



MINUTES OF MEETING #8 (2007-08)

SENATE GOVERNANCE COMMITTEE

WEDNESDAY, MARCH 5, 2008, 3:00 PM

SANKEY CHAMBER, MACKENZIE CHOWN COMPLEX

PRESENT: Professor Rick Cheel (Chair), Professor Tansu Barker, Mr. Patrick Beard, Professor Maureen Connolly, Mr. Mike Farrell (Recorder), Professor Greg Finn, Dean Martin Kusy, Mr. Tim Ribaric, Dean David Siegel, Professor Mary Louise Vanderlee

ALSO PRESENT: Professor Brian Power - for item 2 (a)
Interim Dean Joffre Mercier - for item 2 (b)

REGRETS: Professor Irene Blayer, Mr. Justin Carre, Professor William Mathie, Mr. Damien O'Brien

Professor Cheel called the meeting to order at 3:05 p.m.

1. Approval of Minutes

The minutes of the Senate Governance Committee (2007-08) meeting #7 held January 30, 2008 were circulated prior to the meeting.

MOVED (Vanderlee/Kusy)

That the minutes of the Senate Governance Committee (2007-08) meeting #7 held January 30, 2008 be approved.

CARRIED

2. Academic Program Reviews

a) Department of Music Self-Study (3:10 p.m.)

Professor Brian Power, Chair of the Department of Music, was present to answer questions regarding the Self-Study.

MOVED (Vanderlee/Connolly)

That the Department of Music Self-Study and the list of those to be interviewed by the reviewers be approved.

CARRIED

Professor Powers retired from the meeting.

b) Neuroscience Self-Study (3:30 p.m.)

Interim Dean Joffre Mercier, Faculty of Mathematics and Science, was present to answer questions regarding the Self-Study.

MOVED (Siegel/Vanderlee)

That the Neuroscience Self-Study and the list of those to be interviewed by the reviewers be approved.

CARRIED

Interim Dean Mercier retired from the meeting.

Following the reports of the Self-Study documents, the Committee discussed ways to make its responsibilities related to the Academic Review process more effective and meaningful. As a matter of procedure, the Committee agreed that the Chair responsible for the program under review would be invited to attend the meeting of the Governance Committee to answer questions related to the documents under consideration. The Chair could designate another person to attend on his/her behalf or bring another person with them. The Committee would further discuss the documents and then vote on the question after the Departmental representatives had retired from the meeting.

The Committee also agreed that it would be more efficient and effective for members to receive electronic copies of Self-Study documents for review, as opposed to visiting the Secretariat Office individually.

MOVED (Barker/Kusy)

That the Coordinator of Academic Reviews and Planning provide the Governance Committee with an electronic copy of Self-Study documents when under consideration, along with comments related to any identified problems with the document.

CARRIED

3. Update on Membership Change to the Advisory Committee for the Appointment of the Dean of Social Sciences

Professor Cheel notified the Committee that Professor Mike Ripmeester, Department of Geography, had resigned from the Advisory Committee for the Appointment of the Dean of Social Sciences. He was replaced by Professor Hugh Gaylor, Chair of the Department of Geography.

4. **Academic Reviews Status Summary and,**
5. **Timelines for Submission of Academic Review Material – Penalties for Late Submissions?**

Professor Finn and Mr. Beard reviewed the *Academic Reviews Status Summary* report that was circulated to the Committee in advance of the meeting. It was noted that several Departments, in various stages of review, are late in submitting the required documentation. Progress is now being made to keep departments on track with a more formal approach, as there is now an orientation session which includes a timetable for submission.

The Committee discussed how to ensure that Departments complete their review within a reasonable time. Following discussion, it was agreed that Mr. Beard would prepare a timeline for the conduct of Academic Reviews for the information of the Committee for its next meeting. Professor Finn will ask the Provost and Vice-President, Academic if there are any possible penalties or consequences for late submissions of Academic Review documents.

6. **FHB Review re Advisory Committees for the Appointment/Reappointment of Senior Administrators**

The Committee reviewed, on screen, the suggested amendments to the draft report on the advisory committees for the appointment/reappointment of senior academic and administrative officers dated March 1, 2008. The sub-committee reviewing the procedures includes the Chair and Vice-Chair of the Board, the Chair of Senate and the Chair of the Senate Governance Committee.

