

Canadian Campus Wellbeing Survey

Data Access Committee July 1, 2021 to June 30, 2023

Terms of Reference

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

1. Committee Composition:

In accordance with the Data Access Policy Agreement (“the Agreement”), between the University of British Columbia (“the Survey Administrator”) and each party seeking access to the research dataset (“the parties”), a Data Access Committee is established consisting of the following voting members:

- a. PSI members: at least six representatives from participating public post-secondary institutions; at least two of these members will be involved in institutional research and planning functions and at least two of these members will be involved in their institution’s student wellness unit; at least one of these members will be involved in Human Resources or their institution’s employee wellbeing unit.
- b. Research members: at least two representatives with a research interest in the survey.
- c. Chair of the Committee: a research representative with interest in the survey, and will be selected each year by and from the members of the Committee.

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:

To uphold the principles, policies and procedures by which access to CCWS data is sought and granted.

3. Duties and Powers:

The Data Access Committee will:

- a. Review applications for potential risks to both individual and institutional anonymity in analyses and any output;
- b. Provide a mechanism for making data access decisions for case-level datasets, as part of the research dataset of the CCWS;
- c. Ensure that users of the data agree to comply with the informed consents and ethical approvals for the data in question; and
- d. Keep complete records and provide regular summary reports of decisions.

4. Chair:

The Chair of the Committee will be selected each year by and from the members of the Committee. Normally, the Chair will preside at all meetings of the Committee.

5. Secretariat:

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

- (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*.

6. Committee Meetings:

The Committee will meet in response to data access requests, to carry out its duties and powers as specified in section 3 of these Terms of Reference. The committee may communicate and vote via email or, if the need arises, call for a meeting by telephone conference call or video link.

7. Delegates:

If a meeting is required, each committee member may assign a designated delegate who from time to time will attend a meeting or vote on their behalf.

8. Quorum and Voting Procedures:

Applications will be reviewed by the DAC chair, the CCWS data analyst and at least one additional committee member. All decisions of the Committee shall be unanimous. If there is disagreement a full committee will be called. If a Committee member is unable to attend a meeting, the member may provide written notice of support or non-support for a proposed decision of the Committee or provide notice that his or her designated delegate will vote on their behalf. The notice may be provided by electronic mail to all other members of the Committee.

9. Membership Term:

Committee members shall be appointed for the term of two years. Members can be renewed for subsequent terms on the Committee with invitation by the Chair.

10. Fees and Expenses:

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

11. 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.

12. 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 9 of the Agreement.

13. Amendment:

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

Committee Membership

July 1, 2021 to June 30, 2023

Last updated March 9, 2023

Participating Institution Members

Aimee MacDonald, Gender and Sexual Diversity Advisor, St. Francis Xavier University

Breanna Sawatzky, Manager, Campus Well-Being, Red River College Polytech

Courtney Fabri, Manager, Institutional Research, Langara College

Degan Davis, RP, Gestalt Therapist, The Michener Institute of Education at UHN

Sandra Gibson, Manager of Health Education and Promotion, University of Waterloo

Stephanie McKeown, Chief Institutional Research Officer, UBC

Vacancy – student wellness unit representative

Research Members

Matt Kwan, Assistant Professor, Department of Family Medicine, McMaster University

Vacancy

CCWS Data Analyst

Michael Fang

Chair

Guy Faulkner, Professor, School of Kinesiology, UBC