

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



OKANAGAN SENATE SECRETARIAT

Enrolment Services

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To: Okanagan Senate

From: Nominating Committee

Re: Triennial Review of Committee Terms of Reference

The Nominating Committee has completed its mandated review of the composition and terms of reference of each of the standing committees of the Okanagan Senate. The Committee would like to thank the valuable input and feedback from the other committees of Senate and senators. Below are the Committee's recommendations. Text to be added is in **bold**, text to be removed is ~~struck through~~. Please note that the 5 committees established solely to provide representation of the Council of Senates are not included in this report.

The Committee recommends:

That Senate approves the changes to the Standing Committees of Senate, as amended below, effective 1 September 2008.

NOMINATING COMMITTEE

Current State	Proposed State	Notes/Rationale
<p>Nominating Committee</p> <p>Responsible for recommending the following to Senate:</p> <ul style="list-style-type: none"> Committee Terms of Reference; and The elected membership of Senate Committees and other bodies with Senators as elected or appointed Members. 	<p>Nominating Committee</p> <p>Responsible for recommending the following to Senate:</p> <ul style="list-style-type: none"> Committee Terms of Reference; Establishment of standing and ad-hoc committees of Senate; The elected membership of Senate committees and other bodies with Senators as elected or appointed Members; Academic Administrative Appointment policies; and 	<p>The 2nd, 4th, and 5th terms of references added are already the responsibility of the Committee; they are added here for clarity.</p> <p>“Academic Administrative Appointments” are defined in Section 27 (2) (f) of the University</p>

<p>Membership:</p> <p><i>Elected from Senate</i></p> <ul style="list-style-type: none"> • Faculty Members or Deans (5) • Students (2) <p><i>Ex Officio</i></p> <ul style="list-style-type: none"> • President • Registrar or designate (non-voting) 	<ul style="list-style-type: none"> • The composition of Senate <p>Membership:</p> <p><i>Elected from Senate</i></p> <ul style="list-style-type: none"> • Faculty Members or Deans (5) • Students (2) <p><i>Ex Officio</i></p> <ul style="list-style-type: none"> • Chancellor • President • Registrar or designate (non-voting) 	<p>Act</p> <p>The Chancellor is proposed to be added to all Committees of Senate, such as is done at UBC Vancouver and many other universities. This is not to imply that he or she will regularly attend meetings, but rather to give the Chancellor standing to be heard on any issue before a committee (the same right as already granted to the President).</p>
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**POLICIES & PROCEDURES COMMITTEE
(RENAMED THE ACADEMIC POLICY COMMITTEE)**

Current State	Proposed State	Notes/Rationale
<p>Policies & Procedures Committee</p> <p>Responsible for recommending the following to Senate:</p> <ul style="list-style-type: none"> • Meeting agendas; • Rules and Procedures of Senate; • Tributes, honorary degrees, emeritus status and any associated policies; and • General academic policies. <p>Membership:</p> <p>Elected from Senate</p> <ul style="list-style-type: none"> • Faculty Members or Deans (6) • Students (3) <p>Ex Officio</p> <ul style="list-style-type: none"> • President 	<p>Academic Policy Committee</p> <p>Responsible for recommending the following to Senate:</p> <ul style="list-style-type: none"> • Significant matters of academic policy and general academic regulations, if such matters are not covered by the terms of reference of another committee of Senate; and • Proposals for the organization or reorganization of academic units. <p>Membership:</p> <p>Elected from Senate</p> <ul style="list-style-type: none"> • Faculty Members or Deans (6) • Students (3) <p>Ex Officio</p> <ul style="list-style-type: none"> • Chancellor • President, or in his or her 	<p>The Nominating Committee agrees with suggestions that it is inappropriate from a sound governance perspective to have a committee that regularly adds items to Senate agendas also be responsible for recommending the agenda to Senate, as it would then sit in review of its own work frequently. As such, the Committee recommends moving the agenda and rules of Senate to a new “Agenda” Committee, comprised of elected student representatives and the chairs of all other senate committees ex officio.</p> <p>If the first principle is adopted, the former Policies and Procedures Committee is then transformed into a more traditional “Academic Policy Committee”, designed to cover areas of academic policy not under the remit of other committees of Senate and to ensure the primacy of Senate in setting academic policy in all areas of the University.</p>

