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**COLLEGE COMMITTEES**

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**TERMS OF REFERENCE**

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ToRID & Cte Name: **TOR36: FANSHAWE TORONTO - OPERATIONAL WORKING COMMITTEE**

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

*Effective:* 2022-09-01

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**1. PURPOSE**

The purpose of the Fanshawe Toronto - Operational Working Committee (OWC) is to provide operational leadership and implement the Fanshawe Toronto partnership with the International Language Academy of Canada (ILAC) as defined by the Minister's Binding Policy Directives and by the contract.

This committee will develop, vet, and implement the required activities and launch Fanshawe Toronto ILAC by July 1, 2022.

This committee is formed at the direction of the Toronto Fanshawe Executive Steering Committee (*FTSC*).

**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 this OWC includes:

Voting members (Quorum – 3)

- Dean, Fanshawe International (Chair)
- Dean, Academic Quality & Strategic Integration
- Dean of Students, Student Services
- Chief Infrastructure Officer
- Registrar

Ex-Officio and other non-voting members

- Manager, Financial Planning and Analysis
- Director, Centre for Academic Excellence
- Senior Manager, International Recruitment and Market Development
- Manager, International Center
- Project management support (Secretary, ad-hoc member, non-voting)

## COLLEGE COMMITTEES

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### 4. MEETINGS AND CONDUCT OF BUSINESS

- 4.1. The Dean, Fanshawe International acts as Chair and provides for administrative support. The Chair can occasionally delegate meeting responsibilities as business needs arise.
- 4.2. The Executive Steering Committee (FTSC) can appoint other members, including designating the Chair.
- 4.3. Meetings are held as required to implement the project in a timely fashion and based on business needs.
- 4.4. Any member of the OWC may submit items for the agenda to the Chair.
- 4.5. Administrative support distributes an agenda and the minutes of previous meetings to members approximately one week before the date of each scheduled meeting.
- 4.6. Quorum is 2/3rds (67%) of the voting members (3), including the Chair and excluding ad-hoc members.
- 4.7. Recommendations are carried by consensus. In the event a matter cannot be resolved or decided upon, the Chair will escalate the matter to the Executive Steering Committee (FTSC).
- 4.8. Members may be assigned to or participate in working groups that report back to the OWC on defined tasks or projects.
- 4.9. Members of the OWC may recommend to the Chair that they invite individuals to attend an OWC meeting as a resource.
- 4.10. Scope of Committee Function - Further Defined

#### 4.10.1. *Establishment of the Fanshawe Toronto campus*

- Act to implement and operationalize the contractual agreement with our business partner, in keeping with the Minister's Binding Policy Directives by July 1, 2022.
- Establish methods to collect the necessary data, including the required surveys for reporting to the Ministry. (FTSC approval required)
- Establish an audit process (FTSC approval required) to measure and report on:
  - academic quality to ensure it is maintained to the standards defined by Fanshawe.
  - student services availability as defined by the contract and by Minister's Binding Policy Directives.
  - partner performance as defined by the contract.
- Establish an ad-hoc, audit sub-committee (FTSC approval required) to implement and operate this audit process.

#### 4.10.2. *Operational oversight of administrative activities at the Fanshawe Toronto campus:*

- Monitor Operational reports for compliance with contract and seek remedial action as required.
- Monitor Academic Quality reports and seek remedial action as required.
- Monitor Student Support reports and seek remedial action as required.
- Report to the FTSC on the findings of this oversight.

## COLLEGE COMMITTEES

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### 5. AMENDMENT AND RESOLUTION

Amendment of these terms of reference may be made by the Chair in consultation with committee members and as approved by the FTSC.

### 6. REFERENCES AND ADDENDA

[Minister's Binding Policy Directives](#)