

Villanova Minors on Campus Committee Charter

Effective Date: June 2012; Revisions: October 2017

Establishment and Authority

The Minors on Campus Committee was established by Father Peter M. Donohue, O.S.A., Ph.D., President in June 2012.

The Committee operated under a charter from 2012 through 2017 at which time revisions to the charter were deemed necessary. The Committee recommended this version for approval by our President and it was approved on October 4, 2017.

Purpose/Responsibilities

The purpose of the Minors on Campus Committee is to serve to strengthen the infrastructure to protect minors by providing leadership, raising awareness, and assisting in the implementation and follow through of legal and policy requirements with regard to the protection of minors on campus.

As part of its role, the Committee shall continually assess areas of improvement in this overall infrastructure. The Minors on Campus Committee shall:

- a. develop, enforce, review and update, as needed, a written policy with respect to programs with minors, which incorporates ethical, legal, risk and training requirements,
- b. periodically review and update the University's policy and procedures against evolving best practices in the protection of minors,
- c. provide recommendations, feedback, and approval on proposed initiatives,
- d. serve as liaisons with their respective campus communities to communicate changes in policy or procedures that implement safeguards to protect minors in programs and serve as a resource for questions that may arise regarding youth programs,
- e. raise awareness regarding the University community's obligation to report child abuse that we know of or suspect in accordance with the requirements of the Child Abuse Reporting Policy,
- f. review and update, as needed, the list of Villanova University Area Designees who have been given the authority to approve youth and minors programs that take place in their areas,

- g. actively engage with members of the University community who develop and deliver youth programs and activities, raising awareness regarding the safeguards to protect minors, and
- h. communicate to the co-chairs of the Committee any instances of non-compliance that come to their attention with regards to the University's safeguards to protect minors participating in youth programs and activities in order to make sure that appropriate corrective actions are taken as soon as practicable.

Committee Composition and Governance

A. Membership

- a. The Minors on Campus Committee shall be composed of representatives from the following areas:

- Admissions
- Athletics
- Campus Mission & Ministry
- Center for Access, Success, and Achievement (CASA)
- College of Engineering
- Conference Services
- General Counsel
- Human Resources
- Insurance & Risk
- Public Safety
- Service Learning
- Student Development
- University Compliance Office

- b. The Minors on Campus Committee members are appointed by the University President.
- c. As the Minors on Campus Committee continues to move forward, conforming changes to membership may take place as appointed by the University President.

B. Leadership

- a. As of February 2017, the co-chairs of the Minors on Campus Committee are the Associate General Counsel and the University Compliance Officer.
- b. The Minors on Campus Committee co-chairs shall manage the committee and its meetings.

C. Meetings

- a. The Minors on Campus Committee will meet biyearly, once in the Fall Semester and once in the Spring Semester, or more frequently as determined by the co-chairs or at the request of Committee members.
- b. The co-chairs (or their designees) shall provide e-mail notice of the time and place of all meetings to each member of the Minors on Campus Committee.
- c. Minutes of the Minors on Campus Committee meetings will be circulated for the committee's approval.

Reporting

The Minors on Campus Committee shall report to senior leadership on its activities and any recommendations. This reporting shall be carried out by the University Compliance Officer both periodically and as needed.

Review and Changes to the Charter

The Minors on Campus Committee shall review this charter every two years and recommend any changes to the co-chairs.