

TOR NAME Student Services Advisory Committee	Responsible owner Vice-President, Student Affairs	Effective date May 2021
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1. PURPOSE

- Enhance the student experience through active engagement and discussion with diverse student peers.
- Serve as a discussion forum, providing student services units, including Enrolment Services, Student Affairs and Services, Library and Learning Centre, Career Centre, Douglas College International, Future Student's Office, Athletics and Recreation, and Finance, with feedback and input on specific issues, services, etc.
- Serve as a link between Douglas College students, their campus communities and student service areas.

2. COMPOSITION

The Co-chairs of the Committee will be two Directors or designates from two different student service areas appointed by the Vice-President, Student Affairs. The Co-chairs are responsible for facilitating meetings and ensuring an agenda is established. The Co-chairs are also responsible for the selection of committee members.

The Committee will consist of the Co-chairs, a representative from the DSU Board of Directors, a DSU staff member and a maximum of 15 student members. Members are current Douglas College students.

An annual recruitment and application period will be shared at the College. Consideration will be given as to the diversity of the Committee to allow for broad representation of students at the College, for example, student athletes, international students, Indigenous students, mature students and students from different faculties. A small annual honorarium will be made available to members who complete all expectations for the role.

3. MEETINGS

Frequency

Meetings will be held a minimum of once a semester in addition an orientation session (minimum three meetings from May to April).

Record

The Committee will ensure that there is a written record of each meeting, which will be shared with members of the Committee.

Staff and Faculty Attendance

Upon invitation, administrators, staff and faculty members may attend meetings to provide updates or expert advice, or to receive feedback from the Committee. For example, Vice-Presidents and/or Associate Vice-Presidents, Deans, Directors, etc).

4. DUTIES AND RESPONSIBILITIES

The Committee is responsible for providing feedback and advice to student services units on services to students. The primary opportunities include:

- Providing input and feedback to student services unit on services to students
- Receiving updates about services to share with student constituent groups
- Bringing forward issues, concerns and questions from the student body, or specific student constituent groups
- Sharing updates on student activities and initiatives related to student experience and services

Input, feedback and advice provided by the Committee will be considered as one factor in decision-making for student services units, including service implementation and enhancement, and program development.

5. ACCOUNTABILITY

Students serving on this committee are expected to:

- Commit to a minimum membership term of one year from May to April
- Attend an orientation session for all committee members
- Participate in a minimum of three meetings each academic year, in person or virtually
- Liaise with their constituent groups as required to gather/share relevant information
- Engage respectfully with all committee members regarding their feedback, suggestions and ideas.