

Creating an ARUCC Committee on Research

Terms of Reference

Purpose

- To foster and support research related to the registrarial profession and strategic enrolment management, student access and success.
- To identify and recommend research partnerships for consideration and endorsement by ARUCC
- To act as the ARUCC representative in approved partnerships with other organizations on behalf of ARUCC for the purposes of advancing evidence based research in the areas of student access to and student success at Canadian Post-Secondary institutions
- To identify and recommend to ARUCC funding opportunities related to research that supports the profession; Act as the ARUCC representative to negotiate funding opportunities as they arise
- To provide advice and feedback on research opportunities to the ARUCC executive
- To oversee and participate in research projects as identified by the ARUCC executive and/or the Committee on Research executive with the endorsement of the ARUCC executive

Governance

The Committee on Research reports to the ARUCC Executive. Regular reporting by the chair is required on the activities of the committee at each of the ARUCC executive meetings, which normally occur three to four times per year.

Principles

The following principles guide the work of the committee:

- Research opportunities and studies are meaningful and relevant to the membership
- Research priorities or partnerships will be guided by collaboration and mutual benefit
- The focus of research is of national interest and promotes evidence based research related to the registrarial profession, strategic enrolment management, student access and success at Canadian Post-Secondary institutions.

Objectives

The objectives of committee are:

- To create collaborative engagement and dialogue around potential priorities for research
- To identify potential research opportunities that are meaningful and relevant to the membership
- To disseminate research findings, studies, and related initiatives to the membership.
- To create a one stop shop for research that is relevant to the membership
- To consolidate current research studies, information and findings in a centralized framework and/or vehicle that improves transparency, access, and capacity for the membership

Membership

The membership of the committee consists of:

*Chair

Vice-chair

Past-chair

Secretary/Treasurer

Communications Officer

Plus five members-at-large

The committee will consist of a total of ten members with at least one representative from each region to a maximum of three from any one region.

Length of Term - The Secretary, Communications Officer, and Members-at-large shall serve for one-year terms and may stand for re-election, but no member may serve for more than three consecutive terms in one position. The Vice-chair, Chair*, and Past-chair normally serve one-year terms, with the Vice-chair moving to Chair who then moves to the Past-chair.

Nominations – A call for nominations will occur prior to June each year**. Nominations will be made by the regional executives and/or the ARUCC Executive to the Chair of the Committee.

*The Task Force recommends that the chair be a member of the ARUCC Executive or that a member of the ARUCC executive be on the Research committee to facilitate communication and reporting back.

**The first call for nominations will be managed by the ARUCC Executive upon receiving and approving this report.

Roles and Responsibilities

The roles and responsibilities of each of the members of the Committee on Research are as follows:

Chair – to lead committee and chair meetings of the group; to be the primary representative for research committees (or contact for external groups seeking representation on research project committees); to be the spokesperson for the committee

Secretary/Treasurer – to develop costing proposals for new research opportunities for consideration by the committee; to produce action notes from each meeting; to compile the routine reports for ARUCC executive

Vice Chair – to support the chair as the need arises and to learn about the work of the committee in order to step into the role of chair

Past Chair – to support the chair and vice chair in the work of the committee

Communications Officer – to oversee the communication requirements of the committee including but not limited to the committee's library of research materials, infrastructure for dissemination of content to ARUCC members, relevant contact information, and other communication needs that may arise

Members-at-large – to provide a diversity of perspective to the work of the committee; to bring forward research needs from their respective members; to lead a specific research project(s) on an annual basis; to support research projects as they arise

Meetings and Agendas

A minimum of 2 meetings a year will be held, typically fall and winter or at the call of chair. In-person meetings will be restricted to occur around or during conferences to the extent possible. All other meetings will be held virtually to minimize costs. The committee will work within a consensus decision making model to the extent possible. Meeting expenses require pre-approval of the ARUCC Executive.

Review of Terms of Reference

The Terms of Reference will be reviewed annually.