

## **COUNCIL ON STUDENT AFFAIRS**

### **TERMS OF REFERENCE**

#### **Mandate**

The General Faculties Council (GFC) established the Council on Student Affairs (Council) under section 32 of the *Post-Secondary Learning Act* (PSLA). It provides a forum to address issues related to student affairs, the quality of student experience, and the determinants of student success at MacEwan University. It focuses on issues which affect students equivalently across the university and provides a high level of discussion, consultation, and advice.

#### **Responsibilities**

The Council shall:

- Serve as a forum for discussion on the range and quality of student services, determinants and measures of student success, and other issues related to the student experience at MacEwan.
- Consider agenda items referred to it by individuals or bodies including the Students' Association of MacEwan University, student groups, administrators with key roles related to student affairs, Faculty and School Councils, and the GFC, and, where requested, develop advice and make recommendations.
  - Referred agenda items may include programs and policies which might affect or enhance the quality of student life at MacEwan.
- Receive and consider reports on issues within the scope of its mandate, providing feedback or recommendations as appropriate.
- Provide advice with respect to issues, policies, and procedures related to student academic and non-academic conduct and discipline and student awards and bursaries.

The Committee may:

- Strike sub-committees, ad hoc committees, or working groups to support its functions, and approve terms of reference for such bodies, as listed in Appendix A.

#### **General Topics of Consideration**

Areas of consideration include, but are not limited to, student academics, health and wellness, residences, needs of segments of the student population (such as students with disabilities, international students, first-year students), co-curricular records, work-integrated learning, registration and advising services, student ombuds or similar services, and student engagement, recruitment, and retention.

#### **Workplan**

The Council will maintain a workplan, to be updated annually and shared with the GFC for feedback.

#### **Reporting**

The Council will regularly report to the GFC on its activities and decisions.

## Membership

### Voting

#### *Ex-Officio*

- President and Vice-Chancellor, or delegate
- Provost & Vice-President, Academic, or delegate
- Associate Vice-President, Students, or delegate, who shall serve as the administrative co-chair
- Registrar & Associate Vice-President, Strategic Enrolment Management, or delegate

#### *Appointed*

- One (1) Dean or Associate Dean appointed by the Deans' Council
- Six (6) student members of the GFC
- Two (2) additional student members at large appointed by the Students' Association of MacEwan University
- Two (2) additional academic staff members at large who shall be nominated by the Committee and appointed by the Executive Committee of the GFC

#### *Elected*

- Two (2) members of the GFC (elected faculty), one of whom shall be elected by the Council to serve as the academic co-chair for the academic year

### Non-Voting

#### *Resources*

- Director, Indigenous Initiatives
- Director, International
- Associate Dean, Student Engagement and Success
- Associate Dean, Student Health and Wellness
- Associate Registrar, Student Records & Services
- One (1) Librarian who shall be appointed by the Library Council
- University Secretary

#### *Subject Matter Experts (to attend meetings as requested by the Council)*

- Manager, Student Life (or equivalent role)
- Manager, Advising Services (or equivalent role)
- Representative from Information Technology
- Chair, Access and Disability Resources (or equivalent role)
- Chair, Wellness and Psychological Services (or equivalent role)

In addition, the Council may invite other resource members or special consulting members who are not formal members and who do not vote, but whose portfolios include elements related to student affairs, such as the head of Athletics (or equivalent) or the Associate-Vice President, Research.

**Office of Record**

The Office of University Governance is administratively responsible for the operation of the Council, including meeting coordination, issuing agendas, record keeping and communication.

**Amendment, Modification or Variation**

The Council will review these Terms of Reference and related delegated authorities every year.

**Last Updated/Approved**

- August 24, 2020 - Motion of GFC Executive Committee.
- November 2022 - Minor editorial correction to titles of ex-officio and non-voting resources.
- September 2023 – Minor editorial correction to titles of non-voting resources and addition of student at large members.
- October 2023 – Minor editorial changes and standardized formatting.