

# Business Technology Management (BTM) Accreditation Council

## Terms of Reference

**April 2016**

The accreditation of BTM educational programs shall be managed by the *Business Technology Management Accreditation Council (BTMAC)*.

BTMAC is an autonomous body. The accreditation criteria are at the heart of the BTMAC purpose for quality assurance in education and they provide guidance to the educational programs and to those who accredit them on the standards associated with programs of quality. The development of BTMAC criteria and policies are therefore the responsibility and the prerogative of the BTMAC.

### Objectives

The BTMAC is responsible for managing the accreditation evaluations of educational programs and rendering decisions on these programs that are based on approved policies and the BTM Accreditation Criteria.

The BTMAC objectives are to:

1. Formulate and maintain high educational standards for Canadian educational institutions offering BTM related programs.
2. Help institutions plan and conduct BTM programs.
3. Promote and advance BTM education with the aim of improving public welfare through the development of better educated business technology professionals.
4. Foster a cooperative approach to BTM education among students, employers, government, and educators, and meet the changing needs of these and other stakeholders.

### Membership

The BTMAC will normally consist of no more than thirteen (13) appointed members, including the Chair and Vice Chair. The BTMAC will have up to 9 academic members and 4 industry positions. Academic representatives will be representative of the types of educational institutions eligible for accreditation, including publicly funded universities, colleges/polytechniques, and schools of continuing education.

Ex-officio members (with voting privilege) of BTMAC will include the ITAC Talent Managing Director (or his/her substitute).

### Qualifications

BTMAC endeavours to include in its membership individuals from both industry and the academic community who are person of trust and responsibility in his or her community and who are highly

regarded for their contributions to the field. Members should have substantial experience in the disciplinary area (Business and IT) served by the BTMAC. BTMAC endeavours to seek members from all areas of Canada and from both official languages.

### **Appointments/Nominations**

Nominations for appointments to the BTMAC are presented for approval to the BTMAC.

### **Officers**

The Officers of BTMAC will be the Chair and Vice Chair. Both Chair and the Vice Chair are elected by the BTMAC members. The Chair and Vice Chair will guide the BTMAC in its business by setting meeting agendas, and otherwise providing leadership for the Board.

### **Terms**

The normal term of membership will be for three years, and is renewable once to a maximum of six years. The Chair will serve for two years, at which point the Vice Chair automatically assumes the role of Chair.

### **Non Council Members**

From time to time, BTMAC may call upon individuals to assist in carrying out Council specific responsibilities and assignments. Such individuals will have no vote, but at the discretion of the presiding officer, they may extend the courtesy of the floor.

### **Meetings**

BTMAC meetings can take place in person or via conference call. Ideally, BTMAC shall meet once a year to vote formally upon all pending accreditations and other pending matters that shall come for the BTMAC. Reasonable and proper expenses incurred on authorized BTMAC business will be reimbursed to the traveler based on documented evidence.

### **Training**

The BTMAC is responsible for ensuring that the BTMAC Members and Accreditation Team Members are knowledgeable about accreditation policies, procedures and accreditation criteria. Training is therefore required for all BTMAC Members and Accreditation Team Members. CIPS will provide access to the training.

### **Quorum**

A quorum of the BTMAC exists at a meeting when there is a majority voting BTMAC Members present.

### **Secretariat/Administration**

ITAC Talent shall act as the BTMAC Secretariat.

### **Confidentiality**

Ethical Conduct:

Individuals should exhibit the highest standards of professionalism, honesty, and integrity. The services provided by BTMAC require impartiality, fairness, and equity. All persons involved with BTMAC activities

must perform their duties under the highest standards of ethical behaviour. It is the policy that information provided by the institution is for the confidential use of its Accreditation Council and shall not be disclosed without specific written authorization of the institution concerned.

**Privileged Information:**

The contents of all materials furnished for review purposes and discussion during the BTMAC meetings are considered privileged information. The contents of those documents and the accreditation actions taken may be disclosed only by the BTMAC Secretariat, and only under appropriate circumstances. All communications between institutions and evaluators regarding final accreditation actions must be referred to the BTMAC Secretariat.