



University of King's College
University-Student Consultation Framework
To Guide the Engagement Process with Students

(updated: November 21, 2020)

The University of King's College recognizes the King's Students' Union (KSU) as the primary liaison between the student body and the University of King's College administration.

Consultation is a two-way process between King's administration and the KSU where we:

- Talk to each other about proposed changes that impact students,
- Listen to each other's concerns,
- Seek and share views and information, and
- Consider what students say before the university makes decisions that impact them.

Consultation requires that:

- Relevant information on the proposed change is shared with the KSU in a timely manner to allow the KSU to consult with the broader student body,
- The KSU is given a reasonable opportunity to express their views,
- The KSU is given a reasonable opportunity to contribute to the decision-making process relating to the matter affecting students,
- The views of the KSU are taken into account, and

The KSU is advised of the outcome of any consultation in a timely manner.

At the same time, consultation recognizes there can be exceptional circumstances beyond the control of the administration of King's that affect the notice that can be given of a change, the timeliness with which information on the change is proposed and the possible duration and parameters of the consultation process.

University administration commitment and open communication between university administration and the KSU is important in achieving effective consultation. Consultation does not mean telling students about a change or action that affects them after it has been taken.

While consultation may not result in agreement, this should be the objective as it will make it more likely that the decisions are effective and will be actively supported.

Consultation will reflect meaningful and ongoing engagement.

King's and the KSU agree that this Framework will not be interpreted as limiting consultation between administration and KSU to the matters it specifically addresses. This Framework will instead be interpreted as applying to all matters on which King's and the KSU agree that consultations are needed or appropriate.

King's and the KSU agree that consultation includes both formal and informal consultations, that both are important and that neither replaces or, is a substitute for, the other. An example of formal consultation is those set out in this Framework for changes to tuition and/or fees. An example of informal consultations would be the regular meetings KSU representatives have with members of the King's administration for discussion of topics of mutual interest.

King's and the KSU agree that consultations require both standing consultation processes for consultation on topics of continuing importance and ad hoc consultation processes to address specific topics of consultation that arise from time-to-time. An example of the former are the consultation processes laid out in this Framework for proposed changes to tuition and/or fees. An example of the latter are the committees that were created in the recent past to oversee tendering of the university food services and cleaning contracts.

In addition to the subjects for consultation mentioned in this Framework, King's and the KSU agree to have continuing consultations on: improving accessibility at King's, including the implementation of Bill 59; equity, diversity and inclusion, with a focus on the underrepresented groups identified in the MOU between the Province of Nova Scotia and the Universities; and enhancing the overall health and wellbeing of students, including through improved supports for student success.

1. Proposed Changes or Increases in Tuition and Auxiliary and Ancillary Fees

Discussions regarding proposed changes or increases in tuition rates and auxiliary or ancillary fees for the following academic year begin at the Budget Advisory Committee (BAC) level in the preceding fall timeframe (September/October). The BAC is chaired by the Bursar and has representation from all university communities including students through the KSU (specifically the Vice President (VP) Financial), faculty, staff and administration.

In mid-February, the Bursar prepares a student tuition and fee proposal document for the coming academic year for student consultation purposes based on the recommendations of the BAC and the agreement of the President. The document describes the rationale for proposed changes or increases in tuition and fees along with schedules showing the current academic year's tuition and fees compared to those proposed for the coming year.

The document is distributed electronically by the Bursar to the KSU President for broader distribution to the KSU Executive at least two weeks prior to the student tuition and fee consultation meeting with the KSU Executive and the President and Bursar of King's.

The Bursar and the KSU (either the President or VP Financial) establish a mutually agreeable meeting date for the student tuition and fee consultation meeting, preferably by the end of February/beginning of March, to allow for maximum KSU Executive participation acknowledging that student study loads are heavier later in the semester. Efforts are made to accommodate a meeting whereby both the incoming and outgoing members of the KSU Executive can participate in the consultation meeting. This could mean that more than one student tuition and fee consultation meeting is held. The meeting(s) may also include some members from key student groups on campus, to be invited by the KSU. The President and Bursar will be informed of these invitations in advance of the meeting(s).

At the student tuition and fee consultation meeting the President and Bursar initiate the conversation by explaining the proposed changes or increases in tuition and fees and their rationale. Members of the KSU Executive are given the opportunity to express their views on the proposed changes which the President and Bursar consider before incorporating the changes/increases into the university's operating budget. An email account has been established specifically for receiving comments from the student body on proposed changes or increases in tuition and fees. The email account will be advertised and sent out to students to notify them that it is available to receive comments until April 1. The email address is kingsfees.#####@ukings.ca. The ##### represents the year in question – for example, 202021 for the academic year 2020-21. The email address is updated each year to reflect the year the consultation pertains to.

