



## Internationalization Initiatives Committee Terms of Reference

### 1.0 Responsibilities

- Identify internationalization initiatives that could be undertaken by undergraduate and graduate students, staff, and faculty
- Liaise with Internationalization activities at the University of Saskatchewan including but not limited to:
  - The International Office within the OVRP
  - ISSAC
  - The Language Centre
- Report on internationalization initiatives being undertaken by undergraduate and graduate students, staff, and faculty to Faculty Council
- Establish working groups as needed to support the Internationalization Initiatives Committee
- Develop and review policies and procedures for the Internationalization Initiatives Committee

### 2.0 Accountability

- The Internationalization Initiatives Committee is accountable to the Executive through the existing reporting structure

### 3.0 Members

- *Voting – The chair will be either a Faculty member or Staff member*
  - Three Faculty Council members from either division
  - One staff member
  - One graduate student from either division
  - One undergraduate student from either division
  - Research Facilitator (Permanent member)
- *Non-Voting*
  - Graduate Programs Administrative Support (Permanent member)

### 4.0 Roles and Responsibilities

#### 4.1 Chair

- Call meetings
- Chair meetings
- Notify the Nominations Committee when a member of the committee has vacated their position
- Set the agendas; review meeting notes
- Prepare the written report to be presented to Faculty Council
- Ensure the annual review of the terms of reference occurs
- Track all initiatives undertaken, including initiatives identified in the College strategic plan
- When chair is unavailable, another member will be appointed to act as chair

#### 4.2 Members

- Provide agenda items to the chair in advance of scheduled meetings
- Direct the work of specific working group(s) as needed and as assigned
- Provide management for and tracking of initiatives undertaken



- Graduate Programs Administrative Support arranges committee meetings and assists the chair in preparation and distribution of meeting materials and agenda

### 5.0 Term

- Faculty Council and staff members: three years with the possibility of a 1-term renewal
- Student representations: two years

### 6.0 Working Groups

- Develop working groups as needed
- An Internationalization Initiatives Committee member provides oversight and direction to any working group

### 7.0 Meeting Schedule

- Minimum two times per year or when called by the chair

### 8.0 Notes

- Meeting notes shall be kept on file with the Executive Assistant to the Dean
- Meeting notes shall be available to all committee members
- Any information deemed to be confidential in nature (e.g., individual health or personal issues) shall be handled and stored in a secure manner
- Meeting notes are available upon request, but confidential information will be withheld from minutes at the discretion of the chair
- Confidential information recorded during meetings shall be kept on file with the Executive Assistant to the Dean

### 9.0 Reporting

- The committee reports to the Executive Committee
- Written report provided to the Faculty Council meeting in May

### 10.0 Review and Amendment of Terms of Reference

- Review the Terms of Reference once every 12 months
- Amendments may occur at any time by consensus of the chair and members to be approved by Faculty Council
- Changes to TOR's and procedures to be submitted to the Governance Committee for review