



IMPLEMENTATION OF THE UVIC STUDENT MENTAL HEALTH STRATEGY - GOVERNANCE AND COMMITTEE TERMS OF REFERENCE

BACKGROUND

The UVic Student Mental Health Strategy (SMHS) is a framework that provides direction for the Division of Student Affairs and the broader university community to comprehensively and proactively review resources and opportunities for mental health promotion, planning, and responsiveness in support of our student community. It is a three year strategy (2014 - 2017) that provides a framework for the development and implementation of action plans to support positive student mental health and well-being in order to enhance all students' potential for success. After a broad consultation process with the university community, the SMHS was approved by the university's executive in June, 2013.

The SMHS recognizes that a holistic and comprehensive approach to student mental health at UVic is imperative and that all university community members have an impact and a role to play in supporting students.

The goal in implementing the SMHS is to ensure that:

- there is a highly coordinated and strategic use of resources related to student mental health;
- areas providing student support services are working from common principles and goals; and
- the university effectively measures the work undertaken to support student success.

RELATION TO UVIC STRATEGIC PLAN

The UVic Strategic Plan articulates institutional commitment to inclusivity, diversity, equal rights, fairness, removing barriers, and accommodation. These values are reflected throughout the SMHS. Specifically, the SMHS relates to the following objectives and strategies set out in the university strategic plan:

Related Strategic Plan Objectives	Related Strategic Plan Strategies
<ul style="list-style-type: none"> • <i>to actively recruit and retain outstanding students from diverse regions and backgrounds and remove barriers to admission and retention other than academic and creative potential. (objective 2)</i> • <i>to support the student experience by building a comprehensive and integrated student service environment focused on anticipating and meeting the needs of our increasingly diverse student body (objective 16).</i> 	<ul style="list-style-type: none"> • <i>ensure that integrated planning, academic plans and external reviews of departments and faculties address, among other things:</i> <ul style="list-style-type: none"> • <i>employment and educational equity initiatives</i> • <i>activities designed to enhance student recruitment, retention and success</i> • <i>opportunities to integrate universal instructional design principles (strategy 12a)</i> • <i>develop and implement an integrated array of responsive student services that anticipate and meet the needs of our diverse student body (housing, financial aid, academic advising, counselling, etc), both for on-campus and distance students (strategy 16b).</i>

<ul style="list-style-type: none"> • <i>to manage and protect our human, financial, physical and information resources in a responsible and sustainable fashion (objective 36).</i> 	<ul style="list-style-type: none"> • <i>continue to improve student services in order to enable the success of students with disabilities (strategy 16c).</i> • <i>enhance the capacity of our athletics and recreation programs to support the physical well-being of members of the university community and enable the development of nationally competitive intercollegiate sports. (strategy 16e).</i> • <i>increase opportunities for and encourage the engagement of students, faculty and staff in intellectual, social, cultural and recreational activities both virtually and on campus (strategy 17a).</i> • <i>design and implement programs that help create a healthy university community (strategy 36a).</i>
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Two committees contribute to the fulfillment of the goals, objectives and strategies contained within the SMHS as follows:

1. ***the Student Mental Health Implementation Committee*** is primarily comprised of leaders from the Division of Student Affairs who have operational responsibilities for student matters, faculty experts, and paraprofessional student staff. This committee is responsible for leading the development of the SMHS implementation plan, coordinating work on broad student mental health matters across Student Affairs in partnership with key stakeholders, and coordinating student mental health resources and initiatives. It oversees key policy initiatives identified in the SMHS and provides advice on draft policies related to student mental health. It prepares broad communication materials and reports for the university community and university leadership on the implementation of the SMHS.
2. ***the Student Mental Health Advisory Committee*** is a broad institutional committee comprised of senior administrators, student leaders, and other key leaders from across the university with specific interests in student mental health. This committee is responsible for leading broad collaboration and engagement on student mental health initiatives across the university and consulting with students, faculty, staff and others on key matters affecting student mental health in order to help determine SMHS implementation priorities. The Advisory Committee identifies educational opportunities for students, faculty and staff on student mental health and leads the development of related educational programming. It also makes recommendations shaping budgetary, space and planning considerations in order to operationalize the SMHS.

Attachments

Student Mental Health Implementation Committee - terms of reference

Student Mental Health Advisory Committee - terms of reference



Student Mental Health Implementation Committee

1. COMMITTEE COMPOSITION

Executive Director, Student Services (Co-chair)
Director, Counselling Services (Co-chair)
Director, Health Services
Registrar
Director, Indigenous Affairs
Director, Academic Advising (tri-faculty) and Manager of Multifaith Services
Director, Residence Services
Director, International Office Global Engagement
Associate Dean, Academic Advising (tri-faculty)
Manager, Student Marketing and Communication
Manager, Policy Development and Judicial Affairs
Manager, Resource Centre for Students with a Disability
Manager Operations and Infrastructure, Athletics and Recreation
Student Peer Helping Coordinator
Director, Student Affairs, Graduate Students' Society
Director, Student Affairs, University of Victoria Students' Society
Residence Life Senior Community Leader
Graduate Student Practitioner in Counselling Services
Faculty member(s) with research interest(s) and expertise in student mental health
Human Resources representative
Any additional members as appointed by the Student Affairs Executive

(a) Supplemental Committee members - Supplemental committee members may be added on a case-by-case basis as additional needs are identified based on SMHS implementation priorities and available expertise.

