

Terms of Reference

Purpose	<ul style="list-style-type: none"> The Applied Research Committee’s (ARC) mandate is to ensure the on-going development of applied research and scholarly activity at the JIBC, and the policy framework and supports required for such activity. The ARC is a forum for dialogue and a venue for information dissemination to and from the JIBC community. Members of the ARC play a key advocacy role for JIBC Centre for Applied Research, and are expected to contribute to working groups examining specific topics related to research and scholarship.
Chair	<ul style="list-style-type: none"> Dean, Office of Applied Research & Graduate Studies (OARGS)
Functions	<ul style="list-style-type: none"> Develops, reviews and recommends for approval to the JIBC Board of Governors the Policies related to ethical conduct of research. Develops, reviews and recommends for approval to the Senior Management Council the Procedures related to ethical conduct of research. Develops, reviews and recommends for approval to the Dean OARGS the JIBC Centre for Research, Innovation & Scholarship Strategy. Recommends for approval the appointment of Research Associates and Research Practitioners. Informs the JIBC Strategic, Academic and other plans as they relate to applied research. Organizes annual research forums for faculty and students. Organizes internal workshops and research seminars for faculty and staff to learn more about applied research opportunities and methodologies. Shares information on applied research and scholarly activity initiatives and opportunities with relevant Schools, Academies and Divisions. Exchanges information about possible funding sources and opportunities. Provides a forum for discussion concerning potential faculty, staff and student projects.
Accountability	<ul style="list-style-type: none"> Reports to the Senior Management Council.
Meetings	<ul style="list-style-type: none"> Meets at least quarterly. Working groups will meet as needed. A quorum is defined as 5 members.
Membership	<ul style="list-style-type: none"> Dean, Office of Applied Research & Graduate Studies. One Member, Centre for Research, Innovation & Scholarship.

	<ul style="list-style-type: none"> • One member appointed from each of the three Schools, nominated by the relevant Dean and appointed by the Dean OARGS to serve for 3 year terms. • One member, Office of Indigenization. • Institute Librarian. • Up to two current JIBC Students from a degree program. • Up to 4 Members at Large, which may include Research Associates, appointed by the Dean, OARGS to serve for 3 year terms. • The Dean, OARGS will appoint ad hoc advisors in the event that the ARC lacks the specific expertise or knowledge to review/discuss a research item or project competently, or to complement a working group with a specific task. • A designated alternate may be appointed for a member.
Procedures:	<ul style="list-style-type: none"> • The Chair will guide the group’s efforts to ensure they are effective in meeting the team’s objectives. Roberts Rules of Order will be used to facilitate the meeting. • Each member (or designate) will have the opportunity to contribute to discussions at the meetings, and vote. • Committee members can recommend members to the Dean. • The OARGS Applied Research Administrator will record the minutes, distribute them to Committee members and post approved minutes on the Intranet.
Communications:	<ul style="list-style-type: none"> • Decisions will be communicated through members (or designates) of the ARC and the School Curriculum Committees. • Discussion and/or decision items will be presented to the Senior Management Council by the Dean, OARGS. • Internal communications (eg. Intranet) will be used for information dissemination when appropriate. • Minutes are available to all JIBC employees on the Intranet. • A BlackBoard site will be used to maintain all information pertinent to this committee.