

# Student Representative Council

*School of Justice & Community Development and School of Health & Wellness*

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## Terms of Reference

October 1, 2017

### **Mandate**

The School's Student Representative Council (SRC) is a student advisory body comprised of students, faculty and administrators. The purpose of the SRC is to:

- Identify student ideas, issues and concerns,
- deliberate on raised items and share information, and
- make recommendations to various roles and/or committees within the Schools of J&CD and H&W or College.

The SRC is the 'student voice' (providing advice, guidance, and information) which will assist in the development of policies, procedures and action plans that promote the engagement of students in the academic and social life of the School. The intent of the SRC is to improve a sense of belonging and connection for students within the Schools.

## Structure of School Representative Council

### **a) Membership:**

- i) Student Representatives elected from each year of each program within the School
- ii) A minimum of one Program Coordinator appointed by the Dean
- iii) The School's Academic Chair will serve as the SRC meeting Chair
- iv) Dean will attend once per semester, per school on a rotating basis

### **b) Duties:**

- i) The meeting Chair of the SRC will ensure that an agenda is prepared and posted on the appropriate school affinity website, at least 48 hours in advance of the meeting. Note taking will be provided by the School's Administrative Assistants. The Chair will ensure that the Log reflects the ideas, issues and concerns that the SRC wishes to pursue, endorse or recommend, in order to track progress on these items. The log will be posted on the School website and updated after each meeting.
- ii) The Administrative Assistant to the Dean will maintain a current list of SRC members, post agendas and post Items Log updates on School website at least 48 hours in advance of a meeting.

iii) Student Members of SRC are to:

- (a) Listen to the ideas, issues and concerns of students from their programs and transmit information back to them.
- (b) Bring forward to the SRC meetings those items that are broad enough (*as a general rule, items that affect/are found in 3 or more programs*) to be of interest to the SRC.
- (c) Bring to the Program Coordinator(s), those items that only affect/are found in less than 3 programs.
- (d) contribute feedback and ideas related to specific issues raised by the School.

c) **Regular Meetings:**

- i) Regular meetings of the SRC will occur weeks 5 and 12 of each Fall and Weeks 5 and 10 of each Winter semester on Mondays between 3 and 4 pm (common hour).
- ii) The need for and conduct of a Town Hall meeting with a larger constituency will be established annually at a regular meeting.

d) **Agenda and Action Notes:**

- i) Agenda and Action Notes of last meeting will be posted at least 48 hours in advance of a meeting.

## Program Level Selection

Program Coordinators are responsible for organizing the student elections within their program. All students are eligible to nominate, be nominated and vote for their program-year representative. January intake students will be represented by their program's first-year rep.

Student Representative Councils  
 School of Justice & Community Development  
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Items Log for SRC

| #   | Item Name          | Issue Raised at SRC         | Date item Completed/ Resolved | Resolution/Implementation  |
|-----|--------------------|-----------------------------|-------------------------------|--|
|     |                    | (dd/mm/yy)                  | (dd/mm/yy)                    |  |
| 0.  | <i>Sample Item</i> | <i>Program<br/>17/10/16</i> | <i>14/11/16</i>               | <i>Description of resolution or implementation plan and any target dates</i> |
| 1.  |                    |                             |                               |  |
| 2.  |                    |                             |                               |  |
| 3.  |                    |                             |                               |  |
| 4.  |                    |                             |                               |  |
| 5.  |                    |                             |                               |  |
| 6.  |                    |                             |                               |  |
| 7.  |                    |                             |                               |  |
| 8.  |                    |                             |                               |  |
| 9.  |                    |                             |                               |  |
| 10. |                    |                             |                               |  |
| 11. |                    |                             |                               |  |
| 12. |                    |                             |                               |  |
| 13. |                    |                             |                               |  |