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## MINUTES OF MEETING #4

### SENATE GOVERNANCE COMMITTEE

WEDNESDAY, DECEMBER 3, 2008, 11:00 AM

SANKEY CHAMBER, MACKENZIE CHOWN COMPLEX

PRESENT: Rick Cheel (Chair), Tansu Barker, Patrick Beard, Irene Blayer, Joseph Brown, Maureen Connolly, Joffre Mercier, Laurie Morrison, Michael Plyley, Stan Sadava, Susan Sydor, Michelle Webber, Margaret Thompson (Recording Secretary)

ALSO

PRESENT: *For Presentation regarding Brock Branding and Creative Strategy:*  
Tamara El-Hoss, Nancy Francis, Hugh Gayler, Caroline Lidstone, Jamie Mandigo, Judy Maiden, Jane McLeod, Martha Nelson, Gail Pepper, David Petis, John Sivell, Adonis Skandalis, Paul Zelisko  
Target Marketing: Noel O'Dea, President, Denise Seach, Project Manager  
*For Agenda Item 9:*  
Margaret Grove

REGRETS: Terry Boak, Greg Finn, Rosemary Hale, Rob Lanteigne, Jack Lightstone, Michael Plyley

#### **Brock Branding and Creative Strategy Presentation**

Professor Cheel welcomed members. Senate Committee Chairs, Vice-Chairs and Secretaries had been invited to remain following their meeting with the Governance Committee for the presentation.

Ms. Nelson introduced Mr. O'Dea, President of Target Marketing and Communications. Mr. O'Dea provided an overhead presentation regarding the Brock Branding and Creative Strategy. Following the presentation, a comprehensive discussion ensued during which feedback was provided.

The presentation concluded at 12:30 p.m. Representatives from Target Marketing and guests retired from the meeting.

Professor Cheel called the meeting of the Governance Committee to order at 12:35 p.m.

**1. Approval of Minutes**

[The minutes of Meeting #3 held November 5, 2008 had been electronically distributed with the meeting materials.]

**MOVED** (Mercier/Blayer)

**THAT the minutes of the Governance Committee meeting held November 5, 2008 be approved.**

**CARRIED**

**2. Business Arising from the Minutes - None**

Professor Cheel, recognizing that Ms. Grove had arrived, suggested that agenda item 9 be considered next.

*Agd. Item*

**9. Terms of Reference - Information Technology and Infrastructure Committee**

Professor Cheel noted that the Information Technology and Infrastructure Committee had forwarded a request to the Governance Committee to consider deleting the references to the library within its Terms of Reference and to change the University Librarian's position as an ex officio voting member to a resource position.

Ms. Grove noted that library matters are fully covered within the Terms of Reference of the Teaching and Learning Policy Committee and the Research and Scholarship Policy Committee. As well, she noted that the University Librarian reports to the Graduate Studies Committee, and that its Terms of Reference may also need to be amended accordingly.

**MOVED** (Brown/Blayer)

**THAT the following amendments to FHB II: 9.7 be approved:**

(~~strikeout~~ indicates deletion and **bold** indicates insertion)

**9.7.1 Terms of Reference - Information Technology and Infrastructure Committee**

The Information Technology and Infrastructure Committee undertakes all those areas of policy and advice having to do with operations and planning for the whole University. The Senate Information Technology and Infrastructure Committee recommends regarding:

- a) the development and effective use of the physical resources of the University;
- b) anticipated growth/contraction of the academic/administrative sectors;
- c) the policies and priorities to be adopted by the University concerning computing and communications resources;
- d) the academic and administrative structures insofar as they relate to the curriculum, patterns of organization as they affect staff and students, and the effectiveness of academic support procedures and services such as audio-visual aids and clerical, technical and research assistance;
- e) University expenditures on computing and communication services.
- ~~f) the method of distributing Library acquisitions funds;~~
- ~~g) the development of Library services.~~

### 9.7.2 Composition

- a) two Full-Time Teaching Staff or Professional Librarian members of Senate, one of whom shall serve as Chair and one as Vice-Chair;
- b) a minimum of four additional Full-Time Teaching Staff or Professional Librarian members, such that Full-Time Teaching Staff or Professional Librarian members of Senate comprise the majority of the Committee, with members-at-large as necessary to ensure that each Faculty is represented;
- c) at least one undergraduate student Senator, and one graduate student;  
Ex Officio
- d) the Chair or Vice-Chair of Senate;
- e) the President or Vice-President, Academic and Provost;
- f) two Faculty Deans;
- ~~g) the University Librarian;~~
- h) two lay members of the Board of Trustees;
- i) a BUFA Observer (non-voting).