<ul style="list-style-type: none"> Academic Vice President Associate Vice President, Academic & Research Registrar or designate (Non-voting) 	<p>absence, the Academic Vice-President</p> <ul style="list-style-type: none"> Provost Registrar or designate (non-voting) 	
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CURRICULUM COMMITTEE

Current State	Proposed State	Notes/Rationale
<p>Curriculum Committee</p> <p>Responsible for recommending the following to Senate:</p> <ul style="list-style-type: none"> Degree, diploma, certificate, program, and course approval, program and faculty requirements, and any associated policies. <p>Delegated authority over the following by Senate:</p> <ul style="list-style-type: none"> Approval of minor changes to existing degree, diploma, certificate, program, faculty, or course requirements <p>Membership:</p> <p><i>Elected from Senate</i></p> <ul style="list-style-type: none"> Faculty Members or Deans (5) Students (2) <p><i>Ex Officio</i></p>	<p>Curriculum Committee</p> <p>Responsible for recommending the following to Senate:</p> <ul style="list-style-type: none"> Creation of new or changes to degrees, diplomas, certificates, programs, and courses, faculty requirements, and any associated policies; Discontinuation of degrees, diplomas, certificates, and programs; and Material presented on credentials (Including degree, diploma, and certificate parchments, and students' transcripts of academic record). <p>Delegated authority over the following by Senate:</p> <ul style="list-style-type: none"> Approval of minor changes to existing degree, diploma, certificate, program, faculty, and course requirements; Approval of minor changes to existing credentials; Additions and deletions of, and changes to, transcript notations; and Discontinuation of courses. <p>Membership:</p> <p><i>Elected from Senate</i></p> <ul style="list-style-type: none"> Faculty Members or Deans (5) Students (2) <p><i>Ex Officio</i></p>	<p>The 2nd and 3rd terms of references added are already the responsibility of the Committee; they are added here for clarity.</p>

<ul style="list-style-type: none"> • President • Associate Vice President, Academic & Research • Registrar or designate (Non-voting) • Faculty Curriculum Chairs (1 per Faculty) • Graduate Studies Representative 	<ul style="list-style-type: none"> • Chancellor • President, or in his or her absence, the Academic Vice-President • Provost • Faculty Curriculum Chairs (1 per Faculty) • Graduate Studies Representative (faculty member) • Registrar or designate (Non-voting) 	
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LEARNING & RESEARCH COMMITTEE

Current State	Proposed State	Notes/Rationale
<p>Learning & Research Committee</p> <p>Responsible for recommending the following to Senate:</p> <ul style="list-style-type: none"> • Matters relating to teaching and research policies and initiatives; • Items relating to international initiatives; • The administration of the Library; and • Continuing education programs and policies. <p>Membership:</p> <p><i>Elected from Senate</i></p> <ul style="list-style-type: none"> • Faculty Members or Deans (4) • Students (2) • Convocation (1) <p><i>Ex Officio</i></p> <ul style="list-style-type: none"> • President • Associate Vice President, Academic & Research • Registrar or designate (Non-voting) 	<p>Learning & Research Committee</p> <p>Responsible for recommending the following to Senate:</p> <ul style="list-style-type: none"> • Matters relating to the learning and research environment, including - but not limited to - the Strategic Research Plan, the Academic Plan, and strategic learning initiatives; • The granting of honorary degrees and emeritus status, and any associated policies; • Matters relating to Meetings of the Convocation and tributes; • Matters relating to international programs and initiatives; and • Matters relating to the management and conduct of the Library. <p>Membership:</p> <p><i>Elected from Senate</i></p> <ul style="list-style-type: none"> • Faculty Members or Deans (4) • Students (2) • Convocation (1) <p><i>Ex Officio</i></p> <ul style="list-style-type: none"> • Chancellor • President, or in his or her absence, the Academic 	<p>The 2nd term of reference is a transfer from the former Policies & Procedures Committee.</p> <p>The 3rd term of reference is based on a responsibility of Senate under the <i>University Act</i>.</p> <p>The 4rd term of reference is added at the request of the Committee to clarify its mandate.</p> <p>The 5th term of reference is a clarification based on wording in the <i>University Act</i>.</p>

