



DEPARTMENT: ADM/QUALITY ASSURANCE

**TITLE: Terms of Reference
Students Committee**

CODE : AD/QA -ToR- FO – 17.7

IMPLEMENTATION DATE: 18/01/2021

REVISION DATE: 18/01/2024

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VERSION 1

The Terms of Reference (ToR) for the student's committee (St Com) at the Faculty of Pharmacy at the Lebanese University (LU) describe the working arrangements. It also lists the member's roles and responsibilities, meeting schedule, quorum, agenda meeting, reporting, documentation of minutes of meetings, action, and voting, conflict of interest and amendment, modification, or variation.

1. Scope

The St Com is a committee that works on establishing an office for student affairs, student wellness, career, counseling, academic advising, and student accommodations.

2. Purpose

The purpose of the St Com is to provide a governance for all student experience matters and to ensure a shared understanding of the impact of various activities on the student experience. This committee is responsible for all student experiences such as wellbeing,

3. Mandate or instruction

The mandate of this committee shall be to act as an advisory body to the faculty council for student development and enrollment management, on all issues related to student life. It also serves as a connection between the relevant offices to encourage the discussion and sharing ideas on how to best serve students in a healthy and productive environment.

4. Authority

The St Com is established as an advisory committee to perform the functions set out in the terms of reference above and all circumstances ancillary to those functions. It is responsible to submit and follow-up the recommendations to improve the learning outcomes of the faculty program.

5. Chairman and membership

The committee is composed of administrative and academic staff, including eight members appointed by the Dean of pharmacy faculty as follows:



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Name	¹ Functional responsibility	Position at the faculty
Prof Imad ZAHREDDINE	Chairman, Coordinator	Associate professor Head of Basic Science department
Prof Rania AZAR	Member	Professor
Dr Sanaa AWADA	Member	Associate professor Head of Master department
Prof Fadwa BERRY	Member	Professor
Rania KANJ	Member	Head of students affairs
Batoul KASSIR	Member	Administrative coordinator
Sanaa SALEH	Member	Administrative coordinator

¹Functional responsibility: Chairman, Coordinator, Member, Executive secretary of the committee

6. Main roles and responsibilities

- Prepare and edit the student's guide to university life
- Ensure that overall the student experience is positive and contributes to overall student success.
- Representing students' interests in all policy decisions made by the board
- Provide a forum for all relevant stakeholders to consider and discuss student experience matters in order to enhance student outcomes
- Receive reports from other committees related to student experience and make recommendations arising from such reports that enhance the approach
- Make recommendations to the Faculty Council as appropriate to facilitate an improved student experience at the university
- Advise on needs for faculty development relevant to all aspects of student health, safety and counselling
- Ensure compliance with accreditation standards relevant to student affairs, student wellness, career, counselling, academic advising, and student accommodations.
- Identify and help solve problems encountered by students in the faculty.
- Promoting the faculty as a safe, caring, just, and ethical community



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7. Members responsibilities

- 7.1 Members shall attend committee meetings regularly. Members who are unable to attend a particular meeting must inform the executive secretary.
- 7.2 Members shall adhere to rules of confidentiality, except where disclosure of the information is specifically required by legislation.

8. Meeting schedule

- 8.1 The St Com meetings are scheduled two times per month; however additional meetings may be scheduled in exceptional circumstances
- 8.2 The St Com meetings are generally held on the day of the week from 4:00 PM to 5:00 PM at the faculty or online through the Zoom platform
- 8.3 The chair approves any changes to the meeting schedule.

9. Quorum

- 9.1 Meetings must have management representation. All members must be present
- 9.2 Committee recommendations will only be made if a quorum of 50% of committee members is present, with at least one administrative member.

10. Agenda meeting

- 10.1 The agenda is set by the Executive Secretary (ES) of the St Com and forwarded to all members at least one week in advance of the date of the meeting.
- 10.2 Members may add items to the agenda as new items at the beginning of the meeting, understanding that the item may be deferred to the next meeting if there is insufficient time or information to address the issue.

The agenda meeting template should include:

- Time and location of the meeting
- Attendees, Apologies
- Disclosure of interest
- Schedule of meeting
- Confirmation of minutes
- Items from committee members
- Close of meeting



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11. Reporting and documentation of minutes of meeting

- 11.1 Minutes of meetings (MOM) should include any actions and general points of interest that are discussed during the meeting
- 11.2 MOM should be documented by the Executive Secretary (ES) of the committee
- 11.3 MOM should be reviewed, approved, and signed by the chairman of the committee and then submitted approval copies for the members presents and other attendees after meeting
- 11.4 For issues to be resolved, MOM will include a description of the issue and the action to be taken at the next meeting.
- 11.5 The committee shall report annually to the Dean summarizing its activities, findings, and recommendations
- 11.6 If there are recommendations of the committee, it will be the responsibility of the committee coordinator to provide a memorandum report to the liaison faculties identifying these suggested recommendations to be taken into consideration.

12. Actions and voting

- 12.1 Decisions should be made by consensus (for ex: members are satisfied with the decision even though it may not be their first choice). They are approved by a majority vote of the committee.

13. Conflict of interest

- 13.1 Members of the committee must declare any conflict of interest following Lebanese University’s Code of Ethics.

14. Amendment, or variation

- 14.1 This ToR may be amended, varied, in writing after consultation and agreement by the Dean of faculty
- 14.2 It should be reviewed at least annually or in case of proposed changes at any time.

APPENDIX A – ABBREVIATIONS

ES	Executive Secretary
LU	Lebanese University
MOM	Minutes of Meetings
St Com	Student Committee
ToR	Terms of Reference