



a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA

Office of the Senate
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Vancouver, BC Canada V6T 1Z1

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30 April 2013

To: Vancouver Senate

From: Senate Nominating Committee

RE: b) Review of Committee Terms of Reference

As per the terms of reference for the Senate Nominating Committee, the composition of Senate and the terms of reference of Senate committees are to be reviewed during the third year of each Senate triennium. At the end of the last triennium, the Senate Nominating Committee decided to postpone the review until early 2013.

In January of this year, the Nominating Committee invited standing committees to review their committee's terms of reference and to advise of any proposed modifications. Following is a list of the terms of reference for the various committees who have recommended changes to date. Membership changes have also been included. Additions are indicated with boldface and deletions with strikethrough.

Motion: *That the recommendations concerning the terms of reference and membership of Senate committees be approved.*

Respectfully submitted,

Dr. Rhodri Windsor-Liscombe, Chair

Senate Nominating Committee

Academic Building Needs

Membership	<p>Eight senators (including three students and one Convocation member) (Senate minutes May 12, 2010)</p> <p>Chancellor (ex-officio) President (ex-officio) Registrar (ex-officio) (non-voting) An associate vice-president academic, as designated by the Academic Vice-President (ex-officio)</p> <p>NB: October 11, 1972 - Senate resolved that Deans not be included in the membership of the Committee on Academic Building Needs. (p. 5682 Senate minutes)</p>
Terms of Reference	<ol style="list-style-type: none"> 1. To monitor the implementation of the Campus Plan; 2. To annually review all building project priorities; 3. To recommend priorities on a) areas of broad significance in the use and maintenance of academic space, and, b) new academic buildings with consideration for the needs of academic and non-academic buildings, balance of types of teaching spaces and relationship to physical plant and planning; 4. To review the impact of every development, whether building or landscape, on the total teaching and academic resource (Senate minutes September 14, 1994); and 5. To report annually to Senate on the status of building projects, on their impact on the teaching and academic resource, and on the Committee's role in the capital approval process. (Senate minutes May 16, 2006) 6. To meet jointly with other Senate Committees from time to time to discuss matters of mutual interest.
Quorum	<p>Five voting members.</p>

Academic Policy

Membership	<p>13 senators (including two students and two Convocation members)</p> <p>Chancellor (ex-officio)</p> <p>President (ex-officio)</p> <p>Registrar (ex-officio) (non-voting)</p> <p>An associate vice-president academic, as designated by the Academic Vice-President (ex-officio)</p>
Terms of Reference	<ol style="list-style-type: none"> 1. To advise the Senate on such matters of important academic policy as may be referred to it from time to time. 2. To advise the Senate on significant academic policy matters which, in the judgment of the Committee, might be brought to the attention of an appropriate standing committee of Senate for review. If the subject is not addressed in the mandate of another committee, the Academic Policy Committee may review the issue itself and report to Senate. 3. To advise the Agenda Committee, when requested, on matters brought before Senate. 4. To assess, when requested by Senate, the impact of decisions on academic policies or regulations approved by Senate and report on the results of such analyses. 5. To consider proposals for the organization or reorganization of academic units and to make recommendations thereon to Senate. (Senate Minutes May 16, 2006) 6. To report to the Senate at least annually on its deliberations.
Quorum	<p>Seven voting members</p>

Admissions

<p>Membership</p>	<p>Nine senators (Including two students and one Convocation member)</p> <p>Chancellor (ex-officio) (voting)</p> <p>President (ex-officio) (voting)</p> <p>Registrar (ex-officio) (voting, except in cases of Student Appeals)</p> <p>An associate vice-president academic as designated by the Academic Vice President (ex-officio) (non-voting)</p> <p>Chair, Senate Curriculum Committee (ex-officio) (voting)</p> <p>Head of unit responsible for undergraduate admissions, as designated by the Registrar (ex-officio) (voting, except in cases of student appeals) (Senate minutes September 15, 2010)</p> <p>One Assistant or Associate Dean from each Faculty (ex-officio) (voting, except in cases of student appeals) (Senate minutes May 16, 2006)</p> <p>Note: All ex-officio committee members may vote in matters not identified under Term of Reference #6 below.</p>
<p>Terms of Reference</p>	<ol style="list-style-type: none"> 1. To consider and review admissions and transfer policy. To review performance in relation to admissions and transfer policy, and to make recommendations to Senate. 2. To consider and review University and faculty enrolments of new and continuing students (Senate minutes May 20, 1998), and to make recommendations to Senate. 3. To review and approve the terms of affiliation relating to student mobility with other universities, colleges, or other institutions of learning, and to modify or terminate the affiliation, in accordance with the policy of the Council of Senates.* 4. To examine and rule on applications for admission and transfer that are not clearly resolvable under the regulations governing admission; and to review and rule on appeals related to admission, re-

