

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



OKANAGAN SENATE SECRETARIAT Enrolment Services Senate and Curriculum Services

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November 24, 2010

To: Okanagan Senate

From: Nominating Committee

Subject: Triennial Review of Senate Committee Terms of Reference (approval)

The Nominating Committee has completed its mandated review of the composition and terms of reference for 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 Nominating Committee's recommendations. Text to be added is in **bold**; text to be removed is ~~struck through~~. Please note that the five (5) committees established solely to provide representation of the Council of Senates are not included in this report.

The Nominating Committee is pleased to recommend that Senate resolve as follows:

That the terms of reference and composition of standing committees of Senate be amended as proposed below.

ACADEMIC BUILDING AND RESOURCES COMMITTEE

Current State	Proposed State	Notes/Rationale
Academic Building and Resources Committee Responsible for recommending the following to Senate: a. An annual report outlining the work of the Committee and the physical and budget resources available for the	Academic Building and Resources Committee Responsible for recommending the following to Senate: a. An annual report outlining the work of the Committee and the physical and budget resources available for	No revisions required

<p>development and maintenance of the campus.</p> <p>Delegated authority over the following by Senate:</p> <ul style="list-style-type: none"> a. Reviewing and monitoring the implementation of the Campus Master Plan; b. Recommending priorities on new academic buildings with consideration for the needs of academic and non-academic buildings, balance between type of teaching spaces, and relationship to physical plant and planning; and c. Reviewing the impact of every development, whether building or landscape, on the total teaching and academic resource. <p>Composition:</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>the development and maintenance of the campus.</p> <p>Delegated authority over the following by Senate:</p> <ul style="list-style-type: none"> a. Reviewing and monitoring the implementation of the Campus Master Plan; b. Recommending priorities on new academic buildings with consideration for the needs of academic and non-academic buildings, balance between type of teaching spaces, and relationship to physical plant and planning; and c. Reviewing the impact of every development, whether building or landscape, on the total teaching and academic resource. <p>Composition:</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>	
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ACADEMIC POLICY COMMITTEE

Current State	Proposed State	Notes/Rationale
<p>Academic Policy Committee</p> <p>Responsible for recommending</p>	<p>Academic Policy Committee</p> <p>Responsible for recommending the</p>	

<p>the following to Senate:</p> <ul style="list-style-type: none"> A. 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 B. Proposals for the organization or re-organization of academic units. <p>Composition:</p> <p><i>Elected from Senate</i></p> <ul style="list-style-type: none"> A. Faculty Members or Deans (6) B. Students (3) <p><i>Ex Officio</i></p> <ul style="list-style-type: none"> A. Chancellor B. President, or in his or her absence, the Academic Vice-President C. Provost D. Registrar or designate (non-voting) 	<p>following to Senate:</p> <ul style="list-style-type: none"> A. 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 B. Proposals for the organization or re-organization of academic units. <p>Composition:</p> <p><i>Elected from Senate</i></p> <ul style="list-style-type: none"> A. Faculty Members or Deans (6) B. Students (3) <p><i>Ex Officio</i></p> <ul style="list-style-type: none"> A. Chancellor B. President, or in his or her absence, the Academic Vice-President Deputy Vice-Chancellor C. Provost D. Registrar or designate (non-voting) 	<p>Revision: Academic Vice-President to Okanagan-specific title, Deputy Vice-Chancellor</p>
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ADMISSIONS AND AWARDS COMMITTEE

Current State	Proposed State	Notes/Rationale
<p>Admissions and Awards Committee</p> <p>Responsible for recommending the following to Senate:</p> <ul style="list-style-type: none"> A. Admission and transfer policies; B. Campus, Faculty, degree program, and yearly 	<p>Admissions and Awards Committee</p> <p>Responsible for recommending the following to Senate:</p> <ul style="list-style-type: none"> A. Admission and transfer policies; B. Campus, Faculty, degree program, and yearly 	

