Advisory Committee for Students with Disabilities (St. John’s Campuses)
Memorial University of Newfoundland

Terms of Reference

Authority

The Office of Student Affairs and Services has been delegated the responsibility and authority to manage services for students with disabilities on the University’s St. John’s campus. In this context, an Advisory Committee (the “Committee”) was established in February 1992 by the Dean of Student Affairs and Services* (under the auspices of the Glenn Roy Blundon Centre) to advise on matters pertaining to students with disabilities. This authority is articulated in the Policy on Academic Accommodations for Students with Disabilities.

Mandate

The Committee’s role is to advise the Deputy Provost (Students) and Associate Vice President Academic (Undergraduate Studies) - the “Deputy Provost” - on the most effective and creative manner in which issues of concern relative to students with disabilities can be addressed and to further the betterment and progression of a learning support service for such students.

The guidelines for the Advisory Committee are as follows:

- Each member of the Committee will be responsible for informing the Committee of changing trends and concerns that may affect services for students with disabilities.
- The Committee will provide support and advice to the Blundon Centre in the area of access and accommodation.
- The Blundon Centre will provide the Committee with updates on relevant issues pertaining to students with disabilities.
- Upon request, and where appropriate, the Committee may provide advice to the campus co-ordinating centre at the Marine Institute (MI) on matters pertaining to MI students with disabilities.

Membership

The advice of many partners in service provision is of the utmost importance. The University, therefore, welcomes the representatives of community agencies and encourages their involvement on campus along with students and other interested colleagues.

Membership on the Advisory Committee may include:

- The Director of the University Counselling Centre (Chair - ex officio);
- Disability service providers at the St. John’s campus including the Manager of the Blundon Centre (Secretary - ex officio);
- A representative from the campus co-ordinating centre for students with disabilities at the Marine Institute campus (ex officio);
- Students and/or alumni (nominated by MUN DISC, MUNSU, and the GSU);**
Representatives from the Library/The Commons, Facilities Management, the Office of the Registrar, the Employment Equity Division of the Department of Human Resources, and faculty;

Representatives from community organizations involved with the provision of services to persons with disabilities;

Others as deemed necessary.

The chair is responsible for inviting individuals to serve on the Advisory Committee. The Secretary is responsible for preparing the Committee’s correspondence including the minutes of meetings and the membership list.

**Operations**

- The Advisory Committee shall make its best efforts to meet at least twice yearly to review, report, and make recommendations to the Deputy Provost regarding access and accommodation issues involving students with disabilities.

- Issues will be brought forward on the St. John’s campus through the Blundon Centre.

- The Advisory Committee may form one of more sub-committees on the basis of the objectives of the Policy on Academic Accommodations for Students with Disabilities.
  - The nature of the sub-committees is evolutionary as they can be created when required, dissolved when their objectives have been met, or ongoing.
  - Sub-committees will review, report, and make recommendations to the Advisory Committee, to bring forward through the Blundon Centre.

* The portfolio of the Dean of Student Affairs and Services was changed and retitled “Deputy Provost (Students) and Associate Vice President Academic (Undergraduate Studies)” in October 2011.

** MUN DISC - Memorial University of Newfoundland Disability Information and Support Centre
 MUNSU - Memorial University of Newfoundland Students’ Union
 GSU - Graduate Students’ Union

The Committee’s Terms of Reference were initially developed on February 13, 1992. The amendments proposed at the March 1, 2010, meeting of the Committee (to include representation from the Marine Institute campus) were approved by the Dean of Student Affairs and Services on April 5, 2010.

A motion was passed at the February 27, 2012, meeting of the Committee to change the name of the Committee from the Dean of Student Affairs and Services Advisory Committee for Students with Disabilities to the Advisory Committee for Students with Disabilities (St. John’s Campuses).
Members

Advisory Committee for Students with Disabilities
Memorial University of Newfoundland - St. John’s and Marine Institute Campuses
2014-2015 Academic Year

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