

# THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



## OKANAGAN SENATE SECRETARIAT

### Enrolment Services

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May 23, 2007

To: Okanagan Senate

From: Policies and Procedures Committee

Subject: **Review of Senate (approval, 2/3 majority required)**

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**Motion:** *That the Senate establish an ad hoc Committee to Review the Okanagan Senate, and that the mandate, terms of reference and operation of the review, and the membership of the committee be as given below.*

## RATIONALE

The Okanagan Senate held its inaugural meeting in December 2005 and has now been in operation for about 18 months. During this period, the Senate has established its rules and procedures and its standing committees, and has dealt with a wide range of matters, including the establishment of academic units and programs, the development of curricula, the creation of student awards, and the resolution of various matters of academic policy.

During this period, some matters have emerged that would benefit from a focused assessment of the role, powers and operation of the Senate and its committees.

Some aspects of these include the specific powers and procedures of Senate committees; the relationship of the Okanagan Senate with other bodies, such as the Vancouver Senate and the UBC O Academic Council, and more generally with the administrative arm of the campus; the interaction between the two campuses with respect to academic matters; and an assessment of whether the Senate is discharging its responsibilities as required by the *University Act*. Specific examples include: the specific powers, roles and responsibilities of the College of Graduate Studies (that does not have the power to confer degrees); whether the Senate should bestow awards to individuals; the evolving role of the Learning and Research Committee; and a clarification of the role of the Senate with respect to the University budget (that is not provided for in the *University Act*).

Finally, the policies and practices of the former UBC Senate (now the Vancouver Senate) apply to the Okanagan Senate, unless these have been explicitly modified. It may useful to

assess these and their relevance to the Okanagan Senate, and to identify policies and practices that should be modified for the Okanagan.

In light of the above considerations, the Policies and Procedures Committee is of the view that the Senate would be well served by establishing an ad hoc committee to undertake a review of the Senate.

## MANDATE

To review all aspects of the Okanagan Senate of the University of British Columbia, including the organization, functioning and deliberations of Senate, consistent with the requirements of the *University Act*, and to make recommendations and give advice relating to the activities and responsibilities of the Senate and its standing committees.

The findings and recommendations of the Review Committee are to be brought to Senate for adoption at or before its December 2007 meeting.

## TERMS OF REFERENCE

Without limiting its overall mandate, the Review Committee should give consideration to the following:

**Format.** To consider the composition and structure of Senate, including its membership, membership terms, committee structure, and meeting pattern.

**Senate Committees.** To review the terms of reference, membership and operation of all standing committees of Senate, with a view to providing detailed guidance to the committees regarding their powers, roles, responsibilities and operations.

**University Act.** To review conformance of the operation of Senate with the University Act and to advise on whether the Senate ought to undertake additional activities as envisaged in the *Act*.

**Governance.** To articulate the powers, roles and responsibilities of the faculties and other academic units, consistent with the *University Act*, including those that have been delegated by the Senate.

**Agenda.** To assess the effectiveness of Senate meeting agendas, including items brought for information or approval, the reports of Senate committees, the establishment of ad hoc committees to undertake special studies on Senate's behalf, the support provided by the Senate Secretariat, and the nature and extent of deliberations at meetings of Senate.

**Interactions.** To consider the relationship of the Okanagan Senate with other bodies, such as the Board of Governors, the Vancouver Senate, the Council of Senates, the UBCO Academic Council and the Okanagan sub-committee of the Council Budget Committee, and more generally with the administrative arm of the Okanagan campus.

**Other.** To identify any significant opportunities and challenges relating to the activities of Senate that may develop in the future.

## **OPERATION**

**Committee Process.** It is expected that the Committee will review relevant documentation prepared for it by the Senate Secretariat, it will entertain submissions and engage in consultations through a series of meetings over the course of a few days, and it will then prepare its report shortly after its meetings. It is recognized that the Committee may decide not to address some aspects of its terms of reference, such as a review of policies and practices that preceded the establishment of the Okanagan Senate.

**Consultation.** The Committee should consult widely, including with the President, the Deputy Vice-Chancellor, the Deans, Senate committee chairs, the Senate secretariat, and student and faculty representatives.

**Reporting.** The findings and recommendations of the Review Committee are to be brought to Senate for approval at or before its December 2007 meeting.

**Expenses.** Since the Senate secretariat does not have a budget to allow for such a review, the Office of the Deputy Vice-Chancellor is requested to provide an allocation to cover the Committee's expenses.

## **AD HOC REVIEW COMMITTEE MEMBERSHIP**

It is desirable that the Committee includes a representative of UBC Vancouver in order to provide a perspective that reflects the knowledge, experience and history of that campus with respect to academic governance; and that it includes a representative from another university in order to provide a perspective external to UBC on the Senate. At the same time, the Committee should remain reasonably small, so that it may conduct its business efficiently. Therefore, it is proposed that the Committee be comprised of:

- four members of the Okanagan Senate, to include at least two elected faculty members
- one member from UBC Vancouver
- one member from another university

It is further proposed that the Senate Nominating Committee be charged with appointing members of the Committee, without requiring the Senate's approval, and that the Committee elect its own Chair. The Senate Secretariat is requested to staff the Committee.

Respectfully submitted,

Daniel Keyes, Chair  
Policies and Procedures Committee