<p>enrolment targets for new and continuing students; and</p> <p>C. Awards policy and approval.</p> <p>Delegated authority over the following by Senate:</p> <p>A. Appeals of Admissions/Readmissions decisions;</p> <p>B. Approval of student exchange agreements with other institutions for Okanagan campus;</p> <p>C. Appeals of transfer credit decisions; and</p> <p>D. Consideration of applications for admission and transfer that are not clearly resolvable under the policies governing admission.</p> <p>Composition:</p> <p><i>Elected from Senate</i></p> <p>A. Faculty Members or Deans (4)</p> <p>B. Students (2)</p> <p>C. Convocation (1)</p> <p><i>Ex Officio</i></p> <p>A. Chancellor</p> <p>B. President, or in his or her absence, the Academic Vice-President</p> <p>C. Faculty Deans, Associate Deans or Directors (1 per Faculty, not a member when considering appeals from his or her faculty)</p> <p>D. Graduate Studies Representative (faculty member)</p>	<p>enrolment targets for new and continuing students; and</p> <p>C. Awards policy and approval.</p> <p>Delegated authority over the following by Senate:</p> <p>A. Appeals of Admissions/Readmissions decisions;</p> <p>B. Approval of student exchange agreements with other institutions for Okanagan campus;</p> <p>C. Appeals of transfer credit decisions; and</p> <p>D. Consideration of applications for admission and transfer that are not clearly resolvable under the policies governing admission.</p> <p>Composition:</p> <p><i>Elected from Senate</i></p> <p>A. Faculty Members or Deans (4)</p> <p>B. Students (2)</p> <p>C. Convocation (1)</p> <p><i>Ex Officio</i></p> <p>A. Chancellor</p> <p>B. President, or in his or her absence, the Academic Vice-President Deputy Vice-Chancellor</p> <p>C. Provost (not a member when considering appeals)</p> <p>D. Faculty Deans, Associate Deans or Directors (1 per Faculty, not a member when considering appeals from his or her faculty)</p> <p>E. Graduate Studies</p>	<p>Revision: Academic Vice-President to Okanagan-specific title, Deputy Vice-Chancellor</p> <p>Addition of the Provost as a voting member (not a member when considering appeals) of the Committee</p>
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E. Registrar or designate (non-voting)	Representative (faculty member) F. Registrar or designate (non-voting)	
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AGENDA COMMITTEE

Current State	Proposed State	Notes/Rationale
<p>Agenda Committee</p> <p>Responsible for recommending the following to Senate:</p> <ul style="list-style-type: none"> A. An agenda for Senate meetings, including time limits for debates for any item on a Senate agenda except the consideration of the agenda itself; B. Rules and Procedures of Senate; and C. Matters relating to the Council of Senates if not under the terms of reference of another committee of Senate. <p>Composition:</p> <p><i>Elected from Senate</i></p> <ul style="list-style-type: none"> A. Students (2) <p><i>Ex Officio</i></p> <ul style="list-style-type: none"> A. Chancellor B. President, or in his or her absence, the Academic Vice-President C. Vice-Chair of Senate D. Chairs of all other standing committees of Senate E. Registrar or designate 	<p>Agenda Committee</p> <p>Responsible for recommending the following to Senate:</p> <ul style="list-style-type: none"> A. An agenda for Senate meetings, including time limits for debates for any item on a Senate agenda except the consideration of the agenda itself; B. Rules and Procedures of Senate; and C. Matters relating to the Council of Senates if not under the terms of reference of another committee of Senate. <p>Composition:</p> <p><i>Elected from Senate</i></p> <ul style="list-style-type: none"> A. Students (2) <p><i>Ex Officio</i></p> <ul style="list-style-type: none"> A. Chancellor B. President, or in his or her absence, the Academic Vice-President Vice-President Deputy Vice-Chancellor C. Vice-Chair of Senate D. Chairs of all other standing committees of Senate E. Registrar or designate 	<p>Revision: Academic Vice-President to Okanagan-specific title, Deputy Vice-Chancellor</p>

