

FANSHAWE COLLEGE POLICY MANUAL

1. ADMINISTRATIVE POLICIES AND PROCEDURES SECTION G - COLLEGE COMMITTEES

TITLE: **TERMS OF REFERENCE OF THE COMMITTEE ON STUDENT DISABILITY ISSUES**

POLICY NUMBER: 1-G-23
EFFECTIVE: April 6, 2005 (AC-04-07)
APPROVAL/REVIEW MEETING: 1996-05-01 (SA-95-06), 1996-01-03 (SA-95-03),
(SA-90-04)
NEXT REVIEW: April 2010
DEPT./DIV./COMMITTEE RESPONSIBLE: Committee on Student Disability Issues
RESCINDED:

1. PURPOSE

The function of the Committee On Student Disability Issues is to advise and make recommendations to the President as a Standing Subcommittee of the Administrative Council on matters pertaining to applicants and students with disabilities and on relevant College policies, procedures, plans, and directions. It will also serve as a resource committee to the College in dealing with issues related to applicants and students with disabilities.

2. DEFINITIONS

None

3. THE POLICY

3.1. Membership and Terms of Office

3.1.1. The ongoing membership of the Committee will be as follows:

- (a) The Vice-President, Student and Staff Services, who will be Chair (Voting)
- (b) The Manager, Counselling and Student Life Services (Voting)
- (c) An Academic Manager to be appointed by the Senior Vice-President, Academic (Voting)
- (d) A Professor to be appointed by the Senior Vice-President, Academic (Voting)
- (e) A representative of Disability Services to be appointed by the Manager, Counselling & Student Life Services (Non-Voting)
- (f) The Registrar or designate (Voting)

- (g) The President of the Student Union or Member of Student Union Executive, to be appointed by President of the Student Union (Voting)
- (h) Student representative(s) preferably with disabilities to be appointed by the President of the Student Union (Up to two - Voting)
- (i) An Alumni representative preferably with disabilities appointed by the Alumni Association (Voting)
- (j) The Harassment and Discrimination Prevention Policy Coordinator (Voting)
- (k) Additional appropriate personnel to be seated for the purpose of dealing with specific issues (Non-Voting)
- (l) Secretarial support to be provided by Counselling and Student Life Services (Non-Voting)

3.1.2. The appointments (c), (d) and (e) will be for a period of two years and may be renewable. The appointment in (g), (h) and (i) will be for one year with the possibility of renewal.

3.2. Meetings and Conduct of Business

- 3.2.1. The Committee will meet at least once during the Fall Semester and once during the Winter Semester and at the call of the Chair as required.
- 3.2.2. The quorum for holding a meeting and for transacting business will be a simple majority of voting members. In order to respond to matters of urgent business the Chair may declare a quorum in the absence of a simple majority.
- 3.2.3. Resolutions on matters before the Committee may take the form of a recommendation to the President.
- 3.2.4. When a meeting of the Committee is called, the Manager, Counselling and Student Life Services in her/his best judgment will invite other relevant College staff to attend Committee meetings to deal with specific issues.
- 3.2.5. Minutes of meetings will be maintained.

3.3. Amendment and Resolution

These Terms of Reference may be amended on the recommendation of the Administrative Council followed by approval of the President of the College.

4. REFERENCES

College Policy:

1-G-02: Terms of Reference of the Administrative Council

5. APPENDICES

None