



Setting the Standard for Great Teaching
Fixer la norme pour un enseignement de qualité

May 11, 2020

The Honourable Stephen Lecce
Minister of Education
438 University Avenue, 5th Floor
Toronto ON M7A 2A5

Dear Minister Lecce,

We are writing to share the motions approved by Council at our meeting held on March 5-6, 2020.

Communicating with Parents and the Public

As you know, the College regularly undertakes qualitative research with its members and the public to better understand the information needs of education stakeholders. The College also meets with employer and parent groups, and attends public events to provide further outreach opportunities to parents and members of the public. In response to requests from parents for access to information on the College's role and mandate, Council approved the following motion that recommends a change to Ontario's Education Act:

That Council recommend to the Minister of Education that the Education Act be amended to require all district school boards, school authorities, private schools and the Provincial Schools Authority to provide information regarding the role and mandate of the Ontario College of Teachers to parents/guardians at the start of each school year, or when students register mid-year.

College Governance

Council considered a motion to further define the sortition process for selecting public and profession members of Council to support changes to the College's governance structure. The use of a sortition process was approved by Council at its September 2019 Council meeting and shared with you on October 4, 2019.

The College is currently awaiting further amendments to the College's Act to permit a process other than election for populating Council. Once the Act is amended, further regulatory development will be required. Our hope is that these changes will be in place ahead of our next Council election and nomination call in August of 2020.

Council approved the following motion confirming the steps to a sortition process that meets competency criteria to populate Council. For additional information on each of these steps, please refer to the attached Appendix 1 which was part of the Council package.

That Council approve a sortition process that meets competency criteria to populate Council based on a) the competencies and attributes confirmed by the Governance Committee and b) the steps described in document GC20200305-31 (attached) including:

1. Letter
2. Self-selection/application
3. Long list
4. Short list
5. Interview
6. Final sortition
7. Audit

We look forward to working with you to enact these changes to statute and regulation in a timely manner.

Sincerely,



Nicole van Woudenberg, OCT
Chair of Council



Chantal Bélisle, EAO, LL.M.
Deputy Registrar

Attachment

CCS/TC-pol

Appendix 1

Excerpt from GC20200305-31

Competencies and Attributes

The Governance Committee considered competencies and attributes for an individual to be an effective Council member.

In framing our discussion, committee members agreed on the following high level descriptive guidelines:

- attributes: things that you *are*
- competencies: things that you *bring*

In our consideration of competencies and attributes, the committee also discussed the following categorization:

- essential – all Council members must possess
- desired – ideally all Council members possess, but not a requirement
- special – a select number of Council members should possess

Committee members confirmed that the goal of identifying competencies and attributes is to communicate with potential applicants, members of the College and the public what is needed for successful participation as a Council member. It is not to exclude or discourage individuals from applying. Applicants will be able to highlight how they currently possess certain competencies, or how they plan to gain such competency. A competency and attribute profile will also assist applicants to assess their own interests/skills/aptitudes against the position requirements. As well, the profile is intended to aid interested applicants and members in their own personal development plans.

Defined competencies and attributes will enable the development of a rubric to identify strengths and potential gaps in competency within the Council member composition. The committee confirmed that where a policy decision before Council requires insight or expertise not held by any individual at the Council table, there is always an opportunity to defer decision-making until consultation with such experts can occur. Furthermore, a competency/attribute profile will enhance public confidence in Council's ability to discharge its mandate.

The Governance Committee confirmed the following attributes as DESIRABLE for Council members:

- commitment to College's mission and mandate
- public interest focus
- critical thinking
- effective communication skills
- team builder
- conflict resolution skills
- independent thinker
- decision-maker
- leadership

The Governance Committee confirmed the following competencies as DESIRABLE to Council members:

- teaching experience/broad education sector leadership
- regulatory experience
- financial/accounting literacy
- board governance experience
- strategic planning
- cross-cultural experience
- risk management experience
- human resources leadership experience
- government relations knowledge/experience

Attributes and competencies the committee identified as ESSENTIAL to Council members include:

- commitment to College's mission and mandate
- public interest focus
- teaching experience/broad education sector leadership (for members of the profession)

No attributes and competencies were identified as SPECIAL to Council members.

Sortition Process

The Governance Committee is proposing a sortition process that meets competency criteria by which future Council members (public and professional) will be chosen.

1. **Letter:** a letter of invitation will be emailed to a random selection of College members. The random draw of names will be from the entire College membership. The number of invitations to be sent will be determined based on the number of positions to be filled and anticipated rate of return.

For members of the public, an advertisement will be posted to invite applications. The letter will be shared with members of the public through existing College communication vehicles, such as social media, the College website and other possible avenues such as paid advertising.

The letter will highlight the role of a Council member and include a description of specific competencies and attributes that would bring success as a Council member. The letter will outline the steps in the application process. The committee considered sample letters from UK's Health & Care Professions Council (HCPC) and the Australian Health Practitioner Regulation Agency (AHPRA) as templates.

2. **Self-selection/Application:** the information contained in the letter of invitation will be sufficiently detailed to allow recipients to self-assess their competencies and attributes and decide whether to accept the invitation to serve on Council.

If the invitation is accepted, the individual will be required to submit documents such as a resume and cover letter to highlight their:

- education
- experience in areas such as governance, leadership, extra-curricular initiatives, or their plan to gain such experience
- qualities that make them a suitable candidate, for example, behavioural attributes
- availability to participate on Council and its committees (time commitment)
- understanding of the regulatory role in the public interest

This application process will also ask the individual to include demographic information about themselves, for example, region where they live, their employment, their employer, their qualifications, their gender, language capabilities, any diversity characteristics they wish to share, etc.

3. **Long List:** College staff will complete the initial screening of applications received and provide a long list of eligible candidates to the Governance and Nominating Committee (GNC).

The initial vetting process may include:

- confirmation of College membership standing and qualifications
- confirmation of employer and employment status, Ontario residency
- recording competencies and attributes identified in the application in relation to those identified for the Council member role
- recording the demographics included by the applicant.

4. **Short List:** the GNC will use the long list of potential candidates to identify individuals they wish to interview.

The short list identification process may include:

- reviewing the candidates in relation to the essential competencies and attributes required on Council
- reviewing the candidates in relation to the desired competencies and attributes for Council given the current composition
- reviewing the identified demographics of potential candidates to seek to reflect Ontario's population.

5. **Interviews:** the GNC will interview the short-listed candidates. Interviews will be focused on confirming the competencies and attributes identified in the application to the current needs for Council.

The committee considered sample interview assessment templates as possible tools to assure consistency and to support the GNC to determine a final list of candidates.

The interview process will result in a final list of potential candidates for the Council positions to be provided to Council.

6. **Final sortition:** the Council will complete a final sortition process (random selection by lot) from the potential candidates identified by the GNC.

This final sortition is a means of ensuring a process free of bias or the perception of bias.

Where the recommended individual is a member of the profession and is being considered for one of the 9 positions on Council for members of the profession, Council approval will result in appointment to Council.

Where the recommended individual is a member of the public and is being considered for one of the 9 positions on Council for members of the public, Council approval will result in a recommendation to the Minister of Education and the Public Appointments Secretariat for appointment to Council.

7. **Audit:** in each of these steps, the Governance Committee affirmed that the process needs to be impartial, free from bias and auditable by an external party.