THE UNIVERSITY OF BRITISH COLUMBIA

Enrolment Services
Senate and Curriculum Services
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October 6, 2006

To: Vancouver Senate

From: Agenda Committee

Subject: Communication between the Senate and the Board of Governors

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Senators may already be aware that the Senate Secretariat forwards certain items approved by Senate at each meeting to the Board of Governors for approval. The Agenda Committee has prepared this report for the information of Senators.

Current Process

Items approved by Senate that require Board of Governors approval include such matters as new and changed curriculum, the establishment or renaming of academic units, and the establishment of chairs. For a complete list of Senate items that require approval by the Board of Governors, Senators may consult the *University Act*, Sections 37 (1) (i), (o), (r), and 38.

Following Senate approval, the Senate Secretariat sends copies of these items to the Office of the Vice-President Academic for inclusion on a Board of Governors meeting agenda. Soon after Board approval, the Secretary to the Board of Governors sends a letter of confirmation to the Senate Secretariat, and the Secretariat places a list of approved items on the following Senate meeting agenda to confirm final approval.

Enhancements to the Current Process

Some enhancements to this process have been suggested to the Secretariat. Given current procedures and timelines, Senators are not always informed in a timely manner about the status of items sent to the Board. In fact, the scheduling of meetings of Senate the Board of Governors is such that the notification back to Senate may take several months after Senate's initial approval of an item. The approval status of an item during this interim period is often unclear. For cases such as new programs, when Board approval is a prerequisite for submission to the provincial government for approval, this delay causes notable academic hardship for the Faculty or Faculties concerned.

Proposed Process

Accordingly, the Senate Agenda Committee has considered the matter and has requested that the Senate Secretariat to adopt the following procedures:

1. That the Secretariat forward to the Secretary of the Board, copied to the Office of the Vice-President, Academic & Provost, all items requiring Board approval. Under the University Act, the Board must receive the Senate materials within ten days of Senate approval.

2. That the Secretariat recommend to the Secretary to the Board that Senate items be presented to the Board as reports from the Senate, rather than as reports from the Vice President Academic, and that communication about the approval status of these items take place between the Board and Senate secretariats.

3. That the Secretariat request that the Secretary to the Board convey to the Secretariat the scheduling of the Board's consideration of all items brought to it by the Senate, and continue the practice of conveying to the Secretariat the disposition of all Senate items immediately following these decisions.

4. That the Senate Secretariat request the Secretary to the Board of Governors to seek all routine Senate business to be considered by the Board of Governors using the Board's established "approval by consent" procedure, which would see materials circulated to Board members independently of Board meeting agendas, and thus expedite the approval process.

cc Mrs. Nina Robinson, Secretary, Board of Governors
Ms. Charlotte Passmore, Office of the Vice-President, Academic & Provost