

# SAS Advisory Panel Terms of Reference

## Role/Purpose

The Student Accessibility Services (SAS) Student Advisory Panel exists to better understand and address the programming needs and interests of students with disabilities at Brock University, and make recommendations which support equitable access to opportunities for education.

## Vision

Equitable access to opportunities for education for all students at Brock University.

## Term

Term will be two years from start date or program completion, whichever is sooner.

## Membership

Membership on the SAS Student Advisory Panel is determined through an application process and applicants are vetted by a selection panel. The Student Accessibility Advisory Panel will be comprised of:

- SAS Staff Member (Co-chair).
- Student Co-chair.
- **SAS Student Members.** Eight registered SAS student representatives from undergraduate, graduate, professional and other (e.g., certificate) programs including one representative from each of the faculties\*; members will reflect a diverse range of disabilities, lived experiences, genders, ethnicities/race, and backgrounds.
- **General Student Members.** Two general representatives who may/may not live with a disability but demonstrate commitment to allyship and advocacy in alignment with SAS. These members may be from any faculty of study.

## Meetings

- Meetings will be held monthly for two hours each, with the exceptions of April, August, and December.
- Meeting agendas will be prepared and provided to panel members in advance; meeting minutes will be recorded and posted with agendas on the SAS Student Advisory Panel webpage.

## Attendance

This panel meets once per month with the exception of April, August and December. Attendance at meetings is required by membership; attendance for full duration of meetings is encouraged. Quorum may be reached with two-thirds of panel members present.

If unable to attend scheduled meetings, panel members are required to email [askSAS@brocku.ca](mailto:askSAS@brocku.ca) with as much advance notice as possible.

## Scope

The SAS Student Advisory Panel exists to advise on issues related to academic accessibility on all 3 Brock campus sites (including St. Catharines main campus, Marilyn I. Walker, and Burlington campus sites.)

## Roles and Responsibilities

- **Prepare for Meetings:** Review relevant background materials—including, but not limited to, meeting agendas and minutes—prior to each panel meeting.
- **Attend Meetings:** Participate in monthly panel meetings during the fall, winter, and summer terms (excluding December, April, and August).
- **Communicate Respectfully:** Engage in respectful and professional communication with fellow panel members, SAS staff, faculty, peers, and the wider Brock community.
- **Acknowledge Boundaries:** Understand and respect the limits of authority held by individual panel members, SAS staff, SWAC, and Brock University.
- **Respond Promptly:** Reply to panel-related emails and communications from members or co-chairs within two business days, unless otherwise specified.
- **Share Student Perspectives:** Offer feedback, insights, and concerns reflecting the experiences of Brock students regarding accessibility of academic programs and services.
- **Support SAS Initiatives:** Contribute to the planning, promotion, and implementation of SAS programs, services, and events.
- **Represent SAS:** Act as an ambassador by participating in SAS Student Advisory Panel events and activities.
- Recommend and/or recruit fellow students as potential SASSAP members; Assist with training and on-boarding incoming SASSAP members.

**\*Please Note:** every effort will be made to honour diversity within student members of the SAS Advisory Committee including faculty representation, ability, gender, ethnicity and experience. Should no suitable candidate be selected from each faculty, SAS retains the right to comprise the committee of suitable candidates as available.