A preliminary university operating budget, which includes tuition and fee assumptions for the coming year, is normally brought before the Finance, Audit & Risk Committee (FAR) of the Board of Governors in late February/early March and then to the Executive Committee of the Board of Governors before being brought before the full Board of Governors by the end of March. There is KSU representation on all three committees.

The final version of the university's operating budget, including tuition and fee changes or increases, proceeds through the same channels, normally in June. The university will always first propose motions for tuition and fees separate and apart from the university's operating budget and again as part of the overall university operating budget at the June meetings of the FAR Committee, Executive Committee and Board of Governors.

2. Changes to Existing Policies or Implementing New Policies Affecting Students

When King's is contemplating changes in policies or creating new policies that have or will have

a direct impact on students, either existing committee structures are used or a new committee is established to ensure representation from all university communities including KSU representatives of students, faculty, staff and administration. King's commits to continuing this approach. King's also commits to consultations with the KSU on changes to policies or to the adoption of new policies that the KSU wishes to propose.

If there is disagreement on whether there should be consultations on a proposed change to an existing policy or on the need for a new policy, King's and the KSU commit to resolving the disagreement through mutual good faith discussion. King's commits to having consultations with the KSU on matters on which the KSU believes there should be consultations. The university recognizes that the KSU may organize actions which allow the general student body to bring their voice to the table in matters that concern them, and this will not be interpreted as acting in bad faith.

An example of a recently approved policy affecting students is the Sexualized Violence Awareness, Prevention and Response Policy. The 12-person committee was co-chaired by the Vice-President and Dean of Students (non-voting) and included as voting members a don representative, a staff representative, one faculty representative, a Board of Governors representative and three student representatives in addition to the President of the KSU. Non-voting representatives included an employee of South House and our Human Resources and Compensation Officer (for consultation purposes only).

With four of eight voting members on the Committee, student input was formative and consistent in Committee deliberations, which included the writing of the policy draft and broad consultation within the King's community. The latter included multiple modes across community constituencies that allowed for individual as well as collective input, including from students. Accordingly, the Committee opened a formal consultation period before completing and presenting a final draft of the policy to the Board that included two town hall events (one exclusively for students), opportunities for confidential written feedback as well as for anonymous written feedback, and for one-on-one meetings with the community.

Ongoing Revision of Stand-Alone Sexual Violence Policy

King's commits to reviewing its stand-alone sexual violence policy every three years, while engaging in ongoing policy review and updates as required and engaging with elected student representatives to ensure student involvement.

Currently there are four students who sit on the Sexualized Violence, Awareness, Prevention and Response Policy review committee (which is the same as the standing committee on how the Sexualized Violence, Awareness, Prevention and Response Policy is implemented at King's). These students, alongside faculty, staff, and administrative representatives, have full participation

in the policy review process. With their various positions on the student union executive, student union council, as Sexualized Violence Policy Student Liaison (2019-2020), and their lived experience in residence, classrooms, and elsewhere within the King's community, they help to identify, through their own insight and feedback from peers, which areas of the policy require edits, clarity, and refinement. These student representatives have also first-hand performed the research and policy writing and re-writing that will contribute to the new document. This involvement is crucial to the successful implementation and impact of this policy as it helps create a resource that addresses the real needs of students with pathways for support, accommodation, and outcomes that are relevant to their campus experience.

King's commits to utilizing the policy guidelines developed by the Provincial Sexual Violence Prevention Committee to ensure its stand-alone sexual violence policy is comprehensive and reflects the most critical components of a survivor-centric policy.

3. Other Priorities

In the recent past, when King's has contemplated significant changes to services or implementing new services on campus, and the matter is beyond the mandate of an existing committee that includes KSU representatives, a committee has been established with representation from all university communities, including the appropriate KSU Executive member(s), faculty, staff, and administration. If the service affects student life, the KSU Executive representative on the committee has been the Vice President Student Life, for example. Examples of service changes in the recent past whereby committees were established include the university food service contract and cleaning contract. The KSU VP Student Life was a member on both committees. Both committees were involved in drafting the requests for proposals (RFPs), evaluating bids, and awarding the contracts.

The university commits to continue having student representation on hiring committees for the following positions filled by the university and for such other positions agreed to by the university and the KSU:

- President
- Vice-President
- Dean of Students
- Assistant Dean of Residence
- Sexualized Violence, Prevention and Response Officer
- Equity Officer
- Chaplain
- Dons and Junior Dons

King's commits to following this approach in the future. It is however to be noted that the

appointment process for the President and the Vice-President are determined in the University's by-laws which are decided by the Board of Governors.

This University-Student Consultation Framework is agreed to by the following individuals:



University of King's College
President and Vice Chancellor

Nov. 27, 2020

Date



King's Students' Union (KSU)
President

Nov 27, 2020

Date