

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



OKANAGAN SENATE SECRETARIAT

Enrolment Services

Senate and Curriculum Services

3333 University Way

Kelowna, BC · V1V 1V7

Tel: (250) 807-9259 · Fax: (250) 807-8007

lisa.collins@ubc.ca

kelly.ross@ubc.ca

16 January 2008

To: Okanagan Senate

From: Okanagan Senate Secretariat

Subject: Okanagan Senate Meeting Dates 2008-09 (information)

Please find enclosed the 2008-09 Okanagan Senate meeting dates. The recommended pattern for the meeting schedule was established under advisement of the enclosed Regular Senate Meeting Schedule rules. The Secretariat will include the Senate meeting dates in the draft Academic Year to be presented to Senate this January.

The normal duration of regular meetings will be two hours. The meeting day is either the first or second Wednesday as requested.

Following the established pattern, the meeting schedule for 2008-09 would be as follows. All dates/times are Wednesdays from 3:30 p.m. – 5:30 p.m. The location of the meetings is LIBRARY 317.

SENATE MEETING DATES

September 10

October 8

November 5

December 10

January 14

February 11

March 11

April 8

May 6

Respectfully Submitted,

Ms. Kelly Ross

Manager, Okanagan Senate Secretariat

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Lisa.collins@ubc.ca

To: Okanagan Senate

From: Policies & Procedures Committee

Re: Regular Senate Meeting Schedule

Date: December 12, 2006

To provide ample notice to Senators and the campus community, the Policies & Procedures Committee proposes that the Senate establish a regular meeting pattern and confirm its meeting dates for the 2007/2008 academic year.

The regular meeting time during 2006/2007 has been Wednesday from 4:30 p.m. to 6:30 p.m., with several exceptions. The Secretariat has received the following feedback from Senators:

1. It remains critical that meetings are scheduled at a time when all elected members are able to attend, i.e., not scheduled to be in a class or other scheduled academic activity.
2. A regular meeting pattern should be established and announced as early as possible.
3. If possible, meetings should conclude earlier than 6:30 p.m.
4. Friday afternoons are not preferred.
5. October 31 (Hallowe'en) was not the best choice for the October meeting.

Recommended Meeting Time

Classroom Services has advised the Committee that the Wednesday 3:30 p.m. to 4:30 p.m. teaching block is the least used block in the timetable, given that it is one hour long and follows the block known as 'University Time.' The Committee hopes that, with early notice, a Senate meeting beginning at 3:30 p.m. on a Wednesday would work for all Senators.

Recommended Meeting Length

With respect to meeting length, a Senate meeting length of two hours (as opposed the three hours currently specified in the Rules) has appeared to be sufficient, and the Committee recommends a change to this effect. The Committee notes that the Rules provide for extension of an individual meeting time should it become necessary.

Recommended Meeting Day

Either the first or second Wednesday would be appropriate regular meeting days, with some exceptions necessary to ensure appropriate intervals between meetings and to provide Committees and other parties sufficient time to prepare their reports to Senate.

Senator Availability

In order to ensure the availability of all elected members to attend regular meetings, the Secretariat will write to all Deans and Directors to advise them of the selected meeting pattern and to request that their respective representatives' responsibilities with respect to Senate attendance be taken into account in class scheduling. In the rare case that a Student Senator should encounter a scheduling conflict between a class and the regular Senate meeting, Enrolment Services will assist in resolving the conflict for that particular Senator.

Notice to the Campus Community

Once a regular meeting pattern is selected, the Secretariat will then include the Senate meeting dates in each year's draft UBC Okanagan Academic Year and circulate them broadly for consultation each November. The Senate meeting dates would also be included in the Academic Year presented to the Senate each January, with any recommended departure from the normal meeting pattern presented for Senate approval.

MOTIONS:

1. That the Senate establish its regular meeting day and time as from 3:30 p.m. to 5:30 p.m. on the first or second Wednesday of each month of the academic year from September through May.
2. That the Senate direct the Secretariat to present the following academic year's regular Senate meeting schedule to the Senate for information no later than the regular Senate meeting in January of each year, with any exceptions to the regular meeting day and/or time subject to the approval of the Senate.
3. That the Senate approve the meeting date of Thursday, May 15, 2008, as an exception to its regular meeting day.
4. That the Rules and Procedures of the Okanagan Senate be amended as follows (deletions struck through, additions in bold):

~~16 a. The Senate shall meet at the call of the chair, or of the Policies and Procedures Committee. Meetings will generally occur once per month during the Winter Session, and a schedule of expected meeting dates will be published no later than July 1st before each Winter Session.~~

16 a. The Senate shall schedule nine regular meetings each academic session, normally on either the first or the second Wednesday of the month from September through May. Such meetings shall normally be called to order at 3:30 p.m.

16 b. Meetings shall be adjourned at the order of the Chair no more than ~~three~~ **two** hours after called to order.

Note: This motion to amend the Rules and Procedures requires a two-thirds majority to pass.

Respectfully submitted,
Dean Michael Isaacson
Chair, Policies & Procedures Committee