

Student Appeals Committee Terms of Reference

1. PURPOSE AND MANDATE

Purpose/Mandate: The Student Appeals Committee (“Committee”) of the College of Nursing is established to consider, hear and determine appeals in accordance with the Academic Appeals Policy (“Policy”) of the Bachelor of Nursing program and Bachelor of Midwifery program (“Programs”) or other appeals within its jurisdiction. In particular:

- a. **Consider and Hear Appeals:** Panels of the Committee will be formed to consider and hear appeals, in accordance with the hearing procedures set out in the Policy;
- b. **Render Decisions:** The Panels of the Committee will render decisions in relation thereto;
- c. **Review:** The Committee will review the Policy periodically and recommend changes, if necessary, to the College Council.

2. REPORTING AND ACCOUNTABILITY

- 2.1. **Accountability:** The Committee is a standing committee of the College of Nursing Council (“College Council”).
- 2.2. **Reporting:** The Committee, through the Chair, shall provide a written report, including the number and types of appeals heard, without compromising confidentiality, to the College Council once per calendar year.

3. CHAIRPERSON AND COMMITTEE MEMBERSHIP

- 3.1. **Chair:** The Committee Chair shall be appointed by the Dean from the six academic staff Committee members. The Chair is responsible for the following at Committee meetings:
 - (a) Calling the meeting to order;
 - (b) Establishing an agenda and ensuring agenda items are addressed;
 - (c) Ensuring the minutes from prior meeting(s) are reviewed and approved by the Committee (with or without modification);
 - (d) Facilitating discussion to reach consensus on matters under consideration in a professional manner;

(e) Adjourning meetings after business is concluded; and

(f) Acting as the main representative of the Committee.

3.2. **Membership:** The Committee membership shall then consist of the following members, including the Chair:

- (a) Six academic staff of the College (including Professors, Associate Professor, Assistant Professors, Lecturers, Instructors I and II and Senior Instructors, but excluding sessionals and nil-appointments) holding academic rank in the College, elected by the academic staff for a three-year term, renewable once. One academic staff member shall be an instructor from the Bachelor of Midwifery program. One academic staff member shall be the Chair and one academic staff member shall be the Vice-Chair, both appointed by the Dean;
- (b) Two instructors from the University College of the North teaching in the Bachelor of Nursing program appointed by the Dean.
- (c) Two students in the Bachelor of Nursing Program at the Fort Garry Campus, appointed or elected by the student body, for a one-year term.
- (d) One student from the Collaborative University College of the North Cohort in The Pas and one from Thompson appointed or elected by the student body, for a one-year term.
- (e) One student from the Bachelor of Midwifery program appointed or elected by the student body, for a one-year term.

3.3. **Equitable, Inclusive and Diverse Membership:** The College of Nursing strives to achieve equitable, inclusive and diverse membership on its committees that is reflective of its commitment to equity, diversity and inclusion and this should be considered in the appointment of Committee members.

3.4. **Liaisons:** Committee members shall serve as liaison persons with others in the areas from which they are appointed.

3.5. **Best Interests:** Committee members shall deal with matters before the Committee in such a way that the best interests of the College of Nursing take precedence over the interests of any of its constituent parts, should those interests conflict or appear to conflict.

3.6. **Consultation:** In carrying out its role, the Committee may call upon various resources as it deems required.

4. **TERM OF OFFICE**

The term of office of each Committee member shall be until the first of the following occurs:

- (a) the individual no longer holds the position noted in 3.2;
- (b) the term of the appointment ends;
- (c) the appointment is rescinded by the appointer; or
- (d) the individual resigns from the Committee.

5. FUNCTIONS AND ACTIVITIES OF COMMITTEE

- 5.1. As part of its Mandate, the Committee will engage in the following activities:
- (a) **Make Decisions:** Panels of the Committee will hear appeals within its jurisdiction and make decisions respecting appeals.
 - (b) **Make Recommendations:** The Committee will make recommendations regarding review of the Policy and other applicable policies or procedures to the College Council/College Executive Council.