	<p>Vice-President</p> <ul style="list-style-type: none"> • Provost • Associate Vice-President, Learning Services (Non-Voting; does not participate when considering matters relating to honorary degrees or emeritus status) • Associate Vice-President, Students (Non-Voting; does not participate when considering matters relating to honorary degrees or emeritus status) • Director of Ceremonies (Non-voting; only participates when considering matters relating to honorary degrees) • Registrar or designate (Non-voting) 	
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ADMISSION & AWARDS COMMITTEE

Current State	Proposed State	Notes/Rationale
<p>Admissions & Awards Committee</p> <p>Responsible for recommending the following to Senate:</p> <ul style="list-style-type: none"> • Admission and transfer policies; • University and Faculty enrolments of new and continuing students; and • Awards policy and approval <p>Delegated authority over the following by Senate:</p> <ul style="list-style-type: none"> • Appeals of Admissions/Re-admissions decisions; • Appeals of transfer credit decisions; and • Applications for admission and transfer that are not clearly resolvable under the regulations governing admission. <p>Membership:</p> <p><i>Elected from Senate</i></p> <ul style="list-style-type: none"> • Faculty Members (4) 	<p>Admissions & Awards Committee</p> <p>Responsible for recommending the following to Senate:</p> <ul style="list-style-type: none"> • Admission and transfer policies; • Campus, Faculty, degree program, and yearly enrolment targets for new and continuing students; and • Awards policy and approval. <p>Delegated authority over the following by Senate:</p> <ul style="list-style-type: none"> • Appeals of Admissions/Re-admissions decisions; • Approval of student exchange agreements with other institutions for the Okanagan campus • Appeals of transfer credit decisions; and • Consideration of applications for admission and transfer that are not clearly resolvable under the policies governing admission. 	<p>The language around enrolment targets is expanded to include information beyond just faculty totals for Senate's review.</p> <p>The 2nd term is already the committee's remit under policy; it is added here for clarity.</p> <p>Regulations was an incorrect word; policies is more accurate and uniform.</p>

<ul style="list-style-type: none"> • Students (2) • Convocation (1) <p><i>Ex Officio</i></p> <ul style="list-style-type: none"> • President • Registrar or designate (Non-voting) • Faculty Associate Deans (1 per Faculty) • Graduate Studies Representative 	<p>Membership:</p> <p><i>Elected from Senate</i></p> <ul style="list-style-type: none"> • Faculty Members (4) • Students (2) • Convocation (1) <p><i>Ex Officio</i></p> <ul style="list-style-type: none"> • Chancellor • President, or in his or her absence, the Academic Vice-President • Faculty Deans, Associate Deans or Directors (1 per Faculty, not a member when considering appeals from his or her faculty) • Graduate Studies Representative (faculty member) • Registrar or designate (Non-voting) 	<p>The Committee suggests that Associate Deans is too limiting, as currently, some faculties do not have this position. Further, it is clarified that these positions do not have a right to vote when considering appeals from their faculties (as they are most likely involved or responsible for the decision being appealed).</p>
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APPEALS OF STANDING & DISCIPLINE COMMITTEE