Institutional Resourcing: The Offices of the Vice-Presidents and Associate Vice-Presidents; Senior Administrators Council (SAC); Executive Director, ITS; Advisory Committee on Institutional Data; Special Advisor, Buildings and Space; Manager, Campus Planning, Design & Construction, **University Librarian**

**CARRIED**

**MOVED** (Sydor/Brown)

**THAT the following amendments to FHB II: 9.6 be approved:**

(~~strikeout~~ indicates deletion and **bold** indicates insertion)

#### **9.6.1 Terms of Reference - Graduate Studies Committee**

The Senate Graduate Studies Committee oversees and makes recommendations on all matters directly related to graduate academic programs and related policies, considering and pursuing policy initiatives to enhance the academic programs, well-being and reputation of the University. The Graduate Studies Committee considers and, where appropriate, makes recommendations regarding:

- a. policies concerning the conduct and regulation of graduate students in their studies;
- b. proposals for the introduction of new graduate programs, taking into consideration the academic philosophy and planning directions of Brock University, the coherence of the proposed programming, and the criteria appropriate to the discipline for the evaluation of such programs, and the resource base they require;
- c. the establishment of graduate program priorities and relationships between existing or proposed programs of study; admissions policies and standards for all graduate programs;
- d. the introduction of new graduate departments, programs, schools, colleges and/or institutes;
- e. the termination, curtailment or combination of existing graduate programs;
- f. the introduction of new categories of graduate degrees;
- g. the development of teaching and learning initiatives, policies and regulations as they affect graduate students;

- h. annual updates to the graduate calendar, including improvements in format and organization, changes to program requirements, regulations, and graduate course offerings for any academic year; changes to the graduate course bank (including additions, deletions and changes in designation); and identification of curricular changes leading to duplication;
- i. requirements and other regulations in regard to graduate scholarships, awards and bursaries, as well as the establishment of new categories of graduate student awards;
- j. approval of graduate scholarships, awards, and prizes as specified in the terms of relevant awards;
- k. preparation of an annual report summarizing work undertaken by the Committee, to be received by Senate.
- l. advises on library policy and issues as they relate to graduate studies.**

#### 9.6.2 Composition

- a) two Full-Time Teaching Staff or Professional Librarian members of Senate, one of whom shall serve as Chair and one as Vice-Chair;
- b) a minimum of four additional Full-Time Teaching Staff or Professional Librarian members, such that Full-Time Teaching Staff or Professional Librarian members of Senate comprise the majority of the Committee, with members-at-large as necessary to ensure that each Faculty is represented;
- c) one graduate student Senator and one graduate student-at-large;  
Ex Officio
- d) the Chair or Vice-Chair of Senate;
- e) the President or Vice-President, Academic and Provost;
- f) the Dean of Graduate Studies and one Faculty Dean;
- g) a BUFA Observer (non-voting)
- h) the University Librarian**

Institutional Resourcing: Registrar's Office, Office of Graduate Studies, Committee of Academic Deans, Faculty graduate program Committees, and any Faculty Councils and Committees of Chairs and Directors

**CARRIED**

### **3. Nominations: Advisory Committee for the Dean of Graduate Studies - *In camera***

Professor Cheel noted that a motion was required to move *in camera* for discussion.

On a motion by Professor Sydor, seconded by Dean Mercier and carried, the Committee moved *in camera* at 1:00 p.m.

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The Committee resumed **open** session at 1:25 p.m.

[During the *in camera* session, the Committee considered the confidential document shown on the overhead screen regarding the nominations received for potential membership on the Advisory Committee for the Appointment of the Dean of Graduate Studies. During deliberations, Professor Cheel excused himself from the remainder of the meeting and Professor Sydor presided as Chair. Confidential recommendations were passed by the Committee and the proposed membership of the Advisory Committee would be forwarded, in confidence, to the President and Vice-Chancellor following the meeting.]

Due to time constraints, the following agenda items were deferred to the next meeting:

- 4. Recognizing Service to Senate**
- 5. Proposed Amendment to FHB I: 8.3.1 re: Term of Office for Deans**
- 6. Report on the review of the Criteria and Process for Awarding Honorary Degrees**
- 7. Executive Committee for Senate Business Over Summer Months**
- 8. Review of the Process for Assigning Members to Senate Committees**

*Agd. Item*

- 10. Other Business - None**

- 11. Adjournment**

The meeting adjourned at 1:30 p.m.