

TERMS OF REFERENCE FOR THE STANDING COMMITTEE ON STUDENT WELLBEING (SCSW)

UNIVERSITY OF OTTAWA

MANDATE:

The SCSW will identify, share leading practices and propose actions concerning non-academic student needs that affect student wellbeing.

GOALS:

- Create better linkages between services, faculties and key stakeholders on campus
- Address increasing complexity of social wellbeing and health needs
- Strengthen the university's capacity to prevent issues, raise awareness and respond
- Spot gaps and service needs, and potentially avoid duplicating efforts
- Promoting synergies between services
- Respond to emerging policies, laws, regulations from environmental scans
- Develop university wide responses and best practices

ESTABLISHMENT:

The SCSW Committee will begin its role as of Autumn 2016. It will be an ongoing committee.

STATUS:

The SCSW is an advisory body to the Vice President Academic and Provost and the Vice President, Resources (to be confirmed).

REPORTING:

The decisions, advice and consultations of this committee will be reported to the Vice President Academic and Provost and the Vice President, Resources by the committee co-chairs (to be confirmed). It will be the Vice President Academic and Provost's role to report to the Administration Committee regarding student wellbeing needs.

ALIGNMENT:

The SCSW complements other university committees that work towards improving student and community life and experiences.

The SCSW will have members who will also act in an ex-officio capacity with complementary committees to ensure sharing of information, strategies and planning.

The SCSW consolidates the functions of proposed/defunct committees that addressed similar concerns or sub-topics.

MEMBERSHIP, ROLES AND RESPONSIBILITIES (SEE APPENDIX FOR CURRENT LIST OF INVITEES/MEMBERS):

The Committee shall consist of members selected as subject matter experts selected to support the committee's recommendations, as well as a diverse complement of staff, faculty and students.

LEADERSHIP:

The SCSW is to be co-chaired by the Associate Vice President, Student Services and the Associate Vice President, Student Affairs.

MEMBERSHIP:

Staff membership is to include representatives from various student services and organisations across the university, as well as targeted faculty representation. Staff membership is tied to their roles at the university, and are therefore ongoing.

Student membership is to include students from a broad cross-section of the university. The target membership of students is 12 per academic year. Student membership is to be selected on an annual basis, via a call through the Michaëlle Jean Centre for Global and Community Engagement and general email to students.

Since the meetings will be held in both French and English, the committee members will have to be able to participate in both languages.

In addition, representation will be requested from the student organisations and relevant student groups.

CONSULTATION/ADVISORY MEMBERSHIP:

Selected members will be advisory members only, to be consulted on specific topics on an ad hoc basis.

MEETING ATTENDANCE AND SCHEDULE:

The Committee will meet at least six (6) times an academic year, following a schedule that will be established by the co-chairs at the beginning of September.

Meeting agendas shall be the responsibility of the co-chairs (or delegate) consultation with the contribution of the membership.

Meeting schedule, to be adjusted each calendar year:

- Mid-October
- November
- December
- Late January
- March
- June

Meeting minutes shall be recorded by the Assistant to the Associate Vice-President, Student and International Affairs.

Agenda items to be received 5 business days before meeting.

Decisions for recommendations are to be made via consensus and best practice around recommendations.

Sub-committees or working groups can be struck on an as needed, ad hoc basis to address specific needs or projects.

FUNCTIONS:

The SCSW has responsibility in the following areas to:

1. **SHARE** emerging trends, issues, research and environmental scans
2. **COLLABORATE** on projects and actions to address gaps, needs and issues surrounding student non-academic
3. **IDENTIFY AND ADDRESS** specific population and emerging issues in the following areas (focus may evolve over time with different emerging issues):
 - Accommodation
 - Accessibility and disability
 - Racism, diversity and inclusion
 - Religion
 - Built environment and student spaces
 - Physical health and wellbeing (including mental health)

- Sexual violence
- Policy and regulation alignments
- Environmental scan and best practices (research and data)
- Alcohol and drugs
- Equity and Human Rights
- Gender and sexuality
- Campus culture
- Emerging issues

4. **REDUCE DUPLICATION** of efforts between services

5. **CONSULT** with external and internal partners to ensure smooth communications

6. **REPORT** via the Vice President Academic and Provost to Central Administration on a regular basis as well as via an annual report.

The annual report will include activities/projects undertaken by the SCSW or members throughout the year; highlighting emerging needs and issues; and plans/recommendations for addressing key identified needs.

COMMITTEE'S IN SCOPE/OUT OF SCOPE:

- Employees' wellbeing needs fall under a different aspect of the university, with the exception of natural overlap such as wellbeing events (i.e. Wellness Week) and initiatives (such as training opportunities). A representative from HR Health and Wellness will be involved in an advisory capacity to bridge the overlap on an advisory/ad hoc basis.
- This committee does not address disciplinary concerns, the academic aspects of student retention, experiential learning or academic matters – it is to address issues, concerns and information sharing around student wellbeing in an advisory capacity.

COMMITTEE COMPOSITION

| Title/Role |
|---|
| Co-chairs |
| Associate Vice-President, Student and International Affairs |
| Associate Vice-President, Student Services |
| Invited Subject Matter Experts (or permanent delegate) – Services and Organisations |
| Director, Student Academic Success Service |
| Senior Mental Health Advisor |

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| Manager, SASS – Counselling and Coaching |
| Director, Protection |
| Associate Director, UOHS |
| Manager, Student Experience |
| Director, Human Rights Office |
| Academic Integration Advisor, International Office |
| Representative, Aboriginal Resource Centre or Senior Aboriginal Advisor |
| Faculty Representatives (4) |
| Selection process for faculty TBD |
| Student Organisations |
| SFUO delegate |
| GSAED delegate |
| Subject matter student groups (i.e. Initiative 1 sur 5; Students Against Stigma; Student Athlete Mental Health initiative) |
| Student Representatives |
| Expressions of Interest to be posted with Michaëlle Jean Centre for Global and Community Engagement; an email announcement and will be open to all students to apply. Student membership is to include students from a broad cross-section of the university including graduate and undergraduate studies, and from a variety of academic programmes and faculties. |
| Invited in an advisory capacity as needed only |
| Director, Office of Risk Management |
| Associate Director, Human Resources, Health and Wellness |
| Director, Centre for Psychological Services |
| Director, UOMBRI (Brain Mind Research Institute) |
| Lawyer, Legal Services |
| Director, Community Life |
| Director, Sports Services |
| Director, Housing Service |
| Other subject matter experts as needed |
| Coordination and admin support |
| Executive Assistant and Logistics Coordinator, Office of the AVP, Student and International Affairs |