

## **Dean of Student Affairs and Services Advisory Committee for Students with Disabilities**

### **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") has been established 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 Dean of Student Affairs and Services 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 Dean of Student Affairs and Services 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.

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

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The Terms of Reference were initially developed on **February 13, 1992**. The amendments proposed by the Advisory Committee at their March 1, 2010, meeting (incorporated above) were subsequently approved by the Dean of Student Affairs and Services on **April 5, 2010**.

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### Advisory Committee Members for 2011-2012

Dr. Peter Cornish (Chair)  
University Counselling Centre  
Memorial University of Newfoundland

Ruth North (Secretary)  
Glenn Roy Blundon Centre (University Counselling Centre)  
Memorial University of Newfoundland

Wayne Yetman  
University Counselling Centre  
Memorial University of Newfoundland

Lois Hammond  
Office of the Registrar  
Memorial University of Newfoundland

Robert Walsh  
Department of Facilities Management  
Memorial University of Newfoundland

Shawn Pendergast  
The Commons @ the Queen Elizabeth II Library  
Memorial University of Newfoundland

Emir Andrews (Retired)  
Faculty Representative (Psychology Department)  
Memorial University of Newfoundland

Dr. Edith Furey  
Faculty Representative (Faculty of Education)  
Memorial University of Newfoundland

Tina Hickey  
Department of Human Resources (Employment Equity)  
Memorial University of Newfoundland

Rhonda McMeekin  
Division of Academic and Student Affairs  
Fisheries and Marine Institute - Memorial University

Carolyn Wheeler Scott  
Department of Education (Division of Student Support Services)  
Government of Newfoundland & Labrador

Jim McDonald  
Office of Employment Equity for Persons with Disabilities  
Government of Newfoundland and Labrador

Pauline Crann  
Canadian Paraplegic Association (NL)

Paul Walsh  
Coalition of Persons with Disabilities of Newfoundland and Labrador (COD)

Jack Jardine  
Newfoundland Co-ordinating Council on Deafness

Duane Morgan  
Canadian National Institute for the Blind (NL)

David Banfield  
Learning Disabilities Association of Newfoundland and Labrador

Jason Geary  
Autism Society of Newfoundland and Labrador

Memorial University of Newfoundland Disability Information and Support Centre (MUN DISC)\*

Memorial University of Newfoundland Students' Union (MUNSU)\*

Graduate Students' Union, Memorial University of Newfoundland\*

\* Membership to be confirmed.

**Updated August 9, 2011**