



University
of Windsor

Terms of Reference

Student Mental Health Implementation Committee

FINAL VERSION. Approved by Implementation Committee, March 27, 2019

Purpose – Implementation Committee:

To support and guide the implementation of the [Student Mental Health Strategy](#) such that the University of Windsor effectively implements as many of the Strategy's 39 recommendations as is possible.

The Implementation Committee will:

- Meet no less than two times per calendar year to review the University's progress on the Strategy.
- Will provide advice, guidance and support to those University units that are responsible for implementing recommendations in the Strategy.
- Will deliver an annual report to the Provost outlining the University's progress on the Strategy. This report will be made public to the University of Windsor community.
- Will provide direction on up to 80% of the resources within the Student Mental Health Strategy Initiatives Fund by selecting projects or initiatives that will support the successful implementation of the Strategy's recommendation or other wellness priorities across the University. The Implementation Committee will structure the application process for the Fund and approve proposals as required

Membership:

- A minimum of three faculty members
- The committee aims to have a minimum of three administrative staff who are not directly involved in the delivery of wellness services
- A minimum of one student government representative from each of the University of Windsor Students' Alliance (UWSA), the Graduate Student Society (GSS), and Organization for Part-time University Students (OPUS)
- A minimum of two students at large
- Staff from the following administrative units: Student Counselling Centre and the Office of Student Experience

Term:

- The Implementation Committee will function for the duration of the Strategy, which is five years.
- Committee members will make a one-year commitment to the Implementation Committee. Should they choose, Committee members can extend their participation annually.

Committee Processes:

- The Committee will nominate its own Co-Chairs (one faculty/staff member of the Committee and one student member). If more than one member is nominated for either Co-Chair role, the Committee will vote on the nominees. The Co-Chairs will hold this position for one year.
- The Office of Student Experience will perform a secretarial function for the Committee by taking notes and produce other documentation as required.
- When making decisions, the Committee will strive for consensus. Where consensus cannot be achieved, a vote will be taken.
- Committee members must declare any conflict of interest they may hold in relation to issues being voted on and withhold their vote from that decision-making process. They will be considered a non-voting member on the issue for which the conflict of interest exists.
- Votes require committee quorum, which is 50%+1 of committee members. Issues will pass with a majority vote. Any tied vote will be deferred to the next meeting to hold another discussion and vote on the issue. In the event of a tied vote on a time-sensitive issue, the vote will fail.

Committee Guidelines:

The following guidelines will be adhered to:

1. We have a collaborative responsibility for the work of the committee.
2. We will respect the opinions of all members, treat each other with respect, and remain mindful of the diverse lived experiences that exist within the group
3. We will actively contribute to the discussions
4. We will keep an open mind to new and different ideas
5. We will respect the confidentiality of all discussions
6. We will use open and honest communication with each other
7. We will embody the values of the Strategy through our work, and ensure that our discussions of mental health and wellness are aligned with the Strategy's student-centered paradigm of respect, support, care, and compassion.
8. We will recognize our inherent responsibility in working to build an inclusive, caring, and compassionate campus community. We understand that this process will continually be shaped by the language we use, the values we practice, and the decisions we make.

Approvals:

Terms of Reference will be approved at the first meeting of the Committee and will be updated on an as needed basis. The Committee itself will approve and amend.