6. MEETINGS

- 6.1. **Number of Meetings:** The Committee shall meet at the call of the Chair to consider and hear appeals. The Committees shall otherwise meet at least one time per academic year to review procedures, to prepare its annual report and to review the Policy.
- 6.2. **Notice of Meetings:** Notice of the annual Committee meeting must be provided to Committee members, at least five business days advance of the meeting, unless waived by the Committee members at the meeting. Notices of hearings shall be in accordance with the Policy.
- 6.3. **Agenda:** Agenda items for the annual meeting should be sent to the Committee secretary at least 48 hours in advance of the meeting. The agenda should be prepared and distributed to the members of the Committee prior to the meeting.
- 6.4. **Hearings:**
- a) A Panel shall consist of at least 4 members, including the Chair, one (1) student, and two (2) academic staff members. If the Chair of the Committee is unable to sit for any reason, the Vice-Chair shall assume the Chair's duties. Should a Vice-Chair be unable to sit, another academic staff member of the Committee shall be appointed by the Chair as an Acting Chair.
 - b) If a member of the Panel informs the Chair that they are unable to sit on an appeal for any reason and quorum is compromised, a replacement will be sought from the remaining members of the Committee.
- 6.5. **Decision-Making:** The preferred model for decision-making is consensus. If consensus cannot be reached, a vote shall be held. The Chair will not vote unless to break a tie.
- 6.6. **Committee Meeting Guests:** All Committee meetings will be limited to individuals attending for the purposes of hearing in accordance with the Policy.
- 6.7. **Electronic Discussion and Meetings:** The Chair may consult with Committee members electronically, and may arrange email, telephone or other electronic meetings, instead of in-person meetings, as the circumstances may require.
- 6.8. **Confidentiality:** All Committee members, resource persons, consultants, guests, and administrative support persons who may be in attendance at a Committee meeting or privy to Committee information, are required to protect and keep confidential any protected information (e.g., classified or privileged information) received through participation on the Committee, unless such information is otherwise approved for public information.

6.9. **Minutes & Confidentiality:** Hearings shall be conducted as closed sessions unless moved by one party to have the hearing open, and the other party and Chair agree to the request. Minutes are to be taken of business occurring during Committee meetings and are to be treated as confidential. The Committee may move “in camera” to deal with certain items if the subject matter being considered relates to personal and confidential matters that are exempt from disclosure under applicable access and privacy legislation. Minutes taken during a hearing shall form part of the official record of the appeal.

6.10. **Conflicts of Interest:** Committee members must inform the Chair prior to considering or hearing an appeal, if they have a conflict of interest or potential conflict of interest (e.g., an academic staff member was involved in an earlier stage of decision-making respecting the matter under appeal). In such cases, the Chair may excuse the member from considering the appeal and replace him/her with a new member.

7. COMMITTEE ADMINISTRATIVE SUPPORT

The Committee shall receive administrative support from the College of Nursing. The administrative support shall be provided through an individual whose duties shall include:

- (a) Assisting the Chair with preparation of Committee meeting agendas and distributing notification of meetings;
- (b) Ensuring follow-up of Committee action items;
- (c) Information gathering;
- (d) Preparation and distribution of meeting material;
- (e) Minute-taking; and
- (f) Maintaining Committee records.

8. AMENDMENTS TO TERMS OF REFERENCE

Amendments to these Terms of Reference may be proposed by the Committee to the College Council for approval.

9. DATES OF APPROVAL, REVIEW AND REVISION

- 9.1. **Date approved:** January 8, 2023 Executive Council; February 26, 2023 College Council.
- 9.2. **Review:** Formal review of these terms will be conducted every ten years. In the interim these terms may be revised or rescinded if the College Council deems necessary.
- 9.3. **Supersedes:** Student Appeals Committee Terms of Reference (February 26, 2021).
- 9.4. **Committee Administrative Support:** Undergraduate Program Assistant
- 9.5. **Effect on Previous Statements:** These terms shall supersede all previous College of Nursing terms on the subject matter herein.