

GRADUATION COMMITTEES

TERMS OF REFERENCE

1.0 FUNCTION

The **Graduation College Committee (GCC)** is a steering committee that shapes standards for implementing graduation college-wide. The College Committee contributes campus-wide input, working in accordance with direction provided by the Senior Executive Team (SET).

The local **Graduation Campus Committee (CC)** leads the implementation and event planning of local ceremonies. Working closely with the Graduation Lead and other campus divisions, local Campus Chairs lead, coordinate, and execute all Graduation activities, including pre- and post-ceremony requirements.

2.0 MEMBERSHIP

2.1 Chair Appointment

The chair of the Graduation College Committee is the Graduation Lead, and in their absence, the Graduation Lead will appoint a designate to chair.

When needed, chairs of local Graduation Campus Committees are acquired through a call of interest to NBCC staff who may express interest in this *volunteer position*. In the absence of a volunteer, a Campus Chair may be assigned. The Graduation Lead, in consultation with VP Engagement and Experience, will appoint a chair as needed. Staff from a cross-section of NBCC divisions will form the **College Committee**. Members must include, but are not limited to, the following:

| Department / Representative | Notes |
|--|--------------|
| Graduation Lead or Designate | Chair |
| Alumni Representative | |
| Coordinator of Student and Internal Communications | |
| Director of Facilities & Ancillary Services | Or designate |
| Director of Marketing and Communications | Or designate |
| Director of Student Services | Or designate |
| NBCC Student Union General Manager | |

2.2 Quorum/Voting: The majority of College Committee decisions are made through general consensus. If a topic needs to be voted on, quorum must be met, and votes are counted by the above-mentioned positions *only*.

2.3 Campus Committee Chairs: The *Campus Committee Chair(s)* attend both College Committee (steering) meetings and chair local Campus Committees. If needed, Campus Chairs will remain as a

support/mentor person the year following their seat if or when a new Campus Chair is assigned.

With no limitations on local campus committee members, staff from various departments are invited to join or volunteer. Members of the **Local Graduation Campus Committee** must include:

| Department / Representative | Notes |
|--|---|
| Chair(s) of Campus Committee | Can be 2 Chairs per campus/minimum of 1 required |
| Academic Department Representative | E.g., AC, ACAA, Academic Coordinator, Coordinating Instructor or Instructor |
| Campus Student Life Officer (SLO) | |
| Campus Staff/Volunteers | No limit |
| Records Specialist (Grad Campus Lead) | Or designate |
| Student(s) and/or NBCCSU Class Representatives | No limit |
| Record Specialist (RS) | 1 per campus |

2.4 Membership Terms

Committee membership will be reviewed annually every December.

2.5 Meeting Protocol, Attendance & Participation

Active engagement and consistent participation are essential to the success of Graduation planning. Members of both the College Committee and Campus Committees are encouraged to attend all scheduled meetings and contribute meaningfully to discussions and decision-making. Attendance will be recorded to support coordination and continuity.

If a member is unable to attend, advance notice is appreciated to ensure appropriate follow-up and representation:

College Committee members are asked to notify the Graduation Lead.

Campus Committee members are asked to notify the Campus Chair / Graduation Lead.

Virtual meetings held via Microsoft Teams for the College Committee and Campus Committee Chairs may be recorded to support accurate documentation, transparency, and shared access to information.

3.0 SCOPE AND PROCESS

3.1 Topics for Discussion:

The College Committee provides a forum to discuss the following:

- a) Implications of current or proposed graduation and convocation processes and practices. Make recommendations to applicable related policies as required.
- b) Recommendations or changes in practice that directly affect ceremony activities, especially when that topic applies to the student or audience experience for all campus locations.
- c) Review special requests and other issues brought forward by campus committees.

