

**Purpose of Committee:**

- Foster, support and advise the development of implementation strategies and plans, and provide feedback across Faculties and administrative units on the Vancouver campus.
- Monitor the progress of implementation strategies and plans by coordinating the collection and reporting of quantitative and qualitative metrics; and
- Provide advice and recommendations regarding implementation progress, reporting, resources or other matters, as requested, to the Vancouver Provost.

**ISPIC Roles and Responsibilities:**

1. Review and provide advice to Administrative Unit/Faculty strategies and plans for implementation of the goals and actions of the 2020 Indigenous Strategic Plan (ISP) appropriate to the unit/Faculty, as needed/requested.
2. In collaboration with other ISP implementation bodies, provide advice, guidance materials and support to Administrative Units and Faculties during the development of their implementation plans, as needed to include facilitation of the collection of metrics and reporting.
3. Coordinate the periodic reporting on metrics relevant to ISP goals and actions from Administrative Units/Faculties. Encourage units to involve and seek input from their staff in these processes.
4. Develop and prepare periodic summary reports and Annual Reports for the Vancouver campus, to leadership as requested.
  - a. Identify system-wide and unit-specific academic challenges and provide support in removing obstacles/barriers to success.
5. Provide advice and recommendations to the Vancouver Provost on reviews of implementation progress, monitoring and reporting, resource allocations, new strategic opportunities and other matters as required. Provide updates on progress to ISPEAC.
6. Through the two Senior Advisors, maintain strong communications with the Indigenous Advisory Committee at UBC Okanagan.

## **Membership & Composition:**

The representation of the Committee should include faculty and staff knowledgeable about and/or responsible for Indigenous issues and programs within their Faculties, schools or units. Student representatives will be included. Members will be invited by the Chair and Vice Chair. Below is a potential list for designated seat allocation for membership:

- Three Associate Deans representing Faculty from the Vancouver campus who can report back in their wider meetings. They should represent large/medium/small Faculties.
- One representative from the Indigenous Initiatives: The Indigenous Research Support Initiative (IRSI), the Residential School History and Dialogue Centre (RSH&DC), and the Centre for Teaching, Learning and Technology (CTLT).
- Teaching faculty
- One staff member from Enrolment Services (student support)
- Head, Xwi7xwa Library
- One staff member from the Provost Office, Vancouver.
- One staff member from the First Nations House of Learning.
- Student representative(s) on a quarterly or bi-monthly basis.
- The Chair is the Director of the FNHL, and the Vice Chair is the Vice-Provost and Associate Vice-President, Academic Affairs, Vancouver.
- Senior Advisor to the President on Indigenous Affairs (the Senior Advisor to the Deputy Vice Chancellor on Indigenous Affairs UBCO may attend any time)

The ISPIC may establish ad hoc subcommittees as needed, for example, to provide data, information, reviews, environmental scans, briefing materials etc. Membership will be determined based on function and expertise. New members to these subcommittees will be invited by the Chair.

## **Membership Appointment Terms:**

- Where membership is not indicated by a specific appointment as named above, the terms of ISPIC members will usually be 3 years with the term determined upon appointment to the committee.

**Quorum:**

Voting and quorum: quorum is set as a simple majority of the ISPIC members. The committee will strive to reach a consensus at all times when making decisions and recommendations. In cases where consensus is not possible, voting will be conducted.

**Nature of Advice:**

Provide advice and recommendations regarding implementation on-

- Resources and strategies
- Plans and progress
- Reporting and metrics
- Communication strategies and training for reporting groups
- Resourcing decisions, such as adjudication of applications for special funding initiatives
- When implementation work in Faculties, Schools, and Departments may require a request of advice from Musqueam

**Support:**

The Office of the Provost and VP Academic will act as the Secretariat for the ISPIC in order to coordinate meeting times & dates, set agendas, take notes, and manage in-meeting speakers lists, along with additional duties.

**Frequency, Management and Coordination of Meetings:**

- Meetings will be held monthly on a regularly specified date and time, or at the call of the Chair. Meetings will be held either in person or virtually as needed.
- Delegates to the committee are permitted. Guests may be invited to all or any part of an ISPIC meeting with the prior agreement of the Chair or Co-Chair.
- Agenda and meeting package will be circulated one week in advance of the meeting.
- Summaries/Minutes will be prepared and circulated to the committee.

**Revision of Terms of Reference:**

Revisions of these Terms of Reference will occur every three years with broad consultation from relevant communities, initiated by the Chair and Co-Chair.

*This document was updated: January 16, 2021.*