Healthy Campus
Working Committee

Mandate/Purpose
Reporting to the Healthy Campus Steering Committee, the Healthy Campus Working Committee is a standing committee responsible for the development and implementation of an integrated overarching integrated Strategic Plan and approach to fostering a healthy campus for faculty, staff and students.

The scope and deliverables of the Working Committee’s mandate are encompassed under two broad phases:

- the development of an overarching healthy campus Strategic Plan to be recommended to the Steering Committee and
- ongoing implementation of the approved Healthy Campus Strategic Plan

Items/issues that are excluded from the scope of the Healthy Campus Strategy initiative include:

- Recommendations that impact collective agreements,
- Recommendations emerging from the approved Healthy Campus Strategic Plan will be presented to key stakeholders but are not intended to dictate policy or procedures.

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<th>Responsibility</th>
<th>Deliverables</th>
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| Development of a Healthy Campus Strategic Plan | - Document service providers on campus with a mandate to provide health and wellness for students, staff, and students.
- Inventory the health and wellness programs (and goals), on campus for faculty, staff, and students.
- Document health and wellness service intended recipients.
- Include a review of best practices and relevant health and wellness literature.
- Include quantitative and qualitative information available as well as the engagement process.
- Present a mechanism for evaluating proposed health and wellness initiatives, including protocols for:
  - Measuring how they are congruent with institutional priorities
  - Ensuring the benefits of the proposed initiative are evidenced based
  - Examining the potential of combining the new initiative with an existing service so as to avoid duplication of service.
- Provide recommendations to the project sponsorship for implementation and future steps.
- Describe methods for implementing and measuring the effectiveness of the Strategic Plan.
- Provide the Strategic Plan and 3-5 year plan, resource/budget document. |
| Ongoing Implementation of the Strategic Plan | - Implement the Strategic Plan
- Monitor implementation and progress
- Evaluate the outcomes and efficiencies
- Provide quarterly and annual reports to the Steering Committee |
Committee Membership/Composition
The Healthy Campus Working Committee is comprised of representatives of providers of health/wellness services who have faculty, staff or student health/wellness as a core accountability. Members should be at a level in their respective faculties/departments to have authority to represent the perspectives and make decisions as required by the Committee.

- Executive Director University Wellness Services
- Manager, Organizational Health and Effectiveness
- OHE Consultant-Health Promotion
- Healthy Campus Unit Team Lead
- Physical Education Representative

Members at Large: One year term with possibility of renewal for an additional term.

- Two Staff Members at Large
- Two Students at Large

A Project Manager from OHE has been retained to guide and support the Committee and facilitate Committee meetings. Internal and external experts will be invited to meetings as required as part of broadening the collective knowledge and wisdom brought to bear on the Committee’s planning and decisions.

Internal and external subject matter experts/other resources will be invited to meetings of the Working Group as required to provide expertise and support (e.g. members of the Scientific Advisory Council, subject matter experts, City of Edmonton Centre for Public Involvement).

Standing Committee Member Responsibilities
Committee members are accountable for:

- Contributing to the best interest of the university campuses, bringing their skillset to bear on recommendations and decisions as opposed to representing a particular faculty/portfolio perspective or need,
- Contributing their expertise, experience and resources to the development and implementation of the health campus strategic plan,
- Facilitating two-way communication with their representative on the Steering Committee and to their faculty/department/constituents as required,
- Regular attendance at the Working Committee meetings,
- Fully orienting their alternate on the objectives, outcomes and current status of the work of the Committee,
- Communicating as one voice on matters pertaining to the Healthy Campus Strategic Plan.

Term of Membership
- Standing committee members have lifetime membership.
- Staff and Students at Large representatives have a one-year term.
- New incoming members will be oriented by the Working Committee Chair.

Decision-Making
Decisions of the committee will be made by consensus and based on the fundamental criteria of:

- best practices, evidence-based research and U of A experience data,
- the best interest of the whole campus community,
- effective use of limited resources and minimization of duplication of resources and effort.

If the committee cannot reach consensus, the Chair will take the issue to the convened Steering Committee.
Communication
Consistent understandings and messaging are critical elements given the collaborative nature of this work of the Committee. Therefore, all communication will be strategic, planned and agreed to by the Working Committee (as opposed to ad hoc/informal communication). This includes communication to members of the Steering Committee as well as to faculty/department/constituents and the campus community.

Issue Resolution and Change Requests
The following is the Working Committee process for receiving, escalating, and resolving incoming issues and change requests. Issues may be a minor item for clarification, or may impact several areas of the project. Change requests are major adjustments to the project and require Steering Committee input.

