

## **RGASC Advisory Committee Terms of Reference**

### **1. Mandate**

The RGASC Advisory Committee facilitates communication between the RGASC and its stakeholders. It helps to ensure that the RGASC is providing programming and support that genuinely respond to the needs of the teaching and learning community at the University of Toronto Mississauga. More specifically, the Committee

- collects information on stakeholders' perceptions of the RGASC and offers advice on the kinds of communication and outreach strategies that will best address these perceptions;
- ensures stakeholders are informed about the RGASC's current or upcoming programming and activities;
- provides opportunities for stakeholders to bring their concerns and ideas to the RGASC's attention;
- offers the RGASC direction and feedback that represent the needs, priorities, and interests of its stakeholders;
- helps identify measurable outcomes for the RGASC's activities and a long-term vision for the RGASC itself.

### **2. Membership**

- UTMSU representative (1-year term)
- Undergraduate student (1-year term)
- Graduate student (1-year term)
- Teaching assistant (1-year term)
- Humanities instructor (1- or 2-year term)
- Social Sciences instructor (1- or 2-year term)
- Sciences instructor (1- or 2-year term)
- Management / Professional Program instructor (1- or 2 -year term)
- Associate Dean, Undergraduate
- Manager, Orientation, Transition, and Engagement
- Staff member from the Office of the Registrar (1- or 2-year term)
- Librarian (2-year term)
- Undergraduate Advisors (2, each with a 2-year term)
- RGASC staff / faculty member (2-year term)
- RGASC Coordinator
- Director, RGASC

### **3. Activities**

The RGASC Advisory Committee has one annual meeting in late May or early June. An Annual Report is distributed to Committee members a minimum of one week

before the meeting. The annual meeting provides Committee Members the opportunity to ask questions about the RGASC's program outcomes in the current academic year and to offer suggestions for areas of focus in the upcoming year. Additional meetings may be called if necessary. Sub-committees may be established to address emerging issues.

#### **4. Chair and Proceedings**

The Annual Meeting is chaired by the Director, RGASC. A summary record of the proceedings and recommendations is circulated by the Centre Coordinator after the meeting.

Last updated, April 2019