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**Research Committee  
Terms of Reference**

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| Original issue    | 2014 Dec 12        |
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| Sponsor/Committee | Research Committee |
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*The Research Committee is a standing committee established by and reporting to the BC Council on Admissions and Transfer (BCCAT).*

**Membership**

The Committee is composed of at least two members of Council and at least three members drawn from the post-secondary sector who have expertise in research and represent a broad cross-section of the educational community. The committee is normally chaired by a Council member, who is appointed in keeping with the *General Guidelines for the Selection of Council, Committees, and Task Forces*.<sup>1</sup> Normally, the term of membership is three years subject to renewal for additional terms if mutually agreed. As required and with the advice of the Committee, the Chair may invite individuals with specific expertise to participate on the Committee for a defined period.

The Executive Director and Co-chair, and Director, Admissions and Research are *ex officio*, non-voting members of the Committee. The Director, Admissions and Research, is the primary staff liaison and support for the Committee. Other BCCAT staff may also attend as non-voting resource persons.

**Purpose**

To recommend to Council, a research agenda which supports the Council's mandate and objectives; to initiate and disseminate research consistent with this agenda; and to provide guidance to research undertaken by other standing committees of Council.

**Objectives**

1. To collaborate with other standing committees of Council (e.g., Admissions Committee and Transfer and Articulation Committee) to develop a research agenda for approval by Council;
2. To solicit, receive, and review research proposals from the broader research community consistent with Council's research agenda, and approve deliverables on behalf of Council;
3. To provide guidance on research design, budget requirements, contractor qualifications, and analysis for research projects initiated by the Research Committee and other standing committees of Council;

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<sup>1</sup> Information on the [selection of committee members](#)

4. To provide guidance on the appropriate circulation of reports throughout the BC post-secondary system and beyond;
5. To support Council in keeping abreast of current provincial, national, and international research related to its mandate; and
6. To promote awareness of Council research.