

# **Hisar School Advisory Committee on Hisar Education Policy Guidelines**

## **Purpose of the Guidelines and Scope**

### **Item 1: The purpose of the guidelines**

To create the Advisory Committee on Hisar Education Policy, to describe the work and activities that the committee intends to achieve, to provide the committee's purpose, primary goals and objectives, and to explain the functions, responsibilities and the business conduct of the committee.

### **Item 2: Authority**

The Committee is authorized by the HEV Board and will serve at the pleasure of the Founder's Representative and the Executive Committee. It is the role and the sole prerogative of the Executive Committee to enact education policy. The Advisory Committee is expected to offer recommendations for instructional programs and to provide information relevant about the teaching and learning to the general manager and the executive committee.

## **Purpose, Membership and Procedure of the Committee**

### **Item 3: Purposes of the Committee**

The Committee is created to carry out work in collaboration with all relevant parties and shall limit its activities to advising on matters that directly concerns the educational system. The specific objectives of the Committee, not limited to, may include the following responsibilities:

- a. To evaluate Hisar's current academic performance with all its strengths and limitations (programs, structure, syllabus etc.) and to research for greater academic quality at Hisar,
- b. To review the current teaching and learning not only in terms of its attainment of learning objectives but also within its acquisition of desired skills for students in a wholistic way,
- c. To oversee the ongoing and, when necessary, establish new critical academic indicators periodically and to communicate the end result to all related parties,
- d. To propose methods that will help capture the perceptions of institutional fit, climate or students' goal achievement through multiple programs of study,
- e. To redefine excellence so as to guide towards a clear designation for a challenging but at the same time joyful learning process for Hisar students,

- f. To determine reliable external instruments (AP score, SAT scores, PSAT score, ISA scores, etc.) in order to evaluate the curriculum and educational outcomes,
- g. To develop solutions that will foster research spirit and capability and shape the educational climate towards report writing and report presentation,
- h. To develop and implement tools to measure the effectiveness of English instruction at Hisar and to develop recommendations to improve it,
- i. To determine the learning efficacy across all disciplines (math and science, social sciences, linguistic courses),
- j. To propose tools and methods to enhance the internationalization and outreach efforts,
- k. To analyze teacher performance to improve their motivation and substantially increase the quality of teaching in the assessment and evaluation process of learning objectives,
- l. To recommend vital coaching strategies for the school's leadership to grow,
- m. To assess and review all kinds of opinions, ideas and suggestions put forward by the teachers, parents and students.

#### **Item 4: Membership**

- A. **Composition:** The Committee members will be selected and appointed by the General Manager and the Executive Committee. Committee members will constitute a complete cross-section of all schools and departments where qualified experts from outside the school will also be invited. The Committee will consist of principals, vice principals and at least 2 internationally recognized experts widely experienced in their areas. All these members will receive the same voting privileges.
- B. **Term:** A term of membership shall last for 3 years and will be renewable upon the completion of an earlier term.
- C. **Chairperson:** The committee chair will be appointed by the General Manager and the Executive Committee for a period of one year.
- D. **Officers:** A recording secretary will be elected for a renewable one-year term by the members.

#### **Item 5: Committee Procedures**

- A. The Committee will draft and adopt a set of written by-laws which will guide and govern the committee operation.
- B. The Committee meets at least once a month. Members are notified in writing by the Chair of the Committee of the date, time and agenda of the meeting at least a week prior to this.
- C. The Committee may be called to convene to discuss an urgent agenda item by the Chair.
- D. Meetings are conducted by the participation of the absolute majority.
- E. The quorum requirement for the number of votes is half the number of participants plus one. In case the votes are tied, then the final decision of the party for which the Chair has voted is considered as valid.

- F. The committee secretary is assigned to take the minutes of the meeting. Before and/or at each assembly, members are distributed the minutes of previous the meeting. Decisions reached are communicated to the Founder's Representative and the Executive Committee by the Chair.

## **Item 6: Methods and Procedures**

The Committee shall determine the thematic priorities and conduct studies in detail according to the recommendations arisen given the global challenges and transformations education world has been undergoing in the recent years. When a precise agenda item is identified the Committee may invite academic members either from within or outside the school to review the matter. This way the Committee may prefer to conduct a two-tier approach for developing policy recommendations so as to meet the academic excellence standards established by the school.

## **Enforcement and Execution**

**Item 7:** These guidelines go in effect upon approval by the Board of Directors of Hisar Education Foundation.

**Item 8:** Provisions stated in these guidelines are enforced by the General Manager. General Manager is responsible against the Founder's Representative in all these provisions.