Vice-Presidents Academic in anticipation of a response and/or further directive.

5. EXECUTIVE COMMITTEE:

5.1. Members of the Executive Committee

Only CDAG members having maintained current and active status for a minimum period of one year are eligible to hold positions on the Executive Committee.

One member of the Executive Committee will serve as liaison in an ex-officio capacity on each of the following groups: HQM, CDOG, and ETC.

5.2. Terms of Office

A term of office is for a duration of three (3) years for each Executive Committee position. The first two (2) years are committed to specific Executive Position function and the 3rd year (1 year) to mentoring the incoming 'same' Executive Position member. The term of office is tracked respectively for each Executive Member to ensure continuity and succession planning.

5.3. Extension of Term of Office

Should a current Executive member wish to extend his/her term of office, the Executive must first:

- i. Inform CDAG Members of the Executive Committee member's **willingness to extend** his/her term
- ii. Communicate with CDAG Members to determine if there is interest on the part of other CDAG Members in said position

In the event one or several members show interest in any Executive position, regular election procedures will ensue.

5.4. Interruption of Term of Office

In the event a member of the Executive cannot complete his/her term of office, a call to CDAG Members will be put forward asking for nominations to fill the position. Regular election procedures will ensue to fill the vacant position.

5.5. Election of Officers

Officers shall be elected at the earliest CDAG General Meeting.

Only CDAG Members in good standing (as outlined under Section 3 of this document) are eligible to vote.

Nominations for all CDAG Executive positions must be submitted as per the instructions provided in the Call for Nominations (issued via the listserv). Nominations may only be submitted by a current CDAG member and must be supported by a second CDAG member.

NOTE: In order to support CDAG sustainability through the change of officers from one term to the next, the position of the Executive Committee Chair will be assumed by the Vice-Chair, where possible, **upon the Chair's end of term** and pending election of a new Chair.

All frontline faculty and staff members will be afforded an opportunity to vote on important issues, within a specified timeframe. Only participating members will have their voice heard. The **goal of CDAG is to ensure that ALL voting members' voices contribute to decision-making** on important issues. However, the onus shall remain on members to participate and contribute to the voting process.

5.6. Executive Committee

Only frontline CDAG Members (i.e. faculty and staff) having maintained current and active status for a minimum one-year period are eligible to hold positions on the Executive Committee (as outlined under Section 3 of this document).

Whenever possible, the Executive Committee shall consist of one representative from each region as follows:

Northern	Eastern	Central	Western
Boréal	Algonquin	Centennial	Conestoga
Cambrian	Durham	George Brown	Fanshawe
Canadore	Fleming	Georgian	Lambton
Confederation	La Cité	Humber	Mohawk
Northern	Loyalist	Seneca	Niagara
Sault	St. Lawrence	Sheridan	St. Clair

The role of the Executive Committee is to:

- Maintain communication with members (e.g. listserv, newsletter, AGMs, conference, PD **Lunch 'n Learns**, etc.)
- Propose or implement new activities or opportunities that will further the mission and goals of CDAG
- Maintain currency of the Operating Guidelines and Terms of Reference for submission to, and approval by, CDAG Members
- Oversee, discuss and review reports of subcommittee meetings
- Provide leadership and consultation on behalf of CDAG to external bodies (e.g. MTCU, CVS, CDOG, HQM, ETC)
- Collaborate on reporting with other operating committees, such as HQM, CDOG and ETC

5.7. Chair

The role of the CDAG Chair is to provide leadership to the Executive Committee and membership. Specific responsibilities include to:

- Chair Executive and Annual General Meetings
- Prepare and distribute meeting agendas and supporting documentation to members of the Executive and others, as required
- Represent CDAG on external committees as required, including but not limited to HQM, CDOG, ETC, OCCAS, MTCU, etc.
- Ensure annual reports are completed and presented to relevant parties (e.g. submission to HQM for inclusion in annual report to CC-VPA)
- Report decisions of the Executive Committee to members

5.8. Vice-Chair (Chair-Elect)

The role of the CDAG Vice-Chair is to provide support to the Chair and the Executive Committee. Specific responsibilities include to:

- Attend Executive and Annual General Meetings
- **Fulfil the duties of Chair in the Chair's absence**
- Provide reporting to the Executive from its subcommittees (e.g. Awards, PD, Conference Planning, etc.)
- Prepare and distribute the CDAG newsletter semi-annually in the fall and the spring
- In the absence of the Chair, the Vice-Chair will serve as Chair-Elect.

NOTE: In order to support CDAG sustainability through the change of officers from one term to the next, the position of the Executive Committee Chair will be assumed by the Vice-Chair, where possible, upon the Chair's end of term and pending election of a new Chair.

