

OCLCC ESL Sub-Committee: Mandate and Responsibilities

The OCLCC ESL-Subcommittee is mandated to promote and facilitate the needs of second language learners within our individual colleges and across the Ontario college system while facilitating collaboration between colleges to achieve these ends through the governing OCLCC body. Voted-in representatives of this sub-committee are selected to ensure fair representation from across college regions and will sit for a two year period.

Responsibilities of the Committee include but are not limited to the following items:

- AGM ESL agenda and meeting requirements in liaison with the OCLCC Chair
- Semi-Annual Meeting Agenda
- Call for and incorporate additional agenda items from Listserv members
- Meeting set-up during TESL Ontario Conference: Room Booking, Agenda generation and Circulation, Guest Speaker set-up (if needed)
- Meeting minutes during AGM and Semi-Annual meetings; circulate to members two weeks prior to subsequent meeting
- Maintenance and Updates of Listserv as needed (GTA Rep Houses the Listserv)
- Follow-up on Action items from AGM and Semi-Annual meetings
- Facilitation and Communication of items/issues pertinent to member Colleges through the Listserv
- Maintenance and updates of EAP articulation agreement by requesting updated course outlines from signatory colleges
- Liaison with Registrars and HOIS on matters pertaining to the EAP articulation agreement
- Initiation and facilitation of research projects related to EAP delivery, recruitment, curriculum, best practices and related issues
- Maintenance of the OCLCC – ESL component of the HOIS website
- Liaison with OCLCC Chair on all matters
- Participation in OCLCC Regional Representative teleconferences twice yearly
- Participation in Sub-Committee meetings/teleconferences as needed to effectively carry out the above duties
- Other duties as requested by the current OCLCC Chair and as deemed by HOIS