



College Student Engagement Committee (CSEC)

Terms of Reference (ToR)

1. Name

College Student Engagement Committee (CSEC) — for each College at FBSU.

2. Purpose/Mission

- To enhance the quality of the student experience by fostering engagement in academic, social, cultural, leadership, service, and extracurricular activities.
- To ensure that students are active partners in university life, contributing to and benefiting from the broader educational mission of FBSU.
- To support student well-being, satisfaction, retention, and success via feedback, participation, and development opportunities.

3. Scope/Responsibilities

The committee's scope includes:

- Planning, organizing, and monitoring student engagement activities (cultural, social, sports, volunteering, clubs, student leadership).
- Ensuring effective support services (guidance & counselling, health & well-being, student rights & duties).
- Overseeing mechanisms for student feedback: course evaluations, satisfaction surveys, suggestion boxes, focus groups.
- Ensuring clear communication with students about policies, opportunities, services.
- Promoting student leadership, development of soft skills.
- Encouraging alumni involvement where relevant.
- Collaborating with other units: Deanship of Student Affairs, QA, college departments, etc.



- Monitoring and evaluating engagement: participation rates, satisfaction, impact of activities.
- Ensuring inclusivity (e.g., international students, students with special needs) in engagement opportunities.

4.Membership

Suggested composition:

Role	Member/Representation
Chair	Dean of College or Associate/Deputy Dean responsible for student affairs / student engagement/ Senior Faculty member
Student Representatives	A few students (e.g., members of student council, club leaders) to represent diverse student voices
Administrative Staff	From Deanship of Student Affairs, student services, or similar units
Faculty Members	Several faculty to support/cooperate with engagement programs
Alumni Representative	If feasible, to link current student engagement to alumni network
International Student Services Representative (if exist)	If many international students in that college
Resource / Activities Coordinator	To assist with logistics, budget, scheduling, facility booking, etc.

5.Reporting& Accountability

- Reports to the College Dean and works in liaison with FBSU's Deanship of Student Affairs.
- Provides regular reports (annually) on student engagement metrics, feedback results, issues, planned and implemented activities.
- Works in coordination with other college committees (QA, Academic & Curriculum, Research, etc.) when needed.

6.Duties&Responsibilities

Here are main duties:

1. Planning & Strategy

- Develop an annual plan for student engagement activities consistent with the College and University strategic goals.
- Define goals, targets, and key performance indicators (KPIs) for student engagement (e.g. participation rate, satisfaction levels).

2. Activity Portfolio

- Organize, support, or promote extracurricular activities: clubs, societies, sports, cultural, volunteer programs.
- Facilitate student leadership opportunities (student government, club leadership, peer mentoring).

3. Support Services & Student Welfare

- Work with counseling, health / well-being, guidance services to ensure students' needs are met.
- Ensure students are aware of their rights, duties, and available support.

4. Feedback & Communication

- Gather feedback from students about academic, administrative, and extracurricular experiences.
- Review feedback and make recommendations for improvement.
- Ensure transparent communication with students about decisions, opportunities, and policies.

5. Inclusivity & Diversity

- Ensure engagement is accessible to all students including international students (if applicable), students with disabilities, etc.
- Consider cultural, gender, and socio-economic inclusion in planning activities.

6. Evaluation & Quality Assurance

- Monitor and evaluate the impact of student engagement initiatives.
- Use metrics and feedback to assess what works and what needs improvement.
- Propose enhancements / improvements as needed.

7. Resource Management

- Coordinate with Student Affairs and other relevant units for budget, facilities, scheduling, materials.
- Ensure that student engagement activities are sustainable and well-resourced.

8. Alumni Engagement & Career Connection

- Where possible, involve alumni in student engagement (mentoring, guest lectures, networking).
- Facilitate opportunities for students to engage with employers, community partners, or external stakeholders.

7. Meeting Frequency & Procedures

- Meet at least once per semester; more often if needed (e.g. planning of large events, responding to student concerns).
- Prepare agenda and circulate in advance; include reports of previous activities, feedback, budget, risk or logistical issues.
- Record minutes and follow up on action items.

8. Decision-Making and Authority

- Decisions ideally by consensus; if not possible, by majority vote among members.
- The chair may have a casting vote if needed.
- Can allocate responsibility for specific activities and sub-committees / task forces.
- Does not typically approve major budget allocations (unless delegated); recommends to Dean / College Council / University Student Affairs units.

9. Documentation & Records

- Maintain archives of activity plans, feedback surveys, participation data, minutes, budgets, etc.
- Collect reports after each major event or initiative (evaluation, lessons learned).



10. Evaluation of Committee Effectiveness

- Annually evaluate the committee's effectiveness: Are student engagement goals met? Are students satisfied? Are resources used well? Is there good feedback & follow up?
- Review membership, meeting frequency, and scope if needed.

11. Authority & Limitations

- Authority to plan, suggest, coordinate, monitor, evaluate student engagement programs.
- Limited authority for resource allocation, unless granted by Dean / University policy.
- Cannot set university-wide policy alone, but can propose such policies to relevant bodies.