(b) Invitees - Invitees for specific agenda items may include, but are not limited to:
Associate Vice-President Human Resources
Director, Campus Security
Faculty members with research interests and expertise in matters of student mental health
UVic Counselling and Health Services Staff
Chief Privacy Officer
Director, Student Awards and Financial Aid
Director, Equity and Human Rights
Ombudsperson
Director, Academic Leadership Initiatives and Advisor to the Provost on Equity and Diversity

(c) Resource person(s)
Assistant to the Executive Director, Student Affairs (Committee Secretary)

(d) Method of Appointment - Ex-officio members serve by virtue of their office. The other members will be appointed by the Student Affairs Executive. Appointed members will be appointed by the Student Affairs Executive to serve a 3 year term and will be eligible for reappointment.

2. RESPONSIBILITIES

- Coordinate student mental health resources and initiatives across the Division of Student Affairs in partnership with key stakeholders
- Provide guidance to ensure areas providing services to students work from common goals and principles
- Lead the implementation of the SMHS
- Research student mental health best practices and analyze available related data in order to inform the implementation of the SMHS
- Lead the assessment of the effectiveness of the SMHS and progress monitoring. Help ensure that Student Affairs effectively measures the work undertaken to support student health and wellness.
- Prepare broad communications and reports for the university community on the implementation of the SMHS
- Oversee key policy initiatives identified in the SMHS. Provide advice on draft policies related to student mental health.
- Prepare progress reports and updates for the Student Mental Health Advisory Committee, Student Affairs Council and university Executive

3. GOVERNANCE

(a) Meeting Frequency - Meetings will be held on a monthly basis during the September - December and January-April terms. Alternate meetings will be called as necessary by the Co-chairs.

(b) Agendas and Meeting Materials - will be distributed in advance of meetings via the Office of the Associate Vice-President Student Affairs.

(c) Summary Record - a summary record of committee recommendations and decisions will be kept by the Committee's secretary.

Approved October 7, 2013 by Dr. Reeta Tremblay, Vice-President Academic and Provost

Terms of reference to be reviewed in September, 2015



University
of Victoria

Student Mental Health Advisory Committee

1. COMMITTEE COMPOSITION

Associate Vice-President, Student Affairs (Chair)
Associate Vice-President, Academic Planning
Associate Vice-President Human Resources
Executive Director, Student Services
Director, Counselling Services
1 Dean (or Associate Dean)
Associate University Secretary
Chief Information Officer, University Systems
Manager, Media Relations
Director, Client Services, McPherson Library
University of Victoria Students' Society Chair
Graduate Students' Society Chair
Director, Learning and Teaching Centre
Director, Equity and Human Rights Office
Director, Campus Security
Ombudsperson
Director, Academic Leadership Initiatives and Advisor to the Provost on Equity and Diversity
Any additional members as appointed by the Vice-President Academic and Provost

(a) Supplemental Representatives - Supplemental committee members may be added as additional needs are identified based on SMHS implementation priorities and available expertise.

(b) Invitees - Invitees for specific agenda items may include:
Registrar
Director, Health Services
Director, Residence Services
Director, Indigenous Affairs
Manager, Resource Centre for Students with a Disability
Faculty members with research interests and expertise in matters of student mental health

(c) Resource person(s)
Assistant to the Associate Vice-President Student Affairs (Committee Secretary)

(d) Method of Appointment - Ex-officio members serve by virtue of their office. The other members will be appointed by the Vice-President Academic and Provost to serve a 3 year term and will be eligible for reappointment.

2. RESPONSIBILITIES

- Identify opportunities for broad collaboration and engagement on student mental health initiatives across the university
- Establish SMHS implementation themes
- Advise on the broad communication of SMHS themes, goals, objectives and strategies across the university
- Consult broadly with students, faculty, staff and others on key matters affecting student mental health in order to help determine implementation priorities
- Make recommendations to the university's executive on priorities identified in the SMHS
- Receive briefings and progress reports from the Student Mental Health Implementation Committee
- Establish connections with existing committees that help address student mental health issues on campus and identify opportunities for existing committees to lead or participate in initiatives related to student mental health
- Identify educational opportunities for students, faculty and staff on student mental health and lead the development of related educational programming
- Advise on assessment practices that would assist in identifying future opportunities and inform future decisions around optimal student mental health

3. GOVERNANCE

- (a) **Meeting Frequency** - Meetings will be held four times per year during the September - December and January-April terms. Alternate meetings will be called as necessary by the Chair.
- (b) **Agendas and Meeting Materials** - will be distributed in advance of meetings via the Office of the Associate Vice-President Student Affairs.
- (c) **Summary Record** - a summary record of committee recommendations and decisions will be kept by the committee's secretary.

Approved October 7, 2013 by Dr. Reeta Tremblay, Vice-President Academic and Provost

Terms of reference to be reviewed in September, 2015