



ADNSA Committee

Terms of Reference and Mandate

Mandate

ADNSA is a forum for CCNM and student leadership to interface and discuss current concerns, report on current initiatives, deal timely with concerns affecting students, faculty or staff; provide leadership training and support to student leaders.

The focus of this forum is on transparent governance practices, providing an avenue for inter-year class representative mentoring, strategic planning and for detecting and remedying pervasive issues that impact students in more than one year.

Vision

To support the mission, vision and mandate of CCNM
To exemplify the core values of CCNM's Honour code

TERMS OF REFERENCE

1. ADNSA committee functions as a forum for discussion of current issues affecting students.
2. The purpose of the Committee is to provide information and recommendations to CCNM and student leadership aimed at improving quality of education, student experience, as well as on college community life.
3. The committee is comprised of members selected to represent the interests of the following sections: NSA/NSU, Year 1 Sept intake, Year 1 Jan intake, Year 1 IMG, Year 2, Year 2 IMG, Year 3, Year 4, Clinical Education, Curriculum & Residency, Academic Delivery, Student Services, Year 1&2 coordinator and project coordinator, .
4. Members of the committee will deliver recommendations, updates, and feedback from their stakeholders.
5. Class representative may bring faculty or class issues after discussion and attempt at resolution with Course instructor has taken place.
6. The chair of the committee will rotate every term among college leadership representatives.
7. The committee will meet regardless of quorum. Issues discussed outside of quorum will be reviewed in the next available meeting.
8. Minutes will be recorded and available to the CCNM community. .
9. ADNSA meetings are planned for 60 minute duration. The chair will seek input from the group then prioritize the presenting needs to ensure fulfillment of the mandate of the committee.

10. The chair will regularly review progress on actions with the committee.
11. The Committee will meet on a routine basis, weekly, on Mondays 12:00-1:00 pm during common time, except: on weeks where Students Faculty Administration Forum (SFAF) is scheduled, when there is a conflicting Town Hall, exam weeks, and statutory holidays.
12. A meeting devoted to review and planning will occur once per term. If the group finds a need to increase the frequency of these meetings, it will be open for discussion.
13. The chair will report on committee business regularly to Academic Clinic Committee (ACC), and Faculty Administration Meeting (FAM).
14. If a member cannot attend yet has issues to be discussed, they may ask an alternate to attend and/or present on their behalf.
15. One-on-one meetings (i.e., with academics, curriculum, clinic ed, clinic op, Year 1&2 Coord, IMG Coord) are possible if the issues are not addressed or not foreseen to be addressed in the ADNSA meetings. Should concerns or issues arise in ADNSA are not satisfactorily resolved by the committee, the matter can be forwarded to another appropriate department/committee.
16. All sessions of the committee are open to CCNM community for observation. Exceptions due to confidentiality and sensitivity of information will be made at **the chair's discretion**.
17. The committee will invite members of the student body and/or members of other CCNM departments to participate as needed.

Mandate approved as above during ADNSA meeting held on 31 October 2016

With a recommendation to develop and add the following provision

- **Communication (who responsible for communicating what and how) – future action item.**