Current State	Proposed State	Notes/Rationale
<p>Appeals of Standing & Discipline Committee</p> <p>Delegated authority over the following by Senate:</p> <ul style="list-style-type: none"> • Appeals of student discipline decisions • Appeals of academic standing decisions; and • Appeals of promotion/advancement <p>Membership:</p> <p><i>Elected from Senate</i></p> <ul style="list-style-type: none"> • Faculty Members (4) • Students (2) • Convocation (1) <p><i>Ex Officio</i></p> <ul style="list-style-type: none"> • Registrar or designate (Non-voting) 	<p>Appeals of Standing & Discipline Committee</p> <p>Delegated authority over the following by Senate:</p> <ul style="list-style-type: none"> • Appeals of decisions of the President on student discipline; • Appeals of final decisions of Faculties on academic standing; and • Appeals of final decisions of Faculties on promotion/advancement. <p>Membership:</p> <p><i>Elected from Senate</i></p> <ul style="list-style-type: none"> • Faculty Members (4) • Students (2) • Convocation (1) <p><i>Ex Officio</i></p> <ul style="list-style-type: none"> • Registrar or designate (Non-voting) 	<p>Changes only relate to clarity.</p>

AGENDA COMMITTEE

Current State	Proposed State	Notes/Rationale
New Committee	<p>Agenda Committee</p> <p>Responsible for recommending the following to Senate:</p> <ul style="list-style-type: none"> • An agenda for Senate meetings, including time limits for debates for any item on a Senate agenda except the consideration of the agenda itself; • Rules & Procedures of Senate; and • Matters relating to the Council of Senates if not under the terms of reference of another committee of Senate. <p>Membership:</p> <p><i>Elected from Senate</i></p> <ul style="list-style-type: none"> • Students (2) <p><i>Ex Officio</i></p> <ul style="list-style-type: none"> • Chancellor • President, or in his or her absence, the Academic Vice-President • Vice-Chair of Senate • Chairs of all other standing committees of Senate • Registrar or designate (Non-voting) 	<p>A majority of G-13 universities have committees with limited or sole mandates to consider Senate agendas. The Committee proposes this arrangement for UBC Okanagan under the rationale that committees that produce reports for the Senate agenda should not also be regulating whether or not material is ready for said agenda.</p> <p>The 2nd and 3rd terms of reference are not expected to generate much work and thus do not cause the Nominating Committee much concern. Their placement here is due to the composition of this committee being felt as best for consideration of Senate procedures.</p> <p>The need to elect two students is based on the principle of having students on every committee of senate while acknowledging the rarity of them being elected chairs of standing committees.</p>

ACADEMIC BUILDING & RESOURCES COMMITTEE

Current State	Proposed State	Notes/Rationale
New Committee	<p>Academic Building & Resources Committee</p> <p>Responsible for recommending the following to Senate:</p> <ul style="list-style-type: none"> • An annual report outlining the work of the Committee and the physical and budget resources available for the development and maintenance of the campus. 	<p>At present, the Okanagan Senate has nothing similar to the Vancouver Senate's Academic Building Needs Committee, or the buildings/capital planning committees found at other Senates. Considering the large amount of construction on campus, and the Senate's responsibility for ensuring the physical plant functions for the academic enterprise, the Committee feels that this would be a useful area to ensure academic review and input</p>

	<p>Delegated authority over the following by Senate:</p> <ul style="list-style-type: none"> • Reviewing and monitoring the implementation of the Campus Master Plan; • Recommending priorities on new academic buildings with consideration for the needs of academic and non-academic buildings, balance between types of teaching spaces, and relationship to physical plant and planning; and • Reviewing the impact of every development, whether building or landscape, on the total teaching and academic resource. <p>Membership:</p> <p>The membership of this committee shall be the same as the membership of the Okanagan Sub-Committee of the Budget Committee of the Council of Senates.</p>	<p>Currently, this is three faculty members, one convocation senator, one student senator (all of the above from the UBC Okanagan delegation to the Council of Senates), the Academic Vice-President, the Chair of the Vancouver Sub-Committee, and the Registrar (non-voting). Additionally, the UBC Okanagan Associate Vice-Presidents are normally invited as guests to each meeting.</p>
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