	<p>admission, and transfer to the University.</p> <ul style="list-style-type: none"> a. Assistant or Associate Deans are to recuse themselves from the hearing of student appeals if the faculty decision under appeal is one of their own faculty. b. Committee members who are not members of Senate are to recuse themselves from the hearing of student appeals. c. Decisions made on appeals brought before the Committee are reported to Senate for information on an annual basis. <p>5. To review advancement requirements.</p> <p>6. Assistant or Associate Deans are to excuse themselves from the hearing of student appeals if the faculty decision under appeal is one of their own faculty.</p> <p>7. Only Committee members who are also members of Senate may vote on motions related to student appeals.</p> <p>* Under Section 38.2(4) of the <i>University Act</i>, the responsibility of considering affiliation agreements falls to the Council of Senates. The Senate Admissions Committee considers those agreements that the Council deems relevant to the Vancouver Campus.</p>
Quorum	Five members of the Committee who are members of Senate. (Senate minutes, May 16, 2006)

Agenda

Membership	<p>Seven senators (including two students)</p> <p>Chancellor (ex-officio)</p> <p>President (ex-officio)</p> <p>Registrar (ex-officio)</p>
Terms of Reference	<ol style="list-style-type: none"> 1. To prepare an agenda for Senate meetings. 2. To discuss matters referred to it by Senate or by the Chair of Senate for report to Senate. 3. To consider and take action on behalf of the Senate upon all matters that may be referred to the Senate by the Board. (p. 6397 Senate Minutes) 4. To consider matters relating to the implementation of the University Act. (p. 7409 Senate Minutes) 5. To annually collect and prepare for Senate discussion topics of broad academic interest. (Senate Minutes May 16, 2006)
Quorum	Four Three voting members

Curriculum

Membership	<p>18 Senators (including five students and at least three Convocation members)</p> <p>Chancellor (ex-officio) President (ex-officio) Registrar (ex-officio) (non-voting) Librarian (ex-officio) An associate vice-president academic, as designated by the Academic Vice-President (ex-officio) Associate Vice-President, Continuing Studies (ex-officio) Representative, Continuing Education Division in the Health Sciences (ex-officio) One Curriculum Committee Chair from each Faculty (ex-officio) Chair, Senate Admissions Committee (ex-officio)</p>
Terms of Reference	<ol style="list-style-type: none"> 1. To consider proposals from faculties for new, changed and deleted courses, programs of study, degrees, and other credentials, and to make recommendations thereon to Senate. (Senate minutes, May 16, 2006) 2. To keep under review the policies and programs of the University with respect to continuing education activities. (Senate minutes, May 16, 2006) 3. To monitor Senate's policy on expanding the availability of degrees and other credentials through part-time study, and to make recommendations thereon to Senate. (Senate minutes, May 16, 2006) 4. To recommend, where appropriate, an order of priority for the implementation of the recommendations of the Committee. (Senate minutes, May 16, 2007) 5. To consider proposals from Faculties for changes, additions, or deletions to material presented on degree and diploma parchments, and on students' transcripts of academic records. 6. To review advancement requirements for academic programs throughout the University, including both new programs and changes to existing programs, and to make recommendations to Senate. (Senate minutes May 15, 2013)
Quorum	Nine voting members

Nominating

Membership	<p>10 senators (including two students and two Convocation members)</p> <p>Chancellor (ex-officio)</p> <p>President (ex-officio)</p> <p>Registrar (ex-officio)</p>
Terms of Reference	<p>1. To nominate the elected membership of all Senate committees, unless Senate otherwise provides, and to recommend the size of each committee.</p> <p>2. To nominate the elected senate membership on other bodies where Senate is represented, unless Senate otherwise provides, and to make recommendations on the composition and form of such committees;</p> <p>3. To nominate the Vice-Chair of Senate; and</p> <p>4. To review the composition of Senate during the third year of each Senate, and also to conduct such a review should any substantive changes be made to the University Act, or should the number of faculties or colleges at the campus change. (Senate minutes May 16, 2007)</p> <p>5. To review terms of reference of Senate committees during the third year of each Senate. (Senate minutes, September 14, 1994)</p>
Elections	<p>1. The Secretary of Senate shall call for nominations to this Committee before the first meeting of a newly constituted Senate and shall include the names of those nominated in the notice calling this meeting.</p> <p>2. The committee shall be elected by written ballot on or before the first meeting of a newly constituted Senate.</p> <p>3. The committee shall elect its own Chair, the first meeting being convened by the Secretary of Senate.</p> <p>4. When a vacancy occurs in the Nominating Committee, the vacancy shall be declared at the next regular meeting of Senate at which time there shall be a call for nominations to fill the vacancy. The nominees shall indicate to the Secretary of Senate their willingness to stand, prior to the election. The Senate shall elect a member of Senate to fill the vacancy by ballot at the immediately following regular meeting of Senate.</p>
Procedures for	<p>1. The Chancellor, President and Registrar shall be ex-officio members of all Senate Committees.</p>

