

## **Advisory Committee Terms of Reference**

**Official Name:** The Centre for Community Engaged Learning Advisory Committee

**Advisory Committee Role:** To provide expert and informed advice to the Centre for Community Engaged Learning (CCEL) on the Centre's role within the community; the potential to build on the strengths and assets of the Centre to enable increased impact; and issues of importance affecting the community for which the Centre's strengths and assets may be leveraged.

### **Areas of Focus:**

#### ***Program Integrity***

- Provide a forum for discussion about innovations to pedagogy and ethical engagement practices with beneficiary communities including students, faculty, and staff at the University and organizations external to the University to inform Centre practice.
- Provide informed feedback in an effort to ensure the Centre's programs and services remain relevant to stakeholder communities.

#### ***Evaluation and Reporting***

- Contribute to the development of outcome and output metrics to measure and report on the impact of community engaged learning for the University and to understand how to sustain and increase value for community.
- Support Centre leadership by identifying relevant and useful reporting content for internal and external stakeholder audiences.

#### ***Supportive Resource***

- Support the Centre in the identification of new revenue sources including fee for service, grant, and donation opportunities.
- Act as a resource to the Director of the Centre.

#### ***Strategic Direction***

- Inform the development of yearly planning that is effective and responsive to internal and external influences and is consistent with University and community priorities.
- Champion Centre initiatives and enhance the Centre's public standing and strategic presence on campus.

### **Principles and Values:**

The CCEL Advisory committee will operate under the following principles and values:

- **Generative:** Generative questions are desirable and encouraged so that the framing of opportunities and challenges may be understood and examined from multiple perspectives.
- **Diversity:** The committee will consist of members who are diverse in background, experience, views, and perspectives. Each member of the Committee will bring an expertise or perspective that is valuable to the whole and without whose presence the committee would be weaker.
- **Reciprocity:** Efforts will be made to ensure Committee members derive personal and/or professional value for themselves through their participation. This may take the form of professional development, access to University resources, and the strengthening of professional networks.

### **Membership:**

- Up to three university faculty (At least one with an administrative role including but not limited to a Department Head or Associate Dean)
- One university staff (outside the Centre)

## CCEL Advisory Committee

- Two degree seeking students (one of whom must be a full or part-time undergraduate)
- Up to five representatives from organizations external to the University including but not limited to: non-profit organizational leaders; staff from philanthropic organizations; and representatives from corporate partner organizations
- One recent alumni of the University who is within four years of their graduation date and is a past participant of one of the Centre's programs
- Director, Centre for Community Engaged Learning Director, to serve as co-chair

**Chair:** Co-chairs (Director, Centre for Community Engaged Learning and one community representative) will consult to set meeting and retreat agendas.

**Frequency of Meetings:** At least twice annually with the possible addition of one half-day retreat to be planned every 12 months.

**Term of membership:** Each member shall serve a two-year term with the opportunity to renew for a third year. Student members will be expected to serve 12-18 month terms but may serve up to a full 24 months on a case by case basis.

**Communication:** Primarily e-mail and phone communication will be used between meetings.

**Resources:** Meeting facilities on and off campus will be provided. Centre staff will be appointed to take notes and document committee decisions.

**Compensation:** Student and non-UBC affiliated representatives will be provided with a stipend. Reimbursement for parking and expenses related to committee planning will be provided to all members.