5.9. Secretary

The role of the Secretary is to:

- Record, maintain and distribute minutes of Annual General and Executive meetings as appropriate
- Coordinate and monitor the voting process
- Liaise with the members of the Communications/Website Subcommittee regarding use and access to materials on the CDAG shared resource (e.g. BoardEffect)
- Set up CDAG meetings on GoToMeeting, as required
- Participate in coordination and logistics planning for General Meetings
- Maintain the Membership List and the listserv

- Train CDAG subcommittees on how to use GoToMeeting
- Post minutes of the Executive Meetings to the CDAG shared resource platform (e.g. BoardEffect)

5.10. Treasurer

The role of the Treasurer during the term of office is to:

- Maintain an up-to-date spreadsheet of all CDAG revenues and expenses for tracking and reporting purposes
- Oversee and ensure that CDAG invoices are paid, in a timely fashion, from the CDAG **account in accordance with the 'home' college's protocols**
- Maintain a projected and actual accounting of revenues and expenses specific to the CDAG Conference
- Manage the account and provide updates to CDAG executive and membership as required
- Maintain the Go-To-Meeting license particulars
- Serve in a consulting capacity to the Conference Planning Subcommittee, as needed
- Act as the signing authority for CDAG upon consultation with CDAG Executive Committee

During the transition period from past to new treasurer, the following applies:

The Outgoing (past) Treasurer shall:

- Ensure that financials are complete and in order prior to hand-off to new treasurer; this includes providing a final balance sheet reflecting all revenues and expenses incurred throughout the duration of term of office as well as a closing balance
- Transfer **CDAG's** closing balance funds from **treasurer's college** finance department to **the incoming treasurer's college finance department**
- Identify any upcoming invoices and/or foreseen expenses, and ensure that all are clearly marked and sent to attention of the new CDAG Treasurer for payment
- Make arrangements for any pre-authorized credit card payments/transactions and related e-mail account information to be transferred/communicated to the Incoming (new) Treasurer prior to leaving role as treasurer
- The Outgoing (past) Treasurer remains responsible for ensuring that all of the above requirements have been met and all related tasks concluded prior to hand-off of duties to new treasurer

NOTE: The Incoming (new) Treasurer will not assume his/her role until the above-mentioned requirements have been met.

The Incoming (new) Treasurer shall:

- Review the final balance sheet in order to ensure that financials are complete and in order prior to assuming responsibility for funds transferred
- Facilitate transfer of CDAG's closing balance funds from Outgoing (past) Treasurer's college finance department to the incoming treasurer's college finance department
- Confirm that upcoming invoices and/or foreseen expenses (as reported by the Outgoing (past) Treasurer) will be sent to the attention of the Incoming (new) Treasurer for payment
- Make arrangements to update pre-authorized credit card payments/transactions and related e-mail account information required for future disbursements

NOTE: The Incoming (new) Treasurer shall assume responsibility for his/her new role only once the above-mentioned requirements have been met by the Outgoing (past) Treasurer.

5.11. Executive Committee Meetings

The agenda shall be prepared by the Chair prior to the meeting and made available to all Executive Committee members, together with supporting documentation.

Any member of CDAG, including subcommittee chairs or members, may request an item be placed on the agenda for presentation or discussion at a meeting of the Executive Committee.

5.12. Records

All records and documentation relating to the Executive Committee shall be posted to the CDAG shared resource (e.g. BoardEffect) for access by the Executive Committee.

Records from the respective subcommittees shall also be posted to the CDAG shared resource (i.e. minutes from meetings, handbooks, resource materials, etc.)

6. VOTING MEMBERS

All current CDAG Members may vote on issues at the Annual General Meeting, or alternate times where a vote may be put to the membership.

Voting members must be current and active CDAG Members (i.e. either faculty or support staff from a CAAT) who work directly and primarily in daily, frontline curriculum consultation and development.

7. SUBCOMMITTEES

Subcommittees shall be formed as needed by the Executive Committee in collaboration with the **membership to address CDAG's needs**. Subcommittees are responsible for reporting to the Executive Committee of CDAG, on a regular basis, via the Vice-Chair, or alternatively, the Chair.

- Conference Planning
- Professional Development
- Awards of Excellence
- Research, Innovation & Scholarship
- Website/Communications

Subcommittee chairs are also expected to contribute to the content of the CDAG newsletter published twice yearly (fall/spring).

8. ANNUAL GENERAL MEETINGS

The CDAG Membership will be invited to meet as a whole a minimum of twice yearly once in the fall and once in the spring. The Annual General Meeting may take place in a face-to-face setting and/or via web or audio conferencing.

The Executive Committee maintains responsibility for **arranging CDAG's Annual General Meeting(s)**.

Terms of Reference Version History

Updated: September 7, 2018 current version;
Previous version June, 2018;
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