

TERMS OF REFERENCE

CAMPUS LIFE COMMITTEE (CLC)

Approving Authority: Senate

Date Approved: 6 April 2021 – Senate 1/21

Review Date: Every 3 years from Date Approved

1. Overview

The CLC is a committee of the Senate and exercises the following Senate power:

Statute s29. Powers of Senate

The Senate shall, subject to the Charter and these Statutes, in addition to all other powers vested in it, have the following powers, duties and functions:

(h) To oversee academic support, to promote and enhance the quality of the student learning experience, and to regulate student discipline.

2. Objective

The CLC is responsible for identifying, developing and promoting good practices that enhance the student experience at USP. The CLC will advise the Senate and the Council on appropriate provisions for the overall welfare and personal development and well-being of all students in accordance with the provisions of the University Statutes, Ordinances and Regulations. This will include the development of sound policies on health and security and the promotion of a Safe, Clean and Green Campus for all campuses.

3. Membership

Deputy Vice-Chancellor (Education), Chair
Three academic Senate members, appointed by the Senate
Three students (two undergraduate and one postgraduate) appointed by USPSA (2 Laucala, 1 from Samoa or Emalus)
Director, Education
Group Manager, Campus Life
University Librarian
One person, appointed by Executive Director of Finance
One person, appointed by the Deputy Vice-Chancellor (RCEI) from a large Regional Campus
One person, appointed by Director Commercial
One person, appointed by Director Estates and Infrastructure
Chief Security Officer
Student Learning Support Representative, appointed by DVC Education
USP Chaplain
Chair of the Student Discipline Committee
Manager, International Office

In Attendance

One Representative of Student Administrative Services

The Committee may co-opt any University staff or student as and when required

4. Duties and Responsibilities

- (a) To advise the Senate and the Council on appropriate provisions for the personal development and well-being of students in the area of accommodation, catering services, sports and recreation, security, counselling and medical services as well as spiritual development. This will include the promotion of a Safe, Clean and Green Campus for all campuses.
- (b) To initiate policies related to student well-being, security and personal development in the context of a safe and student-friendly learning environment.
- (c) To receive and discuss regular reports from Campus Life Section, USPSA Laucala and USP Security.
- (d) To oversee the engagement of both internal and external stakeholders and services required for the efficient delivery of campus life services.
- (e) To receive and act upon surveys undertaken.
- (f) To promote monitoring and evaluation of the delivery of campus life services.
- (g) To present regular reports to the Senate on its activities.
- (h) The Committee shall report to each Senate as appropriate.

5. Meetings and Secretarial

The Committee shall meet as least four times a year.

A quorum for all meetings shall be half the members of the Committee.

The Chair shall have a deliberative and casting vote.

The Committee shall report to the Senate.

Secretary: Council and Senate Secretariat

6. Confidentiality

Matters discussed at Senate or any of its Committees and matters discussed by Working Parties or Groups are normally not confidential, but if the papers regarding any matter are marked 'confidential' or if the Chair advises members that a particular matter is to be treated as confidential, the matter must not be divulged to any third party without the written approval of the Chair.

7. Conflict of Interest

Committee members, observers, and those in attendance, must declare any conflict of interest at the start of each meeting in relation to agenda items or before any discussion of any matter subsequently arising during the course of the meeting. Where members at Committee meetings are deemed to have a real or perceived conflict of interest, the Chair may require them to excuse themselves while the Committee deliberates on the matter.