

## Student Affairs Committee

### Terms of Reference

#### **Part I: Mandate and Responsibilities**

##### Mandate

The mandate of the Student Affairs Committee is to develop all policies and procedures related to the health, safety and wellness of students in the MD program, in accordance with accreditation standards and recommend these policies to MD PEC.

The Student Affairs Committee functions under the authority of the MD Program Executive Committee, which develops, approves and disseminates policies and procedures relevant to the overall program.

##### Responsibilities

The committee will:

- Oversee policies and procedures relevant to student health, safety and counselling within the MD Program.
- Ensure all relevant policies and procedures are reviewed and updated at least every two years.
- Make recommendations to the Director, Student Affairs regarding operation of the Learner Wellness Centre and the work of the Wellness Advisors, Academic Advisors and Career Advisors.
- Advise on needs for faculty development relevant to all aspects of student health, safety and counselling.
- Liaise with the Disability Services Advisor at Queen's Accessibility Services and with the Director of the Regional Assessment and Resources Centre (RARC) to ensure that all policies and procedures pertaining to student accommodations comply with all relevant legislation and regulation and with Queen's University policies.
- Ensure compliance with accreditation standards relevant to student affairs, student wellness, career counselling, academic advising, and student accommodations".
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#### ***Part II: Leadership & Membership***

##### Membership

The Committee will consist of faculty from the School of Medicine appointed by the Associate Dean UGME.

- The Director of Student Affairs who will serve as Chair
- Wellness Advisor (s)
- Career Advisor (s)
- Academic Advisor (s)

**Approved by: MD PEC**  
**Date approved: May 23, 2018**  
**Date last revised: April 2018**



All new members will receive these Terms of Reference and will be oriented to the position by the Chair.

The Chair will invite such guests as are necessary for the conduct of the meeting.

#### Decision Making

The Committee will make recommendations to MD-PEC on the basis of consensus. Where consensus cannot be achieved, matters will be referred to MD-PEC for resolution.

#### Responsibilities of Members

All members will participate actively in the committee by:

- Reviewing all pre-circulated material
- Attending at least 70% of the meetings
- Communicating the committee's activities and decisions regarding policies, as appropriate

#### Term of Membership

Members of the committee serve at the pleasure of the Associate Dean UGME by virtue of appointment.

### ***Part III: Meeting Procedures***

#### Frequency and Duration of Meetings

Meetings will be held monthly. Additional meetings may be held at the call of the Chair.

#### Quorum

Quorum will be 50% plus one of all voting members, either present in person or via teleconference.

Meetings may be held in the absence of a quorum, but no decisions will be made.

#### Conflict of Interest

Members are expected to declare a conflict of interest if their real or perceived personal interests might be seen to influence their ability to assess any matter before the committee objectively. They can do so either by personal declaration at a meeting or in writing to the Chair. They will be excused from any discussions regarding the matter in question. The declaration and absences will be recorded in the minutes.

### **Part IV: Administrative Support & Communication**

#### Administrative Support

The Secretary will be the Learner Wellness Centre Assistant.

**Approved by: MD PEC**  
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### Agendae & Minutes

- Agendae and minutes of committee meetings are to be distributed to the committee members by the recording secretary.
- Minutes are normally distributed electronically to all members within one week of meetings.

### Reporting Relationship

The Student Affairs Committee reports to the MD Program Executive Committee

The Student Affairs Committee will report annually on its activities to MD PEC.

Recommendations for changes in policies and practices should be reviewed and approved by the MD Program Executive Committee .

### ***Part V: Evaluation***

These terms of reference will be reviewed by the Student Affairs Committee on an annual basis and as required.

### ***Part VI: Policy References***

The School of Medicine's policies are posted to <http://meds.queensu.ca/undergraduate/policies>

### ***Rules of Order***

The School of Medicine's committees follow *Bourinot's Rules of Order*.

A summary of *Bourinot's Rules of Order* is available at:

<http://www.queensu.ca/secretariat/senate/Rules.html>

## APPENDIX A

### *Consensus-Based Decision Making Rules for Building a Consensus*

A consensus requires that everyone involved in the decision must agree on the individual points discussed before they become part of the decision. Not every point will meet with everyone's complete approval. Unanimity is not the goal, although it may be reached unintentionally. It is not necessary that everyone is satisfied, but everyone's ideas should be reviewed thoroughly. The goal is for individuals to understand the relevant data, and if need be, accept the logic of differing points of view.

The following rules are helpful in reaching a consensus:

- Avoid arguing over individual ranking or position. Present a position as lucidly as possible, but consider seriously what the other group members are presenting.
- Avoid "win-lose" stalemates. Discard the notion that someone must win and, therefore, someone else must lose. When an impasse occurs, look for the next most acceptable alternative for both parties.
- Avoid trying to change minds only in order to avoid conflict and achieve harmony.
- Withstand the pressure to yield to views that have no basis in logic or the supporting data.
- Avoid majority voting, averaging, bargaining or coin flipping. These techniques do not lead to a consensus. Treat differences of opinion as indicative of an incomplete sharing of information -- so keep probing.
- Keep the attitude that the holding of different views by group members is both natural and healthy. Diversity is a normal state; continuous agreement is not.
- View initial agreement as suspect. Explore the reasons underlying apparent agreement on a decision and make sure that all members understand the implication of the decision and support it willingly.