



Canadian Bureau for
International Education

SACE PLC Terms of Reference

Background

CBIE's vision is to position Canada as a global leader in international education. Its mission is to be the national voice promoting Canadian international education on behalf of members by mobilizing expertise, knowledge, opportunity and leadership.

A key element of this mission is delivering valuable service to professionals and providing opportunities to learn and share. In order to do so, CBIE encourages and supports groups of member representatives who come together as Professional Learning Communities.

Professional Learning Communities (PLCs) are groups of international education professionals who wish to share knowledge, organize projects and activities, and enhance their competencies.

PLC membership is recorded in CBIE's member database (members only area of the CBIE website) which functions both as a register and a communications mechanism. PLCs may also communicate through the CBIE Community Hub, providing access to all interested CBIE member representatives and CBIE membership personnel, and to others based on clear and reasonable criteria (such as appropriate interest and engagement in an aspect of international education).

Description

Student Advising/Conseiller aux étudiants (SACE) is a Professional Learning Community (PLC) of the Canadian Bureau for International Education (CBIE).

The mandate of the PLC

- Facilitate the role of student advising professionals at educational institutions across Canada.
- Promote an effective support network and forum of discussion amongst student advising professionals.
- Speak on behalf of the international student support professionals and their institutions for the purpose of providing information to CBIE that supports its advocacy efforts.

Specific Objectives

- Establish tools and resources that encourage the free exchange of ideas and information between professionals involved with international student support at different institutions.
- Encourage the sharing of resources and best practices within the PLC community.
- Develop and promote education and training for student advising professionals.
- Support research activities in the field of international student support and advising.

- Identify and work to address the needs of those providing international student advising and support at our respective institutions.

Summary of Activities

The PLC will provide a written summary of activities to the CBIE Board of Directors through the Board's Membership Relations Committee (MRC) at the start of each calendar year.

The annual report will include, but not be limited to, the following:

- Members of the leadership team
- Membership numbers
- A summary of activities, including any events, workshops, and/or publications; and
- An appendix with minutes from annual and regional PLC meetings.

Membership

Membership in the PLCs is open to all international education professionals who are employed at CBIE member institutions. Membership is structured as follows.

PLC Leadership and Topic Leads - Steering Committee

The PLC shall have two co-chairs and four to six topic leads who compose the SACE Steering Committee.

A call for nominations for PLC leadership will be circulated through the online community prior to the conference, and if necessary, an online voting process via the Community Hub will occur. New leadership will be announced at the PLC meeting at the CBIE conference.

The Co-Chairs will be supported by four to six topic leads. There will be a call for expressions of interest to identify new Topic Leads.

- Co-Chairs and topic leads will have a mandate of two years, and will organize and contribute to the development and delivery of activities in a volunteer capacity
- Co-Chairs may also form standing committees, as required
- Co-Chairs and topic leads are employees of CBIE member institutions
- Co-Chairs are selected by CBIE PLC members
- Topic Leads are selected by the Co-chairs with support from other members of the SACE Steering Committee
- Co-Chairs and committee have voting rights within the PLC

CBIE SACE PLC members

- Individuals from CBIE member institutions who join the PLC (recorded in the CBIE database)
- Access to and benefit from all communications, networks and activities
- CBIE PLC members have voting rights

CBIE staff

Provides support and liaises between this community, CBIE senior administration and the CBIE Board's Membership Relations Committee.

Roles and Responsibilities

Topic Leads:

- Attend at least 80% of SACE Steering Committee meetings.
- Together with the Co-Chairs, act as a voice for the SACE community and increase awareness of the SACE community they represent.
- Actively lead, plan, coordinate, promote, and participate in SACE PLC meetings, events, and activities.
- Serve on one of the topic groups, and take the lead on organizing at least one event per year, ensuring the activity undertaken is effective, well-received, and in line with the best interest of the members and stakeholders.
- Facilitate deeper engagement among members of the SACE PLC (i.e., via CBIE Community Hub).
- Liaise with members of their respective institutions and communities in order to effectively contribute to discussions, share best practices, trending topics and issues related to Student Advising in HEIs.
- Disseminate SACE PLC information and events within their institution, community, and network as needed.

Topics (Topics may change subject to memberships needs)

- Immigration (including liaising with the Immigration Advising Committee)
- International Student Engagement & Intercultural Transition
- Pre-Arrival Programming & Orientation
- Mental Health
- Student Advising Staff Support

Co-Chairs:

- Adhere to all of the responsibilities identified for Topic Leads above.
- Coordinate and lead the SACE Annual General Meeting during the CBIE Conference
- Represent the SACE Steering Committee and act as a primary contact for SACE PLC in interactions with CBIE.
- Provide leadership to the SACE Steering Committee and, when appropriate, make final decisions on its direction, work plans, and strategies.
- Call and coordinate regular SACE Steering Committee meetings including, but not limited to, scheduling, developing the agenda, recording and distributing minutes.
- Support the participation and engagement of both the SACE Steering Committee members as well as general members.
- Produce and submit a final SACE PLC Activity Report to CBIE on an annual basis.

Community Resources

CBIE will provide organizational resources to the community, including:

- CBIE Liaison support (and other personnel as needed)
- CBIE membership platform, technology and brand
- CBIE translation services for TORs and any other formal or official documents

- Access to CBIE communications channels including Members Only Area of the website, CBIE-managed professional networking platform
- Opportunity to submit occasional e-blasts to CBIE membership and posts for CBIE Without Borders blog
- Space and logistical support at annual CBIE Conference for community meeting and promotion/presentations for CBIE Regional Conference PLC meetings and sessions
- Other resources as requested by the core community and as approved by CBIE

Amending the Terms of Reference

Amendments to these TORs may be made from time to time pending agreement of the Membership Relations Committee of the Board.