NIPISSING
U N I V E R S I T Y

Campus Student Mental Health Committee (CSMHC)

Role and Purpose: To promote mental health and wellbeing for Nipissing University students.

Term: The Terms of Reference is ongoing and will be reviewed annually during the Spring/Summer semester.

The Campus Student Mental Health Committee (CSMHC) will:
- conduct a campus wide audit in line with the Organizational Audit Tool provided by the Canadian Standards Association (CSA).
- analyze the data collected and set priorities and actions for institutional change.
- continue to work with campus and community stakeholders to identify goals.

Proposed Structure & Membership
- Co-Chaired by the Director Student Wellness and a Dean/Faculty representative.
- 15-20 standing members that represent Nipissing Students, Faculty, Administration and Staff areas (ideally balanced between these areas).
- Members will be nominated for a 2 year term on the committee. Members can serve consecutive terms if they wish, or new nominations will be accepted to replace the outgoing members.

Meetings
The CSMHC will meet in a hybrid or virtual format via Teams. Details for scheduling will be forwarded by the AVP office.

Terms of Engagement
It is expected that members be available once a month or as needed to attend meetings throughout the full year. Members will also be expected to participate in work outside of the meetings towards the objectives stated above, including but not limited to, participation in stakeholder advisory groups.

Roles and Responsibilities
The committee members are expected to:

1) Play an active role in conducting the campus wide audit.
2) Familiarize themselves with the National Student Mental Health and Wellbeing Standard, including the Sample Audit Tool, Starter Kit, and Report to the President.
3) Represent their department by engaging stakeholders in the review of polices/processes with a mental health lens (using the audit tool and process developed by the CSMHC).
4) Attend committee meetings in person (or virtually) and have a willingness to participate in sub-groups as required.
5) Foster collaboration and engage in dialogue that maintains the focus of the agreed-on scope, outcomes, and benefits.
6) Contribute to open and honest discussions without judgment while attending meetings and participating in stakeholder action groups.
7) Gather, monitor, and evaluate necessary data that assesses the current situation at Nipissing University.
8) Set key priorities and communicate with the broader Nipissing University community within a reasonable timeframe.

Decision making Structure
Each member will have voting rights and must be present at the meeting for the vote to be counted.

Quorum (set at 50% of membership) must be reached to proceed with each meeting.