

EAC - EDUCATION POLICY

COMMITTEES

1. **Education Committee shall consist of:**
 - Education Director
 - EAC President (ex-officio)
 - Registrar
 - Course Manager
 - Correspondence Course Counsellors
 - Librarian, Leonida Leatherdale Needle Arts Library
 - Curator, Heritage Collection

2. **Notebook Review Panel shall consist of:**
 - Education Director
 - Course Manager
 - Correspondence Course Counsellors as designated

3. **Awards Panel shall consist of:**
 - The Education Committee

DUTIES AND RESPONSIBILITIES

Director:

- co-ordinate the work of the Education Committee and sub-committees
- preside at the Education Committee and Sub-Committee meetings (EAC President shall preside in the absence of the Director)
- comply with the current job description duties and if unable to do so, inform the EAC President immediately.
- shall not make any amendments to the EAC–Author Contracts or the EAC-Counsellors’ Contracts without the express permission of the EAC Board of Directors.

Registrar:

- comply with the current job description duties and if unable to do so, inform the Education Director immediately.

Course Manager:

- responsible for the production of new correspondence courses.
- responsible for the annual review of all correspondence courses.

The duties of the Course Manager are

1. to follow the Policy and Guidelines for Appointees to the Board of Directors.
2. to consult with the Education Director prior to beginning procedures for producing a new correspondence course.
3. to follow the Correspondence Course Production Procedures.
4. to keep the Director apprised of the status of all courses regularly during the production process.
5. to send the Registrar the names and EAC number of each test student prior to testing.
6. to request, through the Director, the Board's approval for offering a course to the general membership.
7. upon Board approval, to send the Registrar a paper copy of the course and, in the case of a group course, also to send a photograph and negative of the course project; to send the Education Director and counsellor(s) for that course a paper copy, and in the case of a group course, a photograph of the project; to send the Secretary the Course Information Sheet, and in the case of a group course, photographs in the numbers required; to send the Editor a photograph and general course information; to send the Webmaster the Course Information Sheet, and in the case of a group course, a photograph.

Duties of the Course Manager (continued)

8. to send each test student a complete copy of the approved course.
9. To insure that a copy and back-up copy of the approved course is placed on computer disk.
10. to make an annual review of all courses using the Course Evaluation Forms from the students making any necessary changes to any course in consultation with the Education Committee, if required, and immediately send such changes to the Registrar and the course counsellor(s).

Counsellors:

- sign EAC-Counsellor Contracts and send to the Education Director by the required date
- show competence by completing successfully the EAC Teacher Certification course, OR submit teacher certification or equivalent from another recognized embroidery association for approval of the Education Committee. The Counsellor will be exempt from the requirements regarding competency, if the Counsellor holds a Contract signed by EAC prior to November 1998.

The Librarian shall:

- *comply with current Library Policy and if unable to do so, inform the Education Director immediately.*

The Curator shall:

- *comply with the current Heritage Collection Policy and if unable to do so, inform the Education Director immediately.*

Notebook Review Panel shall

- check both the student's work and counsellor's critiques in the individual course notebooks presented
- make concise, constructive and helpful comments on both
- if necessary, request more student work to demonstrate competency in specific areas or refuse the presentation of a certificate for a course that does not meet the standards set by the Education Committee.

Notebook Review Panel Policy – (procedure, rather than policy)

- Photography of the completed course presentations for *Embroidery Canada*, if permitted by the student, shall be done once the Panel has reached its decision.
- Should a presentation not meet the Education Committee standards, the counsellor must be informed and questioned by the Director regarding the problem.

Awards Panel shall

- keep all discussions confidential
- oversee the presentation of three awards: the Pauline Glover Educational Grant, the Pulled Thread Award and the Original Design Award.
- administer grants and awards in accordance with the requirements outlined for each grant or award.

Awards Panel Policy – (procedure, rather than policy)

- Meetings are closed to all but members of the Education Committee.

EAC CORRESPONDENCE COURSES

EAC offers a variety of Correspondence Courses. They are regularly shown in *Embroidery Canada* with an application for participation.

Individual Correspondence Courses (ICC) at Basic, Intermediate and Advanced levels.

Group Correspondence Courses (GCC) at Basic and Intermediate levels.

Teacher Certification Course.

Youth Correspondence Courses are offered through the Youth Director.

Basic/Beginner level: The student needs guidance in reading stitch patterns or is new to the technique.

Intermediate level: The student understands stitch patterns but may need guidance; has taken this technique or similar one at the beginner/basic level; has a beginning understanding of colour and design.

Advanced level: The student reads charts and stitch diagrams with ease, has a good understanding of stitch technique; has a good understanding of colour and design. The student must have taken an intermediate level course in the technique. She/he must be able to work independently.

Authors shall

- sign an EAC–Author contract and file it with the Course Manager by the required date.
- comply with the EAC–Author Contract and if unable to do so, inform the Education Director immediately

General Policy for Authors -

- A course must be accepted by the Education Committee and the EAC Board of Directors before payment will be made
- Fee for writing an approved group correspondence course will be \$15 plus the cost of the instruction booklet and postage for each student registered for the class.
- Fee for writing an individual correspondence course will be \$350
- The author maintains copyright of the course.
- The course will be available for three years. At the end of the three years the 'lease' may be renewed with the author's consent.

General Policy for Correspondence Courses -

- Group and individual correspondence courses will be offered to all members of EAC for a specified fee that will be advertised in *Embroidery Canada*.
- Individual basic level courses and all group courses do not have pre-requisites.
- Individual intermediate and advanced courses, and the teacher certification courses have pre-requisites.
 - a) Intermediate course applicants must have successfully completed an EAC basic course *in same or similar technique*.
 - b) Advanced course applicants must have successfully completed an EAC intermediate course *in same or similar technique*.
 - c) Teacher Certification applicants must have successfully completed
 - one of the EAC Individual Correspondence Courses,
 - Colour for Embroidery or Design for Embroidery, and
 - an EAC advanced level course in chosen technique OR equivalent course from another recognized embroidery association.
 - The Education Director may, at her discretion, or in consultation with EAC counsellors, allow an applicant entry into an intermediate level course without completing the prerequisites. There are no exceptions for the Teacher Certification course. Teacher Certification applicants must submit four embroidered items to the Director for review to indicate competence.

REFUND POLICY -

- No refunds will be given for courses.
- Students who withdraw from an Individual Correspondence Course do not receive any further lessons after the date of their withdrawal.

- Refunds will be given for binder reviews not done.

COURSE EXTENSIONS

- Time extensions may be given by the counsellor upon request to the Registrar for the following reasons: serious illness or death in the immediate family, accident or serious illness preventing stitching ability.