Student Matters Steering Committee
(Student Safety, Wellness, Behaviour, Discipline, and Performance)
Terms of Reference

Background
The Office of the Provost and Vice-President (Academic) has been asked to provide the Vice President’s Council, the President and the Board of Regents with regular reports concerning student matters such as student safety, wellness, behaviour, discipline and performance indicators. The creation of such reports will require the collection and synthesis of data gathered by departments from across Vice Presidents Portfolios and all Memorial university campuses. As a result, a Student Matters Steering Committee will be formed to oversee the development and creation of reports on student matters.

Mandate
Reporting directly to the Vice President’s Council, the Committee will gather, consolidate, and summarise relevant reports and information which will allow the tracking of trends in student safety, wellness, behaviour, discipline and performance indicators. The Committee will issue reports each semester which will highlight statistics on student matters from all Memorial university campuses and make recommendations for action to address trends highlighted in the report.

Committee Responsibilities
The Committee will:

- develop a process for gathering relevant information related to student safety, wellness, behaviour, discipline and performance indicators;
- gather information on student matters from all Memorial university campuses;
- consolidate and analyze the information gathered to track trends in indicators of student safety, wellness, behaviour, discipline and performance;
- make recommendations based on the analysis of student indicators on actions to address student concerns;
- issue a comprehensive report to the Vice Presidents Council each semester that includes the analysis of data and recommendations to address student trends;
- provide regular updates to the Vice Presidents’ Council about student matters including significant incidents involving students;
- share and discuss highlights of the report at a forum to be held twice a year with representatives from relevant university units/departments and student groups;

Data Gathering
The Chair will gather quarterly information, reports and commentary from the following units/departments of the university and any other appropriate units:

- Health and Safety (St. John’s Campus)
- Campus Enforcement and Patrol (St. John’s Campus)
- Code of Student Conduct Team
- Sexual Harassment Officer
- Office of the Registrar
- Counselling Centre (St. John’s Campus)
- Student Health (St. John’s Campus)
- Housing, Food and Conference Services (St. John’s Campus)
- International Student Advising (St. John’s Campus)
- Senate Committee on Undergraduate Studies
- School of Graduate Studies
- Student Unions (St. John’s, MI, GC)
- Grenfell Campus
- Marine Institute Campus
- Chief Risk Officer
- Centre for Institutional Analysis and Planning

**Steering Committee Composition**

The committee will be chaired by the Deputy Provost (Students) and Associate Vice President (Academic) Undergraduate Studies and have the following membership:

- Chief Risk Officer
- University Registrar
- AVPA (ASA) Marine Institute Campus
- AVPA Grenfell Campus
- Representative from Deans’ Council
- Dean of Graduate Studies
- One student representative

Representatives from other relevant units may be invited to participate in selected committee meetings or parts thereof.

June 12, 2013