



**SENATE AGENDA COMMITTEE
MEETING MINUTES**

Friday, February 7, 2025 from 12:01-12:24 pm via Zoom

Attendees

Senators K. Kanji (Chair), D. Fontana

Ex Officio B. Britton, L. Burr, K. Lo, L. Moss, R. Ng, C. Rawn

Regrets J. Fox (Vice-Chair), J. Gilbert, W. Norman, N. Pindell

Senate Staff C. Eaton (Clerk), B. Menard

Call to Order The meeting of the Senate Agenda Committee (the “Committee”) was called to order at 12:01 pm by K. Kanji, Chair.

Agenda **Motion:** *That the Committee adopts the February 7, 2025 agenda.*

Moved: L. Moss
Seconded: B. Britton
Carried.

Minutes **Motion:** *That the Committee approves the January 3, 2025 minutes.*

Moved: L. Burr
Seconded: C. Rawn
Carried.

Business Arising from the Minutes None.

In Camera – Agenda of the 19 February 2025 Vancouver Senate N/A

Use of AI at Senate and Committee Meetings The Clerk noted that some Senators had started using AI note-taking tools in meetings, which raised concerns regarding *in camera* materials. He reminded everyone that no recordings should be taken of in camera materials. He further noted that some AI note-taking tools override the Zoom recording privileges of Senate staff, which has created challenges for producing meeting minutes.



The Chair suggested that a reminder be given at the start of meetings to address this issue.

Other Business

B. Britton reminded committee chairs present to work with their assigned Senate staff to prepare any outstanding responses to the Nominating Committee regarding all recommendations made about their committees in either the 2020-2023 Triennial Review or the External Review of the Vancouver Senate. He also noted that if no action has been taken, the respective committee should submit a response to state just that.

Next Meeting

Friday, March 7, 2025 from 12-1 pm

Adjournment

The meeting adjourned at 12:24 pm.