

**TERMS OF REFERENCE**

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*ToRID & Cte Name:* **TOR04: STUDENT EXPERIENCE COMMITTEE**

*Issued by:* Executive Director, Student Success

*Effective:* 2015-10-28

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**1. PURPOSE**

The purpose of the Student Experience Committee (SEC) is promote and monitor student life and student service initiatives, and to provide advice to administrators of these activities. SEC advice incorporates best practices in student retention and success, and other aspects of student life on campus. SEC also develops recommendations regarding related policies and the coordinated application of such policies across the College.

**2. DEFINITIONS**

None.

**3. MEMBERSHIP AND TERM OF OFFICE**

Membership of the SEC includes:

- Executive Director, Student Success (Chair)
- Registrar
- Senior Manager, Retail Services
- Manager, Campus Security Services
- One Academic Dean or Chair (Appointed by the Senior Vice-President, Academic)
- Director, Fanshawe International Centre
- One Senior Manager (Appointed by the Executive Director, Student Success)
- President, Fanshawe Student Union
- Manager, Fanshawe Student Union
- Director, Residence and Conference Services
- Senior Manager, Marketing
- Senior Manager, Employment and Student Entrepreneurial Services

Members of SEC may invite appropriate individuals to attend an SEC meeting as resource persons for a specific item to assist with or be present for that item. Members are asked to advise the Secretary of such invitations in advance of the meeting.

In addition, the Chair may, from time to time, invite a non-member to attend meetings in a resource capacity for those meetings where it would be particularly relevant and helpful to their role.

**4. MEETINGS AND CONDUCT OF BUSINESS**

- 4.1. The Executive Director of Student Success acts as Chair and the Assistant to the Executive Director acts as SEC Secretary.
- 4.2. Meetings are held throughout the College year, with a minimum of two meetings per academic term and according to a schedule determined by the Chair and approved by the SEC. Committee members may be absent for no more than two consecutive meetings per year.
- 4.3. Any member of the SEC may submit items for the agenda to the Secretary.
- 4.4. The Secretary distributes an agenda and the minutes of previous meetings to all members approximately one week before the date of each scheduled meeting.
- 4.5. Quorum is 50% of the members, including the Chair.
- 4.6. Recommendations are carried by consensus.
- 4.7. Scope of Committee Function Further Defined

The SEC discusses issues, considers proposals, and where appropriate, makes strategic recommendations to Senior Leadership Council regarding a range of topics that affect student life, including, but not limited to:

4.7.1. *Student Retention and Success:*

- Transition activities and programs (Head Start, Fall Orientation);
- Career guidance, academic decision-making by students, academic advising;
- Support programs and services for at-risk students; and
- Academic learning supports (study skills, tutoring, and remediation programs).

4.7.2. *Student Life:*

- Social and cultural programming;
- Co-curricular record;
- Residence life issues;
- Food Service;
- Student behaviour issues; and
- Alcohol behavioural management and policies.

4.7.3. It is the responsibility of the Student Experience Committee to promote, monitor and advise on:

- Operationalization of strategies intended to link transactions and to promote seamless services for students;
- Ways for each area that provides student services to inform their clients of other relevant student services offered by the College;
- Student integration issues including residence accommodation, social spaces, and development of unique student networks;
- Responsive delivery of food services and retail services;
- Student on-campus safety issues initiatives and issues including best practices around alcohol behavioural management and harms; and

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- A culture of interactions between the College and students that is relational rather than transactional.

### 4.8. College Committees Reporting to SEC:

- Substance Management and Addiction Prevention Committee;
- College Residence Committee;
- Food Services Committee;
- Athletics Committee;
- Orientation Steering Committee; and
- Graduation Committee.

4.9. The SEC Chair provides minutes of SEC meetings to SLC on a regular basis.

## 5. AMENDMENT AND RESOLUTION

Amendment of these terms of reference may be made by the President on recommendation from SEC via SLC.

## 6. REFERENCES

### Committee Terms of Reference:

TOR18: Substance Management and Addiction Prevention Committee

TOR19: Residence Committee

TOR20: Food Services Committee

## 7. ADDENDA

None.

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