

VIU Student Affairs Leadership Team

Terms of Reference

Purpose

The Student Affairs Leadership Team represents key functional areas across Student Affairs to provide leadership, expertise and guidance on matters pertaining to student development, support and success. The members of the Student Affairs Leadership Team act as advisory to the Associate Vice-President Student Affairs and meet regularly to discuss topics of mutual concern and provide input into policies, procedures and practices that impact students.

Objectives

The Student Affairs Leadership Team:

1. Advises the AVP-Student Affairs on divisional, departmental/functional area priorities, strategic decisions and emerging challenges.
2. Provides opportunities for information exchange, cross-departmental collaboration, capacity and community building.
3. Celebrates achievements.
4. Engages in and promotes professional learning.
5. Advises on policies, procedures and practices that impact students.

Operational Guidelines

1. The Student Affairs Leadership Team normally meets monthly.
2. The meetings will be chaired by the AVPSA or designate.
3. Proposed Agenda items for consideration by the Senior Leadership team should be submitted to the Manager, Office of Student Affairs no later than 10 days prior to the scheduled meeting.
4. Agenda items submitted for discussion should be accompanied by a brief description and additional background documentation to facilitate the discussion.
5. Minutes will be recorded at each meeting and distributed to members of the Student Affairs Leadership team.

Membership

The AVPSA, Directors within Student Affairs, and representatives from each of the Departments and functional areas of Student Affairs will be included. These areas are identified in the table below.

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Academic Advising	Assessment and Exam Invigilation Services
Athletics and Recreation	Centre for Experiential Learning
Co-Curricular Engagement and Learning	Counselling
Disability Access Services	Financial Aid and Awards
Outdoor Recreation	Peer-Supported Learning
Services for Aboriginal Services	Student Affairs- Office Manager
Student Conduct	International Education - Advising
Student Affairs Cowichan	Student Affairs – Powell River
Student Success Coaching	