The Campus Committee provides a forum to discuss the following:

- a) Implications of current or proposed convocation processes & practices that impact implementation of the ceremony. Bring challenges/issues to the College Committee for discussion, recommendations and sharing of best practices.
- b) Specifics pertaining to the setup of the local venue, ceremony program, and overall coordination of the event. Convocations are designed with the student and audience as the focus. Any topic which involves a major change to ceremony practices inconsistent with other campus regions must be brought forward to the College Committee for discussion and sharing best practices. In some situations, approval by the College Committee and Graduation Lead may be required.

4.0 TERMS OF REFERENCE

The Terms of Reference document of the Graduation Committees will be reviewed annually each October.

5.0 DEFINITIONS

Graduation College Committee - formal steering committee guiding Graduation policies and processes.

Graduation Campus Committee – formal implementation committee coordinating Convocation events.

Convocation - formal ceremony where certificates and diplomas are conferred, and awards presented.

Early Exit - leaving diploma program with certificate (e.g., leaving CNC Machining with Machinist certificate).

Graduate Listing - list of potential graduates by program plan submitted by the Academic Department

Graduation - successful completion of program of study; certification

Parchment - official certificate or diploma printed on college-approved paper

6.0 MEETINGS

Graduation College Committee: commencing in November yearly, meetings are monthly with a goal of addressing recommended changes yearly by the end of January. With majority of decisions made at the College Committee level, major changes or recommendations that affect ALL campuses must be approved no later than the end of January (for June convocations). Changes directly affecting convocation at all campuses will not be implemented beyond the end of January, and topics brought forward after this date will be tabled for the following year. The Graduation Lead brings issues forward to ADLT or SET as needed.

Campus Chairs: the Graduation Lead leads meetings with Campus Chairs for each campus. These meetings will commence no later than March 1st yearly and are held once a month on the off schedule with *College Committee* meetings. As Graduation approaches, Campus Chair meetings may be held more frequently. All meetings are supported by the Graduation Lead.

Graduation Campus Committee: Frequency of meetings are held according to campus-specific needs. Every two weeks, commencing no later than April 1st is recommended. Meeting times are managed by the Campus Chair(s). More frequent meetings may be scheduled as needed as Graduation approaches.

7.0 COMMITTEE RESPONSIBILITIES

Not inclusive of all tasks, the **College Committee** is responsible for:

- Recommend high-level strategic changes to graduation policies.
- Selection of Emcee (s).
- Provide feedback ensuring convocations are student and audience-focused for a consistent experience (within limitations of venue and staffing requirements).
- Review and approve Graduation Standard and Graduation Committees TOR (yearly).
- Review various sections of ceremony requirements and provide recommendations if changes are suggested that apply to ALL campuses. This includes activities that affect all campuses, e.g., ceremony flow, livestreaming, Indigenous ceremony opening, etc.

Not inclusive of all tasks, the **Campus Committee** is responsible for:

- Recommend strategic changes to graduation practices or processes.
- Plan and coordinate the graduation event(s), adhering to the Graduation Standard and Graduation Process documents.
- After Venues are booked and dates set by the Graduation Lead, Campus Chairs work closely with each venue for all event details. **NOTE:** major items are led and coordinated centrally by Graduation Lead or designate, e.g., Livestreaming, technical aspects of program, printed program, emcee speaker notes, etc. These items are communicated to Campus Chairs for clarity of roles.
- Marshalling and line-up of graduates.
- Recruitment of volunteers for ceremony day.
- Ordering all catering needs for staff and volunteers' graduation day.
- Selection of the Campus Valedictorian (per process)
- Selection of the O' Canada candidate (via auditions).
- Campus Chairs schedule regular meetings, recruit members/volunteers, and assign specific tasks as needed.
- Adhere to purchasing requirements and budgets set. Track specific expenses per purchasing/coding process and submit receipts to the Graduation Lead within deadlines.

8.0 RELATED DOCUMENTS

Graduation Standard

Convocation Process

Valedictorian Selection Guide

nbcc.ca/graduation (goes live Feb-June yearly)