
TERMS OF REFERENCE

ToRID & Cte Name: **TOR35: FANSHAWE TORONTO - EXECUTIVE STEERING COMMITTEE**

Issued by: Vice President, Corporate Strategy and Business Development, acting as Chair of the Fanshawe Toronto Executive Steering Committee

Effective: 2022-09-01

1. PURPOSE

The Fanshawe Toronto Executive Steering Committee (FTSC) will provide executive leadership for the implementation and operation of Fanshawe Toronto in partnership with the International Language Academy of Canada (ILAC) as defined by the Minister's Binding Policy Directives and by contract.

2. DEFINITIONS

Public College - Private Partnership (PPP): is a contractual arrangement between a public college of applied arts and technology in Ontario and a third party for delivery by the third party of college programs leading to an Ontario College Credential.

Executive Steering Committee (FTSC): An executive level committee that oversees the strategic operation of this working committee.

Fanshawe Toronto: A location in Toronto, operated by the private partner.

3. MEMBERSHIP AND TERM OF OFFICE

Membership is based on the ability to drive decisions and have accountability for the quality-focused, profitable execution of the PPP. Membership of the FTSC includes:

Voting members

- Senior Vice President – Academic Services
- Vice President – Student Services
- Vice President – Finance and Administration
- Vice President – Corporate Strategy and Business Development (CSBD) (Chair)
- Chief Human Resource Officer
- Chief Infrastructure Officer

Ex-Officio and other non-voting members

- Dean, Fanshawe International (ex-officio member)
- Dean, Academic Quality & Strategic Integration (ex-officio member)
- Dean of Students, Student Services (ex-officio member)
- Assistant to the Vice President – CSBD (Secretary)
- Project management support (ad-hoc)

4. MEETINGS AND CONDUCT OF BUSINESS

- 4.1. The Vice President – Corporate Strategy and Business Development (CSBD) acts as Chair and the Assistant to the Vice President – CSBD acts as Secretary. The Vice President – CSBD has the discretion to appoint another member as Chair.

COLLEGE COMMITTEES

- 4.2. Meetings are held throughout the calendar year, according to a schedule determined by the Chair and approved by the FTSC. Frequency is based on business need and to facilitate the receipt of key reports.
- 4.3. Any member of the FTSC may submit items for the agenda to the Secretary.
- 4.4. The Secretary distributes an agenda and the minutes of previous meetings to members approximately one week before the date of each scheduled meeting.
- 4.5. Quorum is 2/3rds (67%) of the voting members (4), including the Chair and excluding ex-officio members and other non-voting members.
- 4.6. Recommendations are carried by consensus. In the event a matter cannot be resolved it will be escalated to the President for resolution.
- 4.7. Members may be assigned to or participate in working groups that report back to the FTSC on defined tasks or projects.
- 4.8. Members of the FTSC may invite appropriate individuals to attend an FTSC meeting as a resource.
- 4.9. Scope of Committee Function - Further Defined
 - 4.9.1 *Executive oversight of the establishment of the Fanshawe Toronto campus*
 - Make executive decisions associated with the contractual agreement with our business partner, in keeping with the Minister's Binding Policy Directives, inclusive of financial resources/budget, human resources, strategic enrolment priorities, and contractual amendments and remedies.
 - Provide oversight and direction to the Fanshawe Toronto – Operational Working Committee who will act to implement the Fanshawe Toronto Campus partnership with the International Language Academy of Canada (ILAC) as defined by the Minister's Policy Binding Directives and by the contract. As well as:
 - Approve the establishment of a measurement and reporting systems to assure the College that operational activities are in keeping with the contract.
 - Approve the establishment of methods to collect the necessary data, including the required surveys for reporting to the Ministry.
 - Approve the establishment of an audit process to measure and report on academic quality to ensure it is maintained to the standards defined by Fanshawe. (ad-hoc, Audit sub-committee)
 - Approve the establishment of audit process to assess that student services are available as defined by the contract and by ministry binding directives. (ad-hoc, Audit sub-committee)

COLLEGE COMMITTEES

4.9.2 *Executive oversight of administrative activities at the Fanshawe Toronto campus:*

- Monitor Operational reports for compliance with contract and seek remedial action as required. (Dean, Fanshawe International)
- Monitor Academic Quality reports and seek remedial action as required.
- Monitor Student Support reports and seek remedial action as required.

5. AMENDMENT AND RESOLUTION

Amendment of these terms of reference may be made by the Chair

6. REFERENCES

[Minister's Binding Policy Directives](#)

7. ADDENDA

None

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