Issues:
The process for incoming requests is as follows (as illustrated on the process map on the following page):

- A. the issue is presented by the issue originator to any member of the Working Committee,
- B. the issue is clarified and a resolution proposed, (if unresolved),
- C. the issue receiver brings the issue to the convened Working Committee,
- D. the convened Working Committee will discuss the issue and present potential solutions,
- E. issue receiver discusses the proposed solutions with the issue originator, (if unresolved),
- F. the Working Committee will seek input from an expert,
- G. expert advice is provided to the Working Committee,
- H. the Working Committee Chair discusses findings and potential solution with the issue originator, (if unresolved),
- I. the issue is documented, and the Working Committee Chair advances the issue to the Steering Committee for consideration and resolution,
- J. Steering Committee considers the issue/change request, and makes decision and forwards their decision to the Working Committee Chair
- K. the Working Committee Chair communicates resolution to issue originator.

Change Request:
If the incoming item is identified by the Working Committee as a change request (altering, adding to, or deleting part of the deliverable), the Working Committee will make recommendation to the Steering Committee, who will, in turn, make a final decision on the request. If a change is made to the project deliverable, the change will be documented and the work of the project altered accordingly.

Administration

1. Meeting Schedule:
The Working Committee will meet weekly during the development of the Strategic Plan phase and monthly during the first year of implementation. Thereafter, the Committee will determine the frequency of meetings required and the Terms of Reference will be updated accordingly.

2. Chair:
The term of the appointment for the Working Committee Chair will be one year, commencing 1st July.
   a. The Chair is responsible for:
      i. creating the agenda with the support of the Project Manager and vetting the agenda to ensure that items are within the scope of the Committee and/or bringing such items to the Committee for discussion/decision,
ii. managing the meeting, with the support of the Project Manager, to ensure meeting outcomes are achieved,

iii. reviewing meeting minutes to ensure accuracy

b. In accordance with the process described in Issue Resolution and Change Requests, the Chair will:
   i. Communicate escalated proposed issue solutions with issue originators
   ii. Advance unresolved issues to the convened Steering Committee
   iii. Communicate Steering Committee decisions to issue originators.

3. Attendance and Alternates:
   It is expected that Committee members will attend all meetings, however, in recognition that urgent and important demands and vacation schedules may occasionally arise, alternates are acceptable. It is each Committee member’s responsibility to ensure their alternate is fully briefed and able to effectively participate.

4. Administrative Support:
   Administrative support to the committee will be provided by the office, faculty or department of the Working Committee’s Chair, and the responsibilities of this role include:
   a. Agendas: will be provided to members at least 5 working days in advance of meetings
   b. Minutes: will typically reflect decision and action items. Other items may be recorded at the decision of the Committee when required to document important information not captured in the project management
   c. Support to the Project Manager - e.g. preparation of materials/handouts
   d. Room booking and scheduling

5. Meeting Location:
   Working Committee meetings will be held at University Terrace, however, as needed they will be held in alternate locations.

6. Terms of Reference Approval and Review:
   a. The Working Committee Terms of Reference are subject to the review and approval of the Healthy Campus Steering Committee.
   b. The Committee will review and update its Terms of Reference annually for the initial two years to ensure clarity of scope and other provisions, making recommended changes to the Steering Committee as deemed appropriate.
## Terms of Reference

### Healthy Campus Strategy

**Issue Escalation and Resolution Process**

**Version 2: June 6, 2015**

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<td><strong>Working Committee</strong></td>
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<tr>
<td><strong>Issue Receiver</strong></td>
<td>(Working Committee Member)</td>
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<td><strong>Issue Originator</strong></td>
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### Stepping Process:

- **A.** Issue is identified and presented
- **B.** Discuss issue with originator; ensure clarity
- **C.** Seek resolution from within local leadership resources
- **D.** Consult with local leadership resources
- **E.** Discuss findings with originator
- **F.** Seek input from Expert Resources
- **G.** Provides expert advice and recommendations
- **H.** Chair discusses findings with originator
- **I.** Chair presents issue to Steering Committee
- **J.** Issue presented to convened Steering Committee
- **K.** Chair informs originator of decision

### Resolution Flow:

- **Resolved?**
  - **Yes** → END
  - **No** →**A.** Issue is identified and presented

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**August 25, 2015**
7. Terms of Reference Approval and Review:

The Committee will review and update its Terms of Reference annually for the initial two years to ensure clarity of scope and other provisions as deemed required and appropriate.

* Note: Scientific Advisory Committee and Research Initiative will stand as adjuncts to this project and are therefore represented via dotted arrows.