



Together, we transform students' lives.

Division of Student Affairs Executive and Division of Student Affairs Council

TERMS OF REFERENCE

COUNCIL MANDATE	EXECUTIVE MANDATE
<p>The roles of Student Affairs Council is to provide advice and recommendations to the AVP Student Affairs and all members of the Executive. Student Affairs council will encourage communication and participation amongst all staff around issues of importance for the Division and the institution as a whole. It will provide an opportunity to share information and successes and to better understand the key priorities and challenges of all its departments.</p>	<p>The mandate of the Student Affairs Executive is to provide leadership to over 600 staff and strategic direction in regards to the planning, operations, and functions of the 5 Departments and associated reporting units within the Division of Student Affairs. Student Affairs Executive members represent the interests of the Division as a whole, work together with academic leaders to transform students' lives and support the development of strong collaborative relationships.</p> <p>The Student Affairs Executive will provide advice and recommendations to the AVP Student Affairs on resource allocation, new program/project development, and existing programs and projects.</p>
COUNCIL OPERATING PRINCIPLES	EXECUTIVE OPERATING PRINCIPLES
<p>The Student Affairs Council is committed to developing and implementing the overall vision, purpose, values and strategies of Student Affairs.</p> <p>In giving advice and making recommendations, the following critical objectives will be reinforced:</p> <ul style="list-style-type: none"> <li>• Model Student Affairs values</li> <li>• Support student recruitment, retention and engagement both in and out of the classroom</li> <li>• Ensure opportunities for staff growth and development</li> <li>• Be leaders in collaboration and in providing outstanding service</li> <li>• Use research and assessment to inform and influence decision making</li> <li>• Be effective stewards of institutional resources</li> <li>• Support diversity and access</li> </ul>	<p>The Student Affairs Executive is committed to the overall vision, purpose, values and strategies of Student Affairs.</p> <p>In giving advice and making recommendations, the following critical objectives will be reinforced:</p> <ul style="list-style-type: none"> <li>• Model Student Affairs values</li> <li>• Support student recruitment, retention and engagement both in and out of the classroom</li> <li>• Ensure opportunities for staff growth and development</li> <li>• Be leaders in collaboration and the provision of outstanding service</li> <li>• Use contemporary research, assessment practices and technology to guide the development of our services and programs</li> <li>• Be effective stewards of institutional resources</li> <li>• Support diversity and access.</li> </ul>
Council Responsibilities	Executive Responsibilities
<p>The Student Affairs Council will review and make recommendations, provide advice and guidance, and work collaboratively on programs and projects to further the vision, mission and goals of Student Affairs and the greater University.</p> <p>To do this, the Student Affairs Council will:</p> <ol style="list-style-type: none"> <li>1. Actively participate in committee meetings and group</li> </ol>	<p>The Student Affairs Executive will review the operations and establish mechanisms for the effective management and development of all programs and projects that are part of the portfolio of the Associate Vice-President Student Affairs. The Student Affairs Executive may also recommend that programs and projects be initiated and studies conducted to ensure the overall effectiveness and efficiency of the Division of Student Affairs.</p>

<p>work.</p> <ol style="list-style-type: none"> <li>2. Identify, assess and recommend strategies for the management of key opportunities and risks to the operations, services and programs on the portfolio of the AVP Student Affairs.</li> <li>3. Evaluate, revise and refine its mandate and terms of reference on a biennial basis and propose changes to the Student Affairs Executive.</li> <li>4. Take ownership on disseminating key Council, Executive and Institutional messages and activities to all staff in their respective teams.</li> </ol>	<p>To do this, the Student Affairs Executive will:</p> <ol style="list-style-type: none"> <li>1. Identify, assess and recommend strategies for the management of key opportunities and risks to the operations, services and programs on the portfolio of the AVP Student Affairs.</li> <li>2. Make recommendations on the development and maintenance of processes for the planning, approval, utilization and monitoring of the resources managed across the Division.</li> <li>3. Stand ready to offer counsel and advice to the AVP Student Affairs on any other matters, as requested.</li> <li>4. Evaluate, revise and refine its mandate and Terms of Reference at least annually and propose changes to the AVP Student Affairs and the Student Affairs Council for approval.</li> <li>5. Provide a process for the development, consideration, planning, coordination and implementation of proposals for <i>projects and studies</i> originating from any and all members of the Student Affairs Council.</li> </ol>
---	--

<b>Consultation and Communication</b>	<b>Consultation and Communication</b>
---------------------------------------	---------------------------------------

<p>The Student Affairs Council meeting agendas, information items, and actions items will be provided at least 48 hours in advance of all meetings.</p>	<p>Any significant changes recommended by the Student Affairs Executive that will affect the purpose, values, or authorities of Student Affairs and/or have the potential to materially affect the breadth of the Division will be communicated in advance to the Student Affairs Council for consideration and feedback. These proposals/changes may also be further communicated to all members of Student Affairs for consideration and feedback.</p> <p>In addition, the Student Affairs Executive will communicate any programs, projects and studies it initiates to the Student Affairs Council, in advance, for consideration, validation and feedback.</p>
---	---

<b>Meeting Schedule</b>	<b>Meeting Schedule</b>
-------------------------	-------------------------

<p>Meetings of the Student Affairs Council will occur 3-4 times per year with additional professional development opportunities scheduled outside of regular council meetings.</p>	<p>Meetings of the Student Affairs Executive will usually be held every three weeks, with at least two meetings of the Student Affairs Executive occurring between meetings of the Student Affairs Council.</p>
--	---

<b>Assessment of Effectiveness</b>
------------------------------------

<p>The effectiveness of Student Affairs Council and Executive is determined by their ability to deliver programs and services that address and meet or exceed the Council for the Advancement of Standards for Higher Education professional guidelines as identified through periodic self-assessments and program reviews.</p>
--