(non-voting)	(non-voting)	
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APPEALS OF STANDING AND DISCIPLINE COMMITTEE

Current State	Proposed State	Notes/Rationale
<p>Appeals of Standing and Discipline Committee</p> <p>Delegated authority over the following by Senate:</p> <ul style="list-style-type: none"> A. Appeals of decisions of the President on student discipline; B. Appeals of final decisions of Faculties on academic standing; and C. Appeals of final decisions of Faculties on promotion/advancement. <p>Composition:</p> <p><i>Elected from Senate</i></p> <ul style="list-style-type: none"> A. Faculty Members (5) B. Students (3) C. Convocation (1) <p><i>Ex Officio</i></p> <ul style="list-style-type: none"> A. Registrar or designate (non-voting) <p>Quorum: 4 voting members</p>	<p>Appeals of Standing and Discipline Committee</p> <p>Delegated authority over the following by Senate:</p> <ul style="list-style-type: none"> A. Appeals of decisions of the President on student discipline; B. Appeals of final decisions of Faculties on academic standing; and C. Appeals of final decisions of Faculties on promotion/advancement. <p>Composition:</p> <p><i>Elected from Senate</i></p> <ul style="list-style-type: none"> A. Faculty Members (5) B. Students (3) C. Convocation (1) <p><i>Ex Officio</i></p> <ul style="list-style-type: none"> A. Registrar or designate (non-voting) <p>Quorum: 4 voting members</p>	<p>No revisions required</p>

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"> A. Creation of new or changes to degrees, programs, courses, faculty requirements, and any associated policies; B. Discontinuation of degrees, diplomas, certificates, and programs; and C. Materials 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"> A. Approval of minor changes to existing degree, diploma, certificate, program, faculty, and course requirements; B. Approval of minor changes to existing credentials; C. Additions and deletions of, and changes to, transcript notations; and discontinuation of courses. <p>Composition:</p> <p><i>Elected from Senate</i></p> <ul style="list-style-type: none"> A. Faculty Members or Deans (5) 	<p>Curriculum Committee</p> <p>Responsible for recommending the following to Senate:</p> <ul style="list-style-type: none"> A. Creation of new or changes to degrees, programs, courses, faculty requirements, and any associated policies; B. Discontinuation of degrees, diplomas, certificates, and programs; and C. Materials 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"> A. Approval of minor changes to existing degree, diploma, certificate, program, faculty, and course requirements; B. Approval of minor changes to existing credentials; C. Additions and deletions of, and changes to, transcript notations; and discontinuation of courses. <p>Composition:</p> <p><i>Elected from Senate</i></p> <ul style="list-style-type: none"> A. Faculty Members or Deans (5) 	

<p>B. Students (2)</p> <p><i>Ex Officio</i></p> <p>A. Chancellor</p> <p>B. President, or in his or her absence, the Academic Vice-President</p> <p>C. Provost</p> <p>D. Faculty Curriculum Chairs (1 per Faculty)</p> <p>E. Graduate Studies Representative (faculty member)</p> <p>F. Registrar or designate (non-voting)</p>	<p>B. Students (2)</p> <p><i>Ex Officio</i></p> <p>A. Chancellor</p> <p>B. President, or in his or her absence, the Academic Vice-President Deputy Vice-Chancellor</p> <p>C. Provost</p> <p>D. Faculty Curriculum Chairs (1 per Faculty)</p> <p>E. Graduate Studies Representative (faculty member)</p> <p>F. Registrar or designate (non-voting)</p> <p>Quorum (9) (7)</p>	<p>Revision: Academic Vice-President to Okanagan-specific title, Deputy Vice-Chancellor</p> <p>Revision: Committee's quorum from nine (9) to seven (7) voting members</p>
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LEARNING AND RESEARCH COMMITTEE MEETING

