

APPENDIX 5 – STEERING COMMITTEE TERMS OF REFERENCE

1. COMMITTEE COMPOSITION AND TERMS:

In accordance with section 5.3 of the Student Transitions Project Information Sharing Agreement (“the Agreement”), between the Ministry of Advanced Education, Skills and Training (AEST), Ministry of Education (MED), University of British Columbia (UBC), Simon Fraser University (SFU), University of Victoria (UVIC), University of Northern British Columbia (UNBC) and Royal Roads University (RRU), a Steering Committee is established consisting of the following members:

- (a) One representative of the Directors of Institutional Research of UBC, SFU, UVIC, UNBC, selected through a process and serving a term as agreed to by each of UBC, SFU, UVIC and UNBC;
- (b) One representative of the Directors of Institutional Research of Post-Secondary Central Data Warehouse (CDW) Contributing Institutions, as defined in section 3.1 of the Agreement, selected through a process and serving a term as agreed to by each of the CDW Contributing Institutions;
- (c) One representative of the British Columbia Council on Admissions and Transfer (BCCAT), selected by BCCAT executive;
- (d) AEST’s Director, Post-Secondary Audit and Accountability Branch (*ex officio*); and,
- (e) MED’s Director, Information Branch (*ex officio*).

A current list of Committee members is appended to these Terms of Reference, and shall be kept up to date as membership changes.

2. PURPOSE OF COMMITTEE:

The purpose of the committee is to serve as the liaison between the parties to the Agreement for the provision of data under the Agreement, and for the planning and research purposes as defined in sections 2.1 and 2.2 of the Agreement.

3. DUTIES AND POWERS:

As provided for in section 5.3 of the Agreement, the Steering Committee will:

- (a) Establish Student Transitions Project policies;
- (b) Determine the policy-related research questions which will guide research and analysis of data disclosed under the Agreement;
- (c) Determine how the parties may use the data disclosed under the Agreement;
- (d) Determine the authorized users of the data disclosed under the Agreement, and ensure that those users have signed the required Confidentiality Agreement as specified in section 7.6 of the Agreement;
- (e) Consult with the privacy advisor for AEST with respect to requests for access to the data;
- (f) Establish procedures to safeguard the transmission of personal information provided to the Data Custodian under the Agreement;
- (g) Review what personal information, as listed in sections 3.2 to 3.4 inclusive of the Agreement, is required from each party;
- (h) Review the timelines, methods and procedures for the transmission of data under the Agreement;
- (i) Coordinate a review of the results of all analyses, and have overall authority for reporting processes and procedures relating to research and analysis of data provided under the Agreement, including development of an annual report on progress, activities, results, future direction and financial resources of the Student Transitions Project;
- (j) Consult with the AEST’S privacy advisor to ensure that any use or disclosure of the information provided under the Agreement complies with the provisions of the Freedom of Information and Protection of Privacy Act, and is consistent with the planning and research purposes set out in sections 2.1 and 2.2 of the Agreement;
- (k) Appoint subcommittees as necessary, to provide advice to the committee;

- (l) Recommend additional data sources and other information required to facilitate the research and analysis purposes as defined in sections 2.1 and 2.2 of the Agreement; and,
- (m) In consultation with AEST's privacy advisor, conduct or arrange for a security controls audit or review to verify that a user is safeguarding the aggregate data provided under the Agreement against such risks as unauthorized access, collection, use, disclosure or disposal as specified by the user in their data protection plan.

4. CHAIR:

The Chair of the Committee will be selected each year by and from the members of the Committee. Normally, the Chair will preside at all meetings of the Committee.

5. SECRETARIAT:

AEST will provide operational and administrative support for the activities of the Committee, including by:

- (a) Maintaining an up to date record of Committee meeting minutes;
- (b) Maintaining a current list of Committee members;
- (c) In consultation with other members of the Committee as appropriate, setting the Committee agenda and,
- (d) Under the direction of AEST's privacy advisor, performing the duties of office of record for all administrative issues, including records management, archival considerations and administration of statutory obligations under the *Freedom of Information and Protection of Privacy Act*.

6. COMMITTEE MEETINGS:

The committee will meet on an as-needed basis, upon 7 days' notice, to carry out its duties and powers as specified in section 3 of these Terms of Reference. The committee will meet no less than twice per calendar year.

The committee may meet in person, by telephone conference call or video link.

7. DELEGATES:

Each committee member may assign a designated delegate who from time to time will attend meetings or vote on their behalf.

8. QUORUM AND VOTING PROCEDURES:

A quorum of the Committee shall consist of all its members.

All decisions of the Committee shall be unanimous. If a Committee member is unable to attend a meeting, the member may provide written notice of support or non-support for a proposed decision of the Committee or provide notice that his or her designated delegate will vote on their behalf. The notice may be provided by electronic mail to all other members of the Committee.

9. MEMBERSHIP TERM:

Steering Committee members shall be appointed for a five-year term, with the option to renew for a second five-year term. The Committee member's successor will typically be his or her designated delegate.

10. FEES AND EXPENSES:

No fees and expenses will be payable to members of the Steering Committee for engaging in the fulfilment of duties and exercise of powers specified in section 3 of these Terms of Reference.

1. EFFECT OF TERMS OF REFERENCE:

These Terms of Reference do not affect, modify, limit or interfere with the responsibilities of any of the parties to the Agreement. In the event of any conflict between these Terms of Reference and the Agreement, the Agreement prevails. The Agreement shall guide interpretation of these Terms of Reference.

2. KEY TIMELINES:

These Terms of Reference are in force from the date all parties to the Agreement have signed the Agreement, until the termination of the Agreement pursuant to section 9 of the Agreement.

3. AMENDMENT:

The Terms of Reference may be amended from time to time by the committee as it deems required. Any such amendments must immediately or as soon as is practicable be added to Appendix 6 – Amendments.

CURRENT STEERING COMMITTEE MEMBERS

PARTY(IES)	REPRESENTATIVE
University of British Columbia (UBC), Simon Fraser University (SFU), University of Victoria (UVic), University of Northern British Columbia (UNBC)	Tony Eder, Director Institutional Planning and Analysis University of Victoria Phone: (250) 250-721-8027 E-mail: teder@uvic.ca
Post-Secondary Central Data Warehouse Contributing Institutions ¹	Brian Beacham, Director Institutional Research and Planning Vancouver Community College Phone: (604) 777-6221 E-mail: bbeacham@vcc.ca
British Columbia Council on Admissions and Transfer	Robert Adamoski, Associate Director Phone: (604) 412-7790 E-mail: radamoski@bccat.bc.ca
Ministry of Advanced Education, Skills and Training	Cathy Stock, A/Executive Director Research and Analysis Phone: (250) 387-1105 E-mail: Cathy.Stock@gov.bc.ca
Ministry of Education	Gerald Morton, Director Knowledge Management Phone: (250) 217-4782 E-mail: Gerald.Morton@gov.bc.ca

¹ Defined in section 3.1 of the Agreement as all public post-secondary education institutions in British Columbia that have contributed, or are currently contributing, to the AEST Post-Secondary Central Data Warehouse, including the British Columbia Institute of Technology, Camosun College, Capilano College, College of New Caledonia, College of the Rockies, Douglas College, Emily Carr University, Justice Institute of British Columbia, Kwantlen Polytechnic University, Langara College, Nicola Valley Institute of Technology, North Island College, Northern Lights College, Northwest Community College, Okanagan College, Selkirk College, Thompson Rivers University, University of the Fraser Valley, Vancouver Community College and Vancouver Island University.