

## 1. PURPOSE

The Campus Culture Oversight Committee (the Committee) is established by the University of Prince Edward Island's Board of Governor's (the "Board") pursuant to the provisions of the *University Act R.S.P.E.I. 1988 Cap.U-4*, to assist the Board in overseeing the implementation of the UPEI Action Plan (the Action Plan) and monitoring organizational culture, including student experience and wellbeing, workplace health, and the Equity, Diversity and Inclusion Strategy.

## 2. VALUES

The Committee contributes to the effective governance of the University by promoting a culture of transparency, accountability, honesty, and ethical behaviour.

## 3. MANDATE

The Committee's mandate is to:

- 3.1. Assist the Board in its oversight of the implementation of the Action Plan.
- 3.2. Monitor the health of the workplace for faculty and staff.
- 3.3. Monitor student wellbeing and the learning environment.
- 3.4. Monitor progress on implementation of the Equity, Diversity and Inclusion Strategy.

## 4. AUTHORITY

The Committee has the authority to:

- 4.1. Use University resources, in accordance with University policies and internal control systems, to conduct or request the conduct of any research or investigation into any matter within the scope of its mandate.
- 4.2. At the University's expense, and with prior approval of the Executive Committee, retain independent consultants or other expertise to advise the Committee.
- 4.3. Invite key personnel to their meetings to provide information and report on the areas overseen by the Committee.
- 4.4. Make recommendations to the Board on matters falling within the mandate of the Committee.

## **5. COMPOSITION AND TERMS OF OFFICE**

- 5.1. The Committee shall be composed of four or more Governors, appointed by the Board at the recommendation of the Governance, Nominating and Appeals Committee. Governors appointed must include at least one student and one faculty member. The Committee will also include one graduate student, who is not a Board member and shall be a non-voting Committee member. All Committee members shall understand organizational culture. At least two members should have experience working in the post-secondary sector.
- 5.2. The Chair of the Board shall be an ex-officio voting member of the Committee.
- 5.3. The President shall be an ex-officio voting member of the Committee.
- 5.4. Vacancies
  - 5.4.1. Appointed voting members shall hold office until their successors are appointed or they cease to be Board members, whichever comes first.
  - 5.4.2. The Committee Chair shall advise the Chair of the Governance, Nominating and Appeals Committee of vacancies on the Committee.
  - 5.4.3. The Board, on the recommendation of the Governance, Nominating and Appeals Committee, may fill vacancies of members of the Committee for the remainder of the current term of appointment.

## **6. THE CHAIR**

- 6.1. The Board, on the recommendation of the Governance, Nominating and Appeals Committee, shall appoint from the Committee members, a Committee Chair to preside at its meetings.
- 6.2. In the absence or unavailability of the Committee Chair, one of the other members of the Committee present shall be chosen by the Committee to act in place of the Committee Chair.
- 6.3. The Chair does not vote unless it is needed to break a tie.
- 6.4. The Committee Chair shall fulfil the role assigned to the Committee Chairs in the University by-laws, in any role description, and as may be assigned by the Board.

## **7. QUORUM**

Fifty percent of voting Committee members present in person or by teleconference shall constitute a quorum at a meeting.

## **8. WORKPLAN AND REPORTING**

The Committee shall:

- 8.1. Develop and approve an annual work plan to be provided to the Board for Information.
- 8.2. Report to the Board after each meeting, and annually, with respect to its work plan and the fulfillment of its Terms of Reference.

## **9. MEETING AGENDAS**

The agenda for each meeting will be prepared by the University Secretary, in consultation with the Committee Chair, the Chair of the Board, the Vice-President, People and Culture, and the Vice-President Academic and Research, and will be approved by the Committee Chair.

## **10. MEETINGS**

- 10.1. The Committee shall meet at least (5) times annually or more frequently as required.
- 10.2. The Committee Chair may additionally call special meetings outside the regular calendar of Board meetings, or request electronic voting, to attend to matters that are time sensitive.
- 10.3. Meeting materials shall be provided to the Committee in sufficient time to allow for proper preparation and, ideally, at least one week prior to the date of the scheduled meeting.
- 10.4. It is expected that Committee members shall make every effort to attend all meetings in person or by teleconference. The Committee Chair shall report to the Governance, Nominating and Appeals Committee on member attendance.

## **11. CONFLICT OF INTEREST**

Committee members shall adhere to the Board of Governors Code of Conduct, the University's Conflict of Interest Policy, and the University's values on accountability and Integrity.

## **12. RESOURCES**

The Office of the President shall provide necessary staff support, including secretary resources, to the Committee and any other resources it may require for its proper functioning.

## **13. RESPONSIBILITIES**

### **13.1. Action Plan Oversight**

The Committee shall:

- 13.1.1. Monitor progress on the Action Plan through updates on implementation and report to the Board on progress.

13.1.2. Identify challenges or risks to progress on the Action Plan and make recommendations to the Board to mitigate challenges or risks.

13.1.3. Receive the results of any audits conducted on the implementation of the Review Action Plan.

### 13.2. *Student Experience and Well-being*

The Committee shall:

13.2.1. Oversee the development of a framework to monitor, assess, and improve the experience and wellbeing of students at the University.

13.2.2. Monitor trends in student experience and wellbeing.

13.2.3. Review initiatives to improve the experience and wellbeing of students.

13.2.4. Ensure a process is in place to assess the effectiveness and currency of the framework to monitor student experience and wellbeing, and at least every three years, undertake the assessment and recommend updates and changes to the framework.

13.2.5. Provide oversight to ensure that any plans are aligned with the University's values and strategic priorities.

### 13.3. Workplace Health

The Committee shall:

13.3.1. Oversee the development of a framework to monitor, assess, and improve the quality of the workplace culture at the University, by guiding the University to understand and identify significant aspects of the workplace culture.

13.3.2. Annually, consider trends, initiatives, and developments affecting the University as a workplace, assess the University's planning to address future challenges, and advise the Board of the Committee's assessment of the University's readiness to address future challenges.

13.3.3. Ensure a process is in place to assess the effectiveness and currency of the workplace culture framework, and at least every three years, undertake the assessment and recommend updates and changes to the framework.

13.3.4. Provide oversight to ensure that any plans are aligned with the University's values and strategic priorities.

### 13.4. Equity, Diversity and Inclusion

13.4.1. The Committee shall receive updates, monitor, and assess progress on the Equity, Diversity and Inclusion Strategy.

### 13.5. Board Policies

The Committee shall advise the Board on policies falling within the mandate of the Committee.

### 13.6. Committee Liaison

The Committee Chair will meet annually with the Human Resources Committee Chair to ensure matters of collective interest are shared with both committees, in a format deemed appropriate, maintaining necessary confidentiality.

13.7. The Committee shall carry out such other responsibilities as may be delegated by the Board.

#### **14. REVIEW OF MANDATE**

These terms of reference shall be reviewed annually unless indicated otherwise by the Board.