

TERMS OF REFERENCE

ToRID & Cte Name: **TOR14: INTERNATIONAL ADVISORY COMMITTEE**

Issued by: Executive Director, Fanshawe International

Effective: 2015-10-07

1. PURPOSE

The purpose of the International Advisory Committee (“the Committee”) is to provide advice to the Executive Director, Fanshawe International and appropriate College areas on matters relating to the multi-year internationalization plan, including:

- Admission standards including language requirements;
- Recruitment strategies;
- Admission processes, including health and security clearance;
- Student orientation and support services;
- Staff cultural competencies and related development plans;
- Information technology processes and systems;
- International exchange plans and opportunities;
- Risk assessment and mitigation strategies; and
- Student fees.

2. DEFINITIONS

None.

3. MEMBERSHIP AND TERM OF OFFICE

Membership of the Committee includes incumbents in the following positions:

- Vice-President, Corporate Strategy and Business Development;
- Associate Vice-President, Strategy or designate;
- Coordinator of English Language Institute;
- Three Chairs of academic schools, and one Dean appointed by the Senior Vice-President, Academic;
- Registrar or designate;
- Executive Director, Student Success;
- Manager, Career, Cooperative Education and Community Employment Services;

COLLEGE COMMITTEES

- Executive Director, Fanshawe International;
- Manager, International Recruitment and Market Development;
- Fanshawe Student Union (FSU) Representative designated by the FSU;
- International student to be appointed by the Executive Director, Fanshawe International;
- Executive Director, Reputation and Brand Management or designate; and
- Manager, Institutional Research.

4. MEETINGS AND CONDUCT OF BUSINESS

- 4.1. The Executive Director, Fanshawe International acts as Chair of the Committee.
- 4.2. The Administrative Assistant to the Vice-President, Corporate Strategy and Business Development acts as Committee Secretary and is responsible for preparing agendas and minutes.
- 4.3. Meetings are held quarterly or at the discretion of the Chair.
- 4.4. Meeting quorum is fifty percent of members including the Chair.
- 4.5. As an advisory committee, recommendations will normally be based on consensus. Voting will generally not be required.
- 4.6. Persons not members of the Committee may be invited from time to time by the Chair to attend or participate regarding a specific matter.
- 4.7. Any member may submit agenda items to the Committee Secretary.
- 4.8. The secretary makes available an agenda and the minutes of the previous meetings to all members approximately one week before the date of each scheduled meeting.

5. AMENDMENT AND RESOLUTION

The Executive Director, Fanshawe International may amend these terms of reference.

Resolution on matters before the Committee take the form of either a recommendation to the Executive Director, Fanshawe International or a direction to the Committee as a whole, or a direction to Committee members to take some action.

6. REFERENCES

None

7. ADDENDA

None