

THE UNIVERSITY OF BRITISH COLUMBIA



OKANAGAN SENATE SECRETARIAT

**Enrolment Services
Senate and Curriculum Services**

Okanagan Campus
University Centre · UNC 322
3333 University Way
Kelowna, BC · V1V 1V7
Tel: (250) 807-9619 · Fax: (250) 807-8007
www.senate.ubc.ca

April 27, 2011

To: Okanagan Senate

From: Academic Policy Committee

Subject: Composition and Procedures of the *Faculty Council* of the Faculty of Creative and Critical Studies (approval)

As per Senate *Policy O-2: Faculty Councils* (on the Okanagan Senate website here: http://www.senate.ubc.ca/okanagan/download/faculty_councils.pdf), the Academic Policy Committee has reviewed the Composition and Procedures of the *Faculty Council* of the Faculty of Creative and Critical Studies as enclosed and recommends it to Senate for approval.

Motion: That Senate approve the Composition and Procedures of the Faculty Council of the Faculty of Creative and Critical Studies.

For the Committee,
Dr. Jan Cioe,
Chair, Academic Policy Committee



a place of mind



Composition and Procedures of the *Faculty Council* of the Faculty of Creative and Critical Studies

Policy 4. a. *Faculty Council* composition:

- Dean of FCCS (Chair)
- The President (or his/her nominee)
- The Dean of the College of Graduate Studies
- The Chief Librarian
- Members of the FCCS Executive Committee
- Full Professors
- Associate Professors
- Assistant Professors
- Instructors
- Continuing Sessional Lecturers
- Student members: one undergraduate student per undergraduate year level; one MFA graduate student; one MA or PhD student
- The Registrar

Policy 4. b. Necessary quorum of the *Faculty Council*:

- The necessary quorum for transaction of business by the *Faculty Council* shall be 20 members.

Policy 4. c. Procedures for calling regular and special meetings, including notification of members:

- All members of the *Faculty Council* shall be called to attend a minimum of one regular meeting per term of the Winter Session.
- All calls to attend regular and special meetings shall be sent via emails. Notification for the yearly *Faculty Council* meetings shall be sent out early in the academic year.

Policy 4. d. Standing Committees of the *Faculty Council*:

- Committees:
 - o Standing Committee on Approval of Graduates
 - Composition:
 - Dean (Chair)
 - Department Heads
 - Undergraduate coordinators and graduate coordinators
 - Quorum: Shall be of 50% plus one
 - Terms of reference: To approve the list of graduates each year
 - Delegation of authority from the *Faculty Council* to the Standing committee: 15 February 2011
 - Regular reporting requirement: annually
 - o Curriculum Committee
 - Composition:
 - Department Heads
 - Undergraduate Coordinator (*ex officio*); Visual Arts Coordinator (*ex officio*)
 - Graduate Studies Coordinators (*ex officio*) [only when items on the agenda relate to Graduate Studies]
 - 4 elected faculty members
 - The Committee will elect its own chair.
 - Quorum: A simple majority, with a minimum of three elected members present.
 - Terms of reference: To review all FCCS curriculum proposals before they are submitted to the UBC Okanagan Senate; and, in collaboration with the Dean's office, to consider curriculum consultation requests from other faculties.
 - Delegation of authority from the *Faculty Council* to the Standing committee: 15 February 2011.

Regular reporting requirement: The Chair of the Committee will report to the Council at each regular meeting.

Policy 4. e. Procedures for the establishment of *ad hoc* committees of the *Faculty Council*:

- In cases where an *ad hoc* committee must be formed to deal with specific arising issues, the Chair of *Faculty Council* shall appoint a sub-committee composed of no less than 8 members, the majority of whom must be "faculty members without administrative appointments".
- Decisions of an *ad hoc* committee will take effect only after they have been approved by the *Faculty Council*.

Policy 4. f. Rules of conduct of *in camera* meetings, confidentiality of documents for consideration, and records of *in camera* proceedings at the *Faculty Council*:

- Subject to the provisions of the **Freedom of Information and Protection of Privacy Act**, agenda items shall be considered *in camera* if they fall within one or more of the following classifications:
 - i. Items where disclosure could reasonably be expected to harm a security or disciplinary matter.
 - ii. Items where disclosure could harm the financial or economic interests of the Faculty.
 - iii. Items relating to management of personnel or the administration of the Faculty and that have not yet been implemented or made public.
 - iv. Items concerning negotiations carried on by or for the Faculty.
 - v. Items where disclosure could be harmful to individual or public safety.
 - vi. Items where the disclosure of information could reasonably be expected to result in the premature disclosure of a proposal or project or in undue financial loss or gain to a third party.
 - vii. Items where protection of a third party's personal information and privacy is involved.
- Materials for distribution for *in camera* meetings are confidential and *in camera* discussions are confidential.
- An *in camera* meeting can be called by the Chair or by 20% of the membership.

In all matters and transactions of business, the *Faculty Council*, its standing committees and *ad hoc* committees shall be governed by the *Robert's Rules of Order Newly Revised*.