

*The Canadian Association for Spiritual Care/
Association Canadienne des Soins Spirituels*

**EDUCATION STANDARDS COMMISSION
Terms of Reference and E-voting Procedure**

Terms of Reference

Purpose:

The Education Standards Commission is responsible for the Educational Standards of the Association which include Accreditation, Certification, and all educational Standards at the Basic, Advanced and Supervisory levels and any Irregular levels.

Function:

The Education Standards Commission shall:

1. develop, oversee and revise Standards for all Supervised Pastoral Education, including Pastoral Counselling Education and Clinical Pastoral Education.
2. develop, oversee and revise Standards for the Certification of Specialists and Teaching Supervisors.
3. oversee, coordinate and ratify all Certification actions of the Association.
4. develop, oversee and revise Standards for the Accrediting of centres offering Supervised Pastoral Education.
5. oversee, coordinate and ratify all Accreditation Reviews of the Association.
6. develop and maintain a procedure for receiving, considering and duly processing grievances related to Education Standards of the Association.
7. develop, oversee and revise Standards for academic requirements, assessment and equivalencies.
8. oversee and coordinate all Academic Assessment Committee actions of the Association.
9. advise and report to the Board of Directors on matters pertaining to educational Standards.

Membership:

The Educational Standards Commission shall include the duly elected

- Chair
- Vice-Chair
- Secretary
- Chair of the Certification Committee
- Chair of the Accreditation Committee
- Chair of the Academic Assessment Committee
- Chair of the Standards Revision Committee
- Chair of the Educational Standards Committee for Quebec (L'AISSQ)
- Regional Admitting Committee Chairs of Regions.

The members of the Education Standards Commission are certified members of CASC/ACSS. Exceptions are to be approved by majority vote of the Education Standards Commission. Membership on the Commission will be for a two (2) year term. Members may serve for two (2)

consecutive terms after which they may not serve on the Commission for at least one year. The Chair and the Secretary shall be elected on alternate years. The chairs of Certification and Accreditation shall be elected on alternate years. The chairs of Academic Assessment and Standards Revision shall be elected on alternate years.

The Vice-chair of the Commission is normally elected by the membership of the Association at its Annual Meeting. The Vice-Chair of the Commission will serve one year prior to assuming the Chair position for two years and serve another year as past-chair.

The Regional Admitting Committee Chairs and the Chair of the Educational Standards Committee for Quebec (LAISSQ) are elected by their respective regions.

The Secretary, Chair of Certification, Chair of Standards Revision, Chair of Academic Assessment, and Chair of Accreditation are approved by a majority vote of the Education Standards Commission.

Officers:

The **Chair** shall:

1. preside over all meetings of the Education Standards Commission.
2. call all meetings of the Education Standards Commission.
3. receive, respond to and, as is necessary, coordinate investigation into alleged grievances related to Education Standards of the Association.
4. represent the Education Standards Commission on the Board of Directors.
5. perform such other duties as are customary.
6. provide interpretation of Standards.

The **Secretary** shall:

1. record minutes of all meetings of the Education Standards Commission.
2. assist in creating the agenda for meeting of the Education Standards Commission.
3. prepare correspondence on behalf of the Education Standards Commission as directed by the Chair.

The **Chair of the Certification Committee** shall:

1. coordinate and oversee all business and action of the Certification Committee.
2. represent the Certification Committee at the Education Standards Commission.
3. consult with the Chair of Education Standards Commission as is necessary.

The **Chair of the Accreditation Committee** shall:

1. coordinate and oversee all business and action of the Accreditation Committee.
2. represent the Accreditation Committee at the Education Standards Commission.
3. consult with the Chair of Education Standards Commission as is necessary.

The **Chair of the Academic Assessment Committee** shall:

1. coordinate and oversee all business and action of the Academic Assessment Committee.
2. represent the Academic Assessment Committee at the Education Standards Commission.
3. consult with the Chair of Education Standards Commission as is necessary.

