SENATE CURRICULUM COMMITTEE – EXTRAORDINARY MEETING
MEETING MINUTES
Tuesday, May 28, 2024 from 1:00-2:13pm via Zoom

Attendees
Senators  S. Bredin, P. Englezos, S. Gopalakrishnan, S. Lavallee, G. Markman, C. Rawn (Chair), S. Sherif, S. Singh, A. Uzama, S. Yi-Kieran
Ex Officio  S. Brown, C. Hendricks, C. Jaeger, H. Law, E. Salzberg, E. Whitney,
Guests  J. Fletcher, L. Gillis, H. May, S. Yi-Kieran
Senate Office  M. Davis, J. Goddard, J. Iverson, B. Menard

Call to Order and Land Acknowledgement
The meeting of the Senate Curriculum Committee (the “Committee”) was called to order at 1:00 pm on 28 May 2024 by C. Rawn, Chair.

Agenda
Motion: That the Senate Curriculum Committee adopts the 28 May 2024 extraordinary meeting agenda.
Moved: C. Rawn
Seconded: H. Law
Carried

DISCUSSIONS
External Review of the Vancouver Senate Report
As presented by the Chair:
The Committee considered the recommendations of the External Review. The Committee discussed how meeting time is utilized, the frequency and format of meetings, potential streamlining of processes, and the type of work that is performed by the Committee. The Committee further discussed their mandate to proactively initiate monitoring and review of relevant policies as beyond its current capacity.

The Committee discussed resourcing of the Senate Office, roles and responsibilities of the Senate and Curriculum Services staff, the positioning of
Senate and Curriculum Services within Enrolment Services, and whether Curriculum Services should be part of the Senate Office.

Based on the discussions, the Committee:

1. Will consider potential revisions to their Terms of Reference over the next year, with attention being given their verbs and reference to part-time studies.
2. Will review the Guide to Curriculum Submissions for UBC Vancouver with the goal to simplify processes in order to better facilitate governance of curriculum.
3. Supported the recommendation that the Senate Office be repositioned directly under the President’s Office, as a coequal to the Board Secretariat.
4. Supported the recommendation that all governance functions of the Senate Office, other than those performed by Academic Governance Clerks, be moved out from under the Registrar and into a Senate Office directly reporting to the President, leaving curriculum and academic calendar duties to Enrolment Services. The Committee emphasized the potential efficiencies for administration of curriculum and increased capacity for the Committee to perform more comprehensive governance that could be achieved by way of the recommended reorganization.

**Committee Engagement with the ISP**

As presented by the Chair:

At an initial conversation earlier in the year, the Committee determined that they will not amend the Terms of Reference for the Committee.

The Committee affirmed ongoing work to fulfill ISP Goal 4 Action 16, as per previous changes to the Curriculum Guidelines. Based on the discussion, the Committee will:

1. Review the curriculum and library consultation processes over the next year, including outreach to First Nations House of Learning (named in the Curriculum Guidelines), with the goal to create space in the process for more relational and inclusive (and less bureaucratic) approaches.
2. Review curriculum proposal form requirements.
3. Adjust the Committee’s meeting format to alternate between virtual and in-person meetings, with a goal to deepen relational connections among committee members.

**Other Business**

The Chair raised the topic of meeting format. The Committee discussed whether to have alternating meetings in-person. It was decided that the September, November, February and April meetings of the Committee will be held in-person during 2024/25.

*Action: Senate Office will confirm the in-person meeting location(s) and will distribute meeting invitations.*
Next meeting  Monday 15 July 2024 from 1-3pm.

Adjournment  The meeting adjourned at 2:13pm.