



# Terms of Reference

## Academic Services Advisory Committee

### **Purpose and Scope**

The Academic Services Advisory Committee (or the “Committee”) is comprised of representatives from the academic advising and student services leadership of the Faculties and Student Services units on both UBC campuses and Integrated Renewal Program (IRP) Student. This group meets to discuss topics related to student academic advising services as part of the IRP Student implementation, including functional design, solutioning, configuration, reporting, integrations, security, data, testing, and related academic/business transformation and change management implications. The group will advise IRP Student delivery teams, leadership and governance groups on decisions and approaches to maximizing the effectiveness of the IRP Student ecosystem solution for student academic services across the entire functional scope of IRP Student, and supporting successful transformation and change management for this community.

### **Responsibilities**

#### Academic Advising and Student Services Members:

Members of the Committee will serve as representatives of both their units and student advising services holistically at UBC. The Working Group members will work closely with the IRP Student team to advise the IRP Student team on topics relating to implementation, transformation and change management. This may include consulting with others in member’s units to adequately advise on topics at meetings.

#### IRP Student Solution and Ecosystem Delivery Team Members:

Business Leads, Business Analysts, Subject Matter Experts and other IRP Student team members that participate as members or guests of the Committee will lead functional related discussions to collect necessary input and feedback. The IRP Student Solution and Ecosystem Delivery Team members will supply the TCM resources with information and meeting materials to be distributed to the Committee in advance of meetings.

#### IRP Student Transformation and Change Management (TCM) Members:

The TCM resource(s) will lead transformation and change related discussions to collect necessary input and feedback. TCM will also provide all administrative support, including planning and organizing meetings and distributing meeting materials to all members of the Committee five working days in advance of each meeting. The TCM resource will also be the point of contact for all members of the Committee.

### **Decision Making Authorities**

The Committee does not have decision making authority for the Integrated Renewal Program. Any feedback collected from the Committee will be used by the IRP Student Team or IRP governance bodies to make decisions.

### **Membership**

#### Academic Advising and Student Services Members:

- Adam Lukaszewicz, *Manager, Undergraduate Programming & Advising, School of Kinesiology*
- Alicia Meehan, *Associate Director, Admissions & Records, College of Graduate Studies, UBCO*
- Atul Gadhia, *Manager, Academic Advising, Vantage College*



- Carol Naylor, *Associate Director, Strategic Initiatives and Special Projects, Office of VP Students*
- Charles Shi, *Manager, International Student Advising, International Student Development*
- Chiara Longhi, *Director, Student Services, Faculty of Forestry*
- Christine Klaray, *Director, Student Academic Services, Faculty of Land & Food Systems*
- Cindy Nahm, *Assistant Dean, Student Academic Services, Faculty of Science*
- Deborah Bleackley, *Manager, Academic Advising, Faculty of Arts*
- Donna Wood, *Student Experience Manager, RHL Graduate School, Sauder School of Business*
- Gabriela Aragay, *Associate Director, Academic Services, Undergraduate Office, Sauder School of Business*
- Gino Kim, *Manager, Student Services, School of Nursing*
- Janet Mee, *Managing Director, Student Affairs*
- Jennifer Chatterton, *Director, Student Services, Faculty of Pharmaceutical Sciences*
- Joel Liman, *Indigenous Student Advisor, Indigenous Programs and Services, UBCO*
- Kaila Mikkelsen, *Assistant Dean, Student, Peter A. Allard School of Law*
- Leanne Kearns, *Associate Director, Academic Services, Faculty of Applied Science*
- Mary Murphy, *Director, Engineering Student Services, Faculty of Applied Science*
- Merry Wang, *Associate Director, Advising Management Systems, Faculty of Arts*
- Michael Becir, *Associate Director, Enrolment Services*
- Michelle Suderman, *Director, International Student Development*
- Pamela Lim, *Assistant Dean and Director, Undergraduate Office, Sauder School of Business*
- Rachel Andreychuk, *Interim Associate Director, Indigenous Programs and Services, UBCO*
- Renee Leboe, *Manager, Engineering Academic Services, School of Engineering, UBCO*
- Rey Buenaventura, *Associate Director, Academic Advising, Faculty of Arts*
- Ryan Holliday, *Associate Director, Academic Advising, Faculty of Arts*
- Saher Ahmed, *Team Lead, International Student Advisor, Global Engagement Office, UBCO*
- Sara Buse, *Director, Experiential Learning and Academic Services, Cooperative Education Program, Faculty of Applied Science*
- Susan Morin, *Director, Student Academic Services, Peter A. Allard School of Law*
- Susanne Goodison, *Director, Academic Advising, Faculty of Arts*
- Terina Mailer, *Manager, Academic Advising, UBC Okanagan*
- Wendy Kang, *Associate Director, Go Global*
- Academic Advisor specialists from the UBC Okanagan faculties (Jamie Yamaoka, Jessica Beck, Andrew Calhoun, Andrea Klassen, Alana Wright, Derek Como)
- Academic Advisors from the UBC Vancouver faculties may be asked to participate in specific conversations