The Chair of the Association of Spiritual Care Professionals of Quebec (L'AISSQ) Standards Committee shall:

1. report all business and action of the Quebec Education Standards Committee including all matters associated with certification, accreditation, theological education and regional admitting committees.
2. represent the Association of Spiritual Care Professionals of Quebec (L'AISSQ) Education Standards Committee at the Education Standards Commission.
3. consult with the Education Standards Commission Chair as is necessary.

The Chair of the Standards Revision Committee shall:

1. coordinate and oversee all business and action of the Standards Revision Committee.
2. represent the Standards Revision Committee at the Education Standards Commission.
3. consult with the Chair of Education Standards Commission as is necessary.

The Regional Admitting Chairs shall:

1. coordinate and oversee all business and action of their respective Regional Admitting Committee.
2. represent their respective Regional Admitting Committee at the Education Standards Commission.
3. consult with the Chair of Education Standards Commission as is necessary.

Meetings:

The regular meeting of the Education Standards Commission shall be held twice a year at the call of the Chair. Special meetings of the Education Standards Commission may be called by the Chair or five members of the Commission.

Quorum:

At all duly called meetings the participation 50% of the members plus one shall constitute a quorum.

Reports and Consultations:

1. Regional Admitting Committees Chairs and the Chair of the Association of Spiritual Care professionals of Quebec (L'AISSQ) Education Standards Committee will bring all action from their committee to the Education Standards Commission for information.
2. The Chair of Certification will bring all action of Certification Review Committees to the Education Standards Commission for ratification.
3. The Chair of the Accreditation Committee will bring all action relevant to the accreditation of centres to the Education Standards Commission for ratification.
4. The Chair of the Academic Assessment Committee will bring all action relevant to the granting of theological education equivalencies to the Education Standards Commission for information
5. The Chair of the Standards Revision Committee will bring all suggested changes of the Standards to the Education Standards Commission for ratification.

6. The Chair of the Education Standards Committee will take all proposed changes to the Education Standards of the Association that have been approved by the Commission to the Board of Directors for ratification.

7. The Chair of the Education Standards Commission will communicate business, issues and/or concerns of the Commission to the Board as is appropriate or as directed to do so by the Commission.

Communications:

Regular communication will be facilitated within the Association by the Education Standards Commission through the National Office and/or the Association Web Site.

Amendments:

Amendments to these Terms of Reference must be ratified by the Board of Directors of CASC/ACSS.

E-vote Procedures

Guidelines for determining when a special e-vote is necessary. An e-vote may be held when:

- A) a candidate's educational process requires expeditious ratification, E.g. that the case in question is urgent and time sensitive and cannot wait until the next regular meeting of the ESC.
 - B) That the case be straight forward, and not difficult/complex.
- 1) The person requesting the e-vote (who must be a member of the ESC) consults with the ESC chair and together they determine need of an e-vote, based on A & B above.
 - 2) If an e-vote is needed, the chair of ESC notifies all commission members at least one week ahead of time (168 hours), or at the discretion of the chair. The Chair requests and receives a seconder to the motion, and then opens the matter to debate. This notification e-mail also specifies a time, date and duration for the discussion to occur, usually lasting 72 hours. The chair will also set the time frame for receiving votes, again usually 72 hours. The chair will specify which time zone counts as the official time; e.g. central standard time.
 - 3) All comments concerning the motion must be directed to the ESC Chairperson but should be sent to all members: Members will use the "reply to all" option, which allows all members to read individual comments.
 - 4) Once the discussion period has ended, members will send in their votes. Failure to reply is seen as an absence from the meeting,
 - 5) The chair will first declare a quorum present or not present, and then declare the motion either passed or defeated based on the vote count. The secretary will record the results for the official minutes and these will be added to the ESC records at the next scheduled meeting. Votes received after the end of the voting period will not be counted.

- 6) Regular Robert's Rules of order will apply to all procedures, amendments, or points of order. The chair will endeavour to rule on these ASAP.
- 7) A quorum will be 50% of the membership plus one person.