



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

MANUAL FOR

THE COMMITTEE ON

COMMUNITY AFFAIRS AND GENDER ISSUES

Approved by Faculty Council in December 2011

TABLE OF CONTENTS

1. MEMBERSHIP AND CONSTITUENCY2

2. TERM OF OFFICE.....2

3. TERMS OF REFERENCE2

4. RULES OF PROCEDURE.....2

5. DUTIES2

6. REFERENCE DOCUMENTS.....3

The terms of reference for each committee must be clearly established and reviewed from time to time. Each Committee shall have a manual of procedures, continually updated, wherein all policy decisions can be recorded and which is available for immediate reference, to promote ease and consistency in committee deliberations. Each chair must assume executive responsibility for the efficient working of his/her committee, towards which he/she can expect to have strong administrative support available through the Registrar’s Office.

1. MEMBERSHIP AND CONSTITUENCY

| | |
|---|---|
| Undergraduate programs, faculty | 6 |
| Undergraduate students | 6 |
| Graduate students | 2 |
| Alumnus | 1 |
| Administrative staff | 2 |
| Dean, ex officio | 1 |
| Vice-Dean, Undergraduate, ex officio | 1 |
| Vice-Dean, Graduate, ex officio | 1 |
| Chair, First Year, ex officio | 1 |
| Registrar, ex officio | 1 |
| Engineering Student Recruitment & Retention Office representative | 1 |
| Positive Space Committee representative (Engineering), ex officio | 1 |

2. TERM OF OFFICE

The Committee shall take office at the close of the regular Spring meeting of Council, and shall remain in office until the adjournment of the following regular Spring meeting. Appointments of student representatives shall take place in the Fall.

3. TERMS OF REFERENCE

To seek to improve and to recommend on strategies related to student recruitment and outreach and quality of life within the Faculty community, including such matters as the student experience, gender issues, diversity, safety and security, and personal conduct.

4. RULES OF PROCEDURE

The Committee shall operate according to the rules of procedure established and from time to time amended by Council as set out in “Procedures for Committees of Council of the Faculty of Applied Science and Engineering.”

5. DUTIES

The function of the Committee should include the following:

- a. To represent the program/departments/division with pre-offer recruitment activities including information sessions and outreach activities;
- b. To assist the Engineering Student Recruitment & Retention Office to develop new recruitment and diversity approaches to promote diversity in our undergraduate and graduate applicant pools with particular focus on increasing the proportion of female students;

- c. To serve as an advisory body to the Dean and the Faculty for gender, diversity and equity related issues;
- d. To investigate and recommend improvements to enhance the student experience, focussing on graduate, international and commuter students;
- e. To investigate and recommend improvements of facilities and amenities and to serve as an advisory committee for Faculty-wide facilities as relates to the student experience;
- f. To assess and recommend to the Dean actions, procedures and protocols that the Faculty should pursue in dealing with the safety of staff and students using its buildings;
- g. To be concerned with and to act as an advisory body on issues relating to the University's Code of Student Conduct;
- h. To report its actions and recommendations according to the “Procedures for Committees of Council of the Faculty of Applied Science and Engineering”; and
- i. To review and revise this Committee Manual as required.

6. REFERENCE DOCUMENTS

- a. Manual for the Community Affairs and Gender Issues Committee
- b. Procedures for the Committees of Council of the Faculty of Applied Science and Engineering
- c. University of Toronto Act
- d. University of Toronto Code of Student Conduct
- e. Constitution of the Engineering Society
- f. Constitution of the Faculty of Applied Science and Engineering Athletic Association