

# Community Welfare Committee

## Terms of Reference

**This policy is effective from** 1 November 2018

**Approval body** Academic Council **Approval date** 31 October 2018

**Owner** Head of Academic Affairs and Research **Next review date** 31 October 2019

### 1. Purpose

- 1.1. To support the College, the Head of Academic Affairs, and Student Support Services in:
  - 1.1.1. Creating and enhancing a College environment in which every individual has the opportunity to learn, interact and engage in all aspects of College life, regardless of age, culture, physical and mental health, and financial circumstances.
  - 1.1.2. Promoting a safe, healthy and secure environment.
  - 1.1.3. Promote understanding of and engagement with each other's diverse cultures, which includes (but isn't limited to) gender, race, nationality, sexual orientation, disability, socio-economic background.
  - 1.1.4. Monitoring and responding to students in crisis.

### 2. Scope

- 2.1. The Committee will:
  - 2.1.1. Establish a confidential working group to attend to and report in confidence on students in crisis (Student Crisis Monitoring Group)
  - 2.1.2. Consider and advise the Head of Academic Affairs on all matters relating to student welfare
  - 2.1.3. Support the Head of Academic Affairs in developing and reviewing all policies having a bearing upon student welfare
  - 2.1.4. Support and advise the Head of Academic Affairs in developing and implementing a Student Success Strategy for NCAD
  - 2.1.5. Coordinate student health and wellbeing resources and initiatives across the College in partnership with key stakeholders
  - 2.1.6. Provide guidance to ensure all areas of the College work from common goals and principles in supporting and educating students
  - 2.1.7. Make recommendations to other College committees in relation to the enhancement of the student experience
  - 2.1.8. Help ensure that Academic Affairs effectively measures the work undertaken to support student health and wellness

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V1	31 October 2018	N/A	N/A

- 2.1.9. Receive and monitor College-wide student satisfaction through NCAD's Annual Student Survey and the Irish Survey of Student Engagement
- 2.1.10. Consider the NCAD student experience against student experience nationally and internationally and best practice within the higher education sector
- 2.1.11. Afford student representatives an opportunity to raise issues about student service provision and performance within the University
- 2.1.12. Establish such sub-committees as may be necessary for the performance of its functions
- 2.1.13. Report annually to the College Management Team, Academic Council and An Bord on relevant policy issues and the provision of student support services.

### **3. Membership**

- 3.1. Individuals who occupy the following roles will be members of the Council on an ex officio basis:
  - 3.1.1. Head of Academic Affairs & Research (Chair);
  - 3.1.2. Access Officer;
  - 3.1.3. NCAD Counsellor;
  - 3.1.4. Careers Advisor;
  - 3.1.5. Learning Support Officer;
  - 3.1.6. Visual Culture School Secretary;
  - 3.1.7. NCADSU President or Vice President;
  - 3.1.8. NCADSU Student Welfare Officer;
  - 3.1.9. Head of Department of First Year Art & Design Studies.
- 3.2. Each School and First Year Art & Design Studies will select an additional academic staff member from the School/Department for appointment to the Committee.
- 3.3. Membership shall always include at least one person of each sex.
- 3.4. Administrative support will be provided by Student Services and Admissions.

### **4. Student Crisis Monitoring Group**

- 4.1. This working group serves as a confidential forum in support of monitoring and enabling a College-wide response where a student is in crisis or a marked pattern of high levels of student anxiety are apparent.
- 4.2. Membership of the Student Crisis Monitoring Group will be limited to:
  - 4.2.1. Head of Academic Affairs & Research (Chair);
  - 4.2.2. Access Officer;
  - 4.2.3. NCAD Counsellor;

- 4.2.4. Careers Advisor;
  - 4.2.5. Learning Support Officer;
  - 4.2.6. Visual Culture School Secretary;
  - 4.2.7. First Year Studies academic staff representative (first year students are a particular focus due to the anxiety attendant upon making the transition to higher education).
- 4.3. Meetings of the Student Crisis Monitoring Group will normally immediately precede the full Committee meeting. If further discussion is required, a further meeting of the Student Crisis Monitoring Group will be scheduled. A verbal summary of issues addressed at the Student Crisis Monitoring Group meeting will form part of the College Community Welfare Committee agenda.

## **5. Meetings**

- 5.1. The College Community Welfare Committee shall meet at least three times per year, and more frequently as need arises.
- 5.2. The quorum for a meeting shall be any five members of the Committee.
- 5.3. A brief minute shall be kept of all meetings; confidential information, particularly as it relates to individuals, will not be recorded in the minutes.
- 5.4. Meetings of the Student Crisis Monitoring Group will immediately precede the full Committee meeting and last 15 minutes; a minute will not be taken. If further discussion is required, a further meeting of the Student Crisis Monitoring Group will be scheduled.

## **6. Reporting**

- 6.1. The Committee reports at least once per annum to the College Management Team, Academic Council and An Bord.

## **7. Review**

- 7.1. Terms of Reference for the College Community Welfare Committee will be reviewed annually.

## **8. Version history**

- 8.1. This is the first version of these terms of reference.
- 8.2. Following a review, the next version of these terms of reference are due in October 2019.