#### IRP Student Solution:

- Asima Zahid, *Director*
- Erin Shannon, *Senior Business Lead, Student Records and Advising*
- Chloe Kwan, *Business Lead, Learner Financial Support*
- Michael Eastwood, *Business Lead, Learner Financial Management*
- Nancy Campbell, *Business Lead, Student Advising and Records*
- Other IRP Student Business Analysts and Subject Matter Experts as needed

#### IRP Transformation and Change Management:

- Jodie Thom, *Director*
- Deirdre Brown, *Associate Director, Transformation & Change Management*
- Jason Kennedy, *Associate Director, Transformation & Change Management*
- Lindsey Kovacevic, *Transformation and Change Lead*
- Tania Shepelska, *Transformation and Change Lead*
- Tegan Stusiak, *Transformation and Change Lead*
- Yipu Guo, *Transformation and Change Lead*
- Carol Kuang, *Change Management Analyst*



- Kiran Bassram, *Change Management Analyst*
- Jessica King, *Change Management Specialist*
- Nathanael Massey, *Senior Change Specialist, Community Engagement Partner*
- Nikki Reiter, *Senior Change Specialist, Community Engagement Partner*
- Sarah Mair, *Senior Change Specialist, Community Engagement Partner*
- Melissa Carr, *Manager, Communication & Engagement*

### Inactive Members:

- Rana Hakami, *Manager, Student Services, School of Nursing*
- Brianne Howard, *Director, Academic Support, Faculty of Graduate and Postdoctoral Studies*
- Kristen Pike, *Associate Director, Indigenous Programs and Services, UBCO*

### Past Members:

- Fran Harrison, *Academic Advisor and Program Coordinator, School of Kinesiology*
- Lauren Hatchard, *Communications and Change Management Specialist*

## **Administrative Support**

The Committee will be supported by administrative resources provided by the IRP Student TCM team. Administrative resources include, but are not limited to, meeting preparations and logistics, minute taking, capturing recommendations, and action item follow-up. A Transformation and Change Management team member will be specified to serve as the point of contact for any inquiries, issues, or concerns relating to the Committee.

## **Structure and Meetings**

### Agenda

The monthly agenda will normally be set by the IRP Student team, with time allocated to both planned topics and ad hoc issues arising. At the end of each meeting, the committee will be invited to raise topics to be addressed at a subsequent meeting.

To optimize effectiveness of this Committee:

- The Committee will meet monthly.
- All members are asked to attend the monthly meetings. Delegates should be used sparingly.
- Whenever possible, the TCM resource will distribute meeting materials five working days in advance of each meeting to allow time for the members to prepare for meetings.

## **Version History**

1.0 Created May 2021

2.0 Updated May 30, 2022