Current State	Proposed State	Notes/Rationale
<p>Learning and Research Committee</p> <p>Responsible for recommending the following to Senate:</p> <p>A. Matters relating to the learning and research environment, including – but not limited to – the Strategic Research Plan, the Academic Plan, and strategic learning initiatives;</p> <p>B. The granting of honorary degrees and emeritus status, and any associated policies;</p> <p>C. Matters relating to Meetings of the Convocation and tributes;</p> <p>D. Matters relating to international programs</p>	<p>Learning and Research Committee</p> <p>Responsible for recommending the following to Senate:</p> <p>A. Matters relating to the learning and research environment, including – but not limited to – the Strategic Research Plan, the Academic Plan, and strategic learning initiatives;</p> <p>B. The granting of honorary degrees and emeritus status, and any associated policies;</p> <p>C. Matters relating to Meetings of the Convocation and tributes;</p> <p>D. Matters relating to international programs</p>	

<p>and initiatives; and</p> <p>E. Matters relating to the management and conduct of the Library.</p> <p>Composition:</p> <p><i>Elected from Senate</i></p> <p>A. Faculty Members or Deans (4)</p> <p>B. Students (2)</p> <p>C. Convocation (1)</p> <p><i>Ex Officio</i></p> <p>A. Chancellor</p> <p>B. President, or in his or her absence, the Academic Vice-President</p> <p>C. Provost</p> <p>D. Associate Vice-President Learning Services (non-voting; does not participate when considering matters relating to honorary degrees or emeritus status)</p> <p>E. Associate Vice-President Students (non-voting; does not participate when considering matters relating to honorary degrees or emeritus status)</p> <p>F. Director of Ceremonies (non-voting; only participates when considering matters related to honorary degrees)</p> <p>G. Registrar or designate (non-voting)</p>	<p>and initiatives; and</p> <p>E. Matters relating to the management and conduct of the Library.</p> <p>Composition:</p> <p><i>Elected from Senate</i></p> <p>A. Faculty Members or Deans (4)</p> <p>B. Students (2)</p> <p>C. Convocation (1)</p> <p><i>Ex Officio</i></p> <p>A. Chancellor</p> <p>B. President, or in his or her absence, the Academic Vice-President Deputy Vice-Chancellor</p> <p>C. Provost</p> <p>D. Associate Vice-President Learning Services (non-voting; does not participate when considering matters relating to honorary degrees or emeritus status)</p> <p>E. Associate Vice-President Students (non-voting; does not participate when considering matters relating to honorary degrees or emeritus status)</p> <p>F. Director of Ceremonies (non-voting; only participates when considering matters related to honorary degrees)</p> <p>G. Registrar or designate (non-voting)</p>	<p>Revision: Academic Vice-President to Okanagan-specific title, Deputy Vice-Chancellor</p>
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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"> A. Committee Terms of Reference; B. Establishment of standing and ad-hoc committees of Senate; C. The elected membership of Senate committees and other bodies with Senators as elected or appointed members; D. Academic Administrative Appointment policies; and E. The composition of Senate. <p>Composition:</p> <p><i>Elected from Senate</i></p> <ul style="list-style-type: none"> A. Faculty Members or Deans (5) B. Students (2) <p><i>Ex Officio</i></p> <ul style="list-style-type: none"> A. Chancellor B. President C. Registrar or designate (non-voting) 	<p>Nominating Committee</p> <p>Responsible for recommending the following to Senate:</p> <ul style="list-style-type: none"> A. Committee Terms of Reference; B. Establishment of standing and ad-hoc committees of Senate; C. The elected membership of Senate committees and other bodies with Senators as elected or appointed members; D. Academic Administrative Appointment policies; and E. The composition of Senate. <p>Composition:</p> <p><i>Elected from Senate</i></p> <ul style="list-style-type: none"> A. Faculty Members or Deans (5) B. Students (2) <p><i>Ex Officio</i></p> <ul style="list-style-type: none"> A. Chancellor B. President C. Registrar or designate (non-voting) 	<p>No revisions required</p>