Committee Appointments	<p>2. A member of Senate is entitled to suggest to the Nominating Committee the names of individuals who might be nominated for particular committees.</p> <p>3. Reports of the Nominating Committee shall be sent to members of Senate along with the Senate agenda.</p> <p>4. Additional nominations may be made from the floor of Senate, provided the consent of the nominees has been obtained.</p> <p>5. When a vacancy occurs or is expected to occur on a committee, or when a committee wishes to add to its members, the Chair of that committee shall notify without delay the Chair of the Nominating Committee.</p> <p>6. It should be noted that members of Senate who go on leave-of-absence are deemed to have resigned from the Senate committees on which they serve except in the case of faculty members who inform the Secretary of Senate of their intent to remain on campus and to be active in Senate business during their leave.</p> <p>7. The following report on the matter of addition nominations for membership on committees being made from the floor was adopted by Senate November 13, 1974:</p> <p style="padding-left: 40px;">a. Except in those cases where it has provided otherwise, Senate has given the committee the task of deciding the appropriate size of each committee and so recommending to Senate. (Senate minutes pp. 6103, 6125 and 6127)</p> <p style="padding-left: 40px;">b. Where the committee nominates the membership of a committee, the number of names it submits to Senate indicates its decision on the appropriate size of this committee. The addition of members by Senate, therefore, is contrary to the opinion of the Nominating Committee.</p> <p style="padding-left: 40px;">c. Senate clearly has the right to vary the recommendation of the Nominating Committee about the size of a committee. It can do so, however, only by a motion to that effect. It should be done by an express, not an implied, motion.</p> <p style="padding-left: 40px;">d. Members of Senate clearly have the right to make additional nominations from the floor of Senate; under present Senate resolutions, this can only be done with the consent of the nominees. (Senate minutes p. 6126)</p> <p style="padding-left: 40px;">e. When addition nominations are made from the floor, an election should be held to determine the membership of the committee of the size recommended by the Nominating Committee, unless the Senate</p>
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	<p>has first passed a resolution to increase the size of the committee in accordance with paragraph c.</p> <p>8. The Nominating Committee also makes nominations for a Vice-Chair of Senate, at least annually, who shall chair meetings in the absence of the President; in no case shall a vice-chair serve more than two consecutive terms. University Act, section 36 (a).</p>
Quorum	Seven voting members

Student Awards

Membership	<p>Nine senators (including two students and two Convocation members) (Senate minutes, May 16, 2012)</p> <p>Chancellor (ex-officio)</p> <p>President (ex-officio)</p> <p>Registrar (ex-officio)</p> <p>Dean, Faculty of Graduate Studies (ex-officio)</p> <p>Director, Student Financial Services (ex-officio)</p> <p>Director, Graduate Awards and Development, Faculty of Graduate Studies (ex-officio) (Senate minutes December 12, 2012)</p> <p>Manager, Student Financial Support (ex-officio) (non-voting)</p> <p>Associate Director, Awards, Development Office, Gift and Estate Planning (ex-officio) (non-voting)</p> <p>Manager, Awards, Development Office Gifts and Estate Planning Associate Director, Annual Awards, Development Office, Gift and Estate Planning (ex-officio) (non-voting)</p>
Terms of Reference	<p>1. To recommend scholarships, fellowships, bursaries and prizes to Senate for approval, to report to Senate on matters of policy under discussion by the Committee, and to make recommendations to Senate with respect to regulations and policies for awards (May 1999 Senate minutes)</p> <p>2. To advise the Director of Awards and Financial Aid Enrolment Services on matters of policy relating to fellowships, scholarships, bursaries and prizes. (p. 7265 Senate minutes, amended May 1999)</p>
Quorum	Four voting members

Tributes

Membership	<p>13 Senators (including two students and two Convocation members)</p> <p>Chancellor (ex-officio) President (ex-officio) Registrar (ex-officio) Director of Ceremonies (ex-officio)</p>
Terms of Reference	<ol style="list-style-type: none"> 1. To consider persons who are suggested to the Committee or whom it considers to be suitable recipients for honorary degrees and to make recommendations to Senate. 2. To recommend to Senate emeritus status in appropriate cases. 3. To prepare a statement regarding deceased members of Senate to be recorded in the minutes. 4. To consider regalia colours for new degree programs, and to make recommendations to Senate. 5. To consider rules governing procedure for the transaction of business by the convocation, and to make recommendations to Senate.
Quorum	Eight voting members