

# Canadian Campus Wellbeing Survey

Technical Advisory Committee August 1, 2023 to July 31, 2024

Terms of Reference

*Adapted from the Student Transitions Project and BC Student Outcomes Terms of Reference*

## **1. Committee Composition:**

In accordance with Section C of the Canadian Campus Wellbeing Survey Service Agreement (“the Agreement”), between the University of British Columbia (“Survey Administrator”) and each participating institution (“the parties”), a Technical Advisory Committee is established consisting of the following members:

- a. PSI members: one representative from each participating public post-secondary institution are invited, but not required, to be part of the Committee; these members will be involved in institutional research and planning functions and/or their institution’s student wellness unit, and will have experience with the broadest possible range of programs and institutional structures. Two members from one institution may take part when representing both the technical and data user roles for their institution. Recognizing the value of long-term involvement, membership terms may be extended for members from institutions that intend to take part on a 2- or 3-year cycle;
- b. Two members-at-large: as the committee has need, it can add members from other institutional groups with appropriate subject matter expertise;
- c. One or two research representatives; and
- d. Chair: named by the Survey Administrator

A current list of Committee members is appended to these Terms of Reference, and shall be kept up to date as membership changes.

## **2. Purpose of Committee:**

The purpose of the committee is to provide advice to the CCWS Team to support the successful administration of the survey under the Agreement.

## **3. Duties and Powers:**

The Technical Advisory Committee will:

- a. Provide recommendations on CCWS policies;
- b. Provide recommendations for procedures to safeguard the transmission of personal information provided to the Survey Administrator under the Agreement;
- c. Review the timelines, methods and procedures for the deployment of the CCWS in order to provide advice on how to successfully implement in a range of institutional settings;
- d. Provide advice on reporting approach to meet needs of institutions and researchers;

- e. Review the progress, activities and future direction, of the CCWS to provide advice on current and future implementations;
- f. Appoint subcommittees as necessary, to provide advice to the committee; and
- g. Recommend additional data sources and other information required to facilitate the research and analysis purposes of the CCWS.

#### **4. Chair:**

The Chair of the Committee will be appointed by the Survey Administrator and for each term. Normally, the Chair will preside at all meetings of the Committee.

#### **5. Research Representatives:**

The CCWS serves a dual function as a quality assurance mechanism as well as creation of a research dataset. In order to serve the research agenda of the CCWS, two representatives with a research interest in the survey will be invited by the Committee to serve as members.

#### **6. Secretariat:**

The CCWS Team will provide operational and administrative support for the activities of the Committee, including:

- (a) Maintaining an up-to-date record of Committee meeting notes and circulating action items;
- (b) Maintaining a current list of Committee members;
- (c) In consultation with other members of the Committee as appropriate, setting the Committee agenda and,
- (d) Under the direction of UBC, perform the duties of office of record for all administrative issues, including records management, archival considerations and administration of statutory obligations under the *Freedom of Information and Protection of Privacy Act*.

#### **7. Committee Meetings:**

The Committee will meet regularly, to carry out its duties and powers as specified in section 3 of these Terms of Reference. Additional meetings or advice may be requested if need arises. The committee will meet no less than six times per calendar year. The committee may meet in person, by telephone conference call or video link.

#### **8. Delegates:**

Each committee member may assign a designated delegate who from time to time will attend meetings or vote on their behalf.

#### **9. Quorum and Voting Procedures:**

As the Committee is advisory to the CCWS Team, voting does not occur, however the group will strive for consensus-based decision-making.

**10. Membership Term:**

Committee members shall be appointed for the specified term of the Fall 2023 Deployment and the Winter 2024 deployment, from August 1, 2023-July 31, 2024.

**11. Fees and Expenses:**

No fees and expenses will be payable to members of the Technical Advisory Committee for engaging in the fulfilment of duties and exercise of powers specified in section 3 of these Terms of Reference.

**12. Effect of Terms of Reference:**

These Terms of Reference do not affect, modify, limit or interfere with the responsibilities of any of the parties to the Agreement. In the event of any conflict between these Terms of Reference and the Agreement, the Agreement prevails. The Agreement shall guide interpretation of these Terms of Reference.

**13. Key Timelines:**

These Terms of Reference are in force from the date all parties to the Agreement have signed the Agreement, until the termination of the Agreement pursuant to section 3 of the Agreement.

**14. Amendment:**

The Terms of Reference may be amended from time to time by the committee as it deems required.

## Technical Advisory Committee Membership

August 1, 2023 to July 31, 2024

*Last updated November 22, 2023*

### **Participating Institution Members**

Adam Daniels, Strategic Project Manager, Acadia University

Aimee MacDonald, Research Analyst, Office of Institutional Analysis, St Francis Xavier University

Andrew Szeto, Director, Mental Health Strategy; Associate Professor, University of Calgary

Ariunaa Bayarsaikhan, Data Analyst, Strategy, Assessment, and Evaluation, Student Services, McGill University

Clarissa Lau, Manager, Assessment & Analysis, Student Experience, University of Toronto

Kyle Schoenfeld, Analyst, Institutional Research, Langara College

Lee Hodge, Director Community Wellbeing, Toronto Metropolitan University

Meaghan Blake, Interim Chairperson, Psychological and Career Counselling; John Abbott College

Stephanie McKeown, Chief Institutional Research Officer, UBC

Tina Ranta, Assistant Director Student Counselling, Health & Well-being, York University

### **Members-at-Large**

Alicia Hugel, Senior Analyst, Strategy, Planning and Sector Engagement Branch, Saskatchewan Ministry of Advanced Education

Jennifer Hamilton, Executive Director, Canadian Association of College and University Student Services

### **Research Members**

Guy Faulkner, Professor, School of Kinesiology, UBC

Matthew Kwan, Assistant Professor, Brock University; Adjunct Professor, McMaster University

### **CCWS Data Analyst**

Dhruvi Nishar

### **Chair**

Kelly Wunderlich, CCWS Project Manager, UBC