The sub-committee, which is advisory to the Board of Trustees, was constituted in consultation with the Chair of the Board in response to Article 3A.01 of the *Collective Agreement between the Brock University and the Brock University Faculty Association* which states that the University will review the procedures for appointing the President and other Senior Academic Officers of the University and report back to the Union upon the completion of this review, before the expiry of this Collective Agreement, on June 30, 2008. The final authority for establishing the procedures rests with the Board of Trustees.

Following discussion, it was agreed that references to “seven faculties” be changed to “each of the faculties”, with regard to the composition of the respective Advisory Committees. It was also noted that, in its report to the Board, the sub-committee should note the rationale for this change to the proposed wording.

7. **Advisory Committee for the Appointment of the Provost and Vice-President, Academic**

Professor Cheel notified the Committee that the Board had recently approved an extension of the position of the Provost and Vice-President, Academic for six months to June 30, 2009. The composition of the advisory committee to conduct the search would soon need to be constituted.

The process for making the appointments to the various advisory committees was clarified and approved by Senate on November 21, 2007, as noted below. At that time, the Governance Committee had reviewed the existing practice and rules regarding the selection of faculty members for such advisory committees in the hope this would lead to revisions that would include a wider consultation with faculty members in the future.

This procedure provides an opportunity for all eligible faculty members to be nominated for consideration to serve on each respective advisory committee. The Governance Committee would review all nominations received and the forward its recommendations for membership on each advisory committee to the appropriate senior administrator for consideration. Item k) 2 below, regarding BUSU and GSA, was added following the Senate meeting.

MOVED (Connolly/Barker)

That the procedure for recommending members to senior academic and administrative advisory committees, as approved by Senate on November 21, 2007 be included in the Governance Committee Terms of Reference as proposed and that Faculty Handbook II: 9.5.1 be amended accordingly.

**Faculty Handbook II: 9.5.1
Senate Governance Committee Terms of Reference**

k) recommends members of Advisory Committees, as outlined for the various senior positions in Section I of the Faculty Handbook, using the following procedures when the Governance Committee is requested by the President and Vice-Chancellor to select members for Advisory Committees for the appointment/reappointment of senior academic officers:

1. The Chair of the Governance Committee will contact all full-time tenured faculty members in order to solicit nominations for the respective faculty positions on the Advisory Committee;
2. The Chair will contact BUSU and the GSA to solicit names of potential representatives from their respective constituencies;
3. There will be a two week nomination period;
4. All nominees must agree when nominated that they are willing to serve on the Advisory Committee;
5. The Governance Committee will consider all nominations and recommend the members of the Advisory Committee to the appropriate senior administrator.

(shading indicates additions)

CARRIED

8. Composition of the Budget Advisory Committee

The Committee discussed the composition of the Budget Advisory Committee which includes the Chair or Vice-Chair of each Senate Committee, with the exception of the Student Appeals Board, one of whom shall serve as Chair and one as Vice-Chair. All Faculties are to be represented on the Committee.

Professor Cheel explained that, at times, it has been difficult to meet the composition requirements of the Committee with respect to each Faculty and

Senate Committee being represented. Some flexibility was suggested in order to fulfill the requirements for the composition of the Committee.

MOVED (Vanderlee/Connolly)

That the Terms of Reference for the composition of the Budget Advisory Committee be approved as proposed and that Faculty Handbook II: 9.4.2 be amended accordingly.

Budget Advisory Committee: Faculty Handbook II: 9.4.2

The composition shall normally be the Chair or Vice-Chair of (1) Governance; (2) Undergraduate Student Affairs; (3) Teaching and Learning Policy; (4) Research and Scholarship Policy; (5) Undergraduate Program; (6) Graduate Studies; (7) University Infrastructure Committees, ~~such that all Faculties shall be represented~~, one of whom shall serve as Chair and one as Vice-Chair; where possible, all Faculties shall be represented.

(strikeouts indicates deletions, shading indicates additions)

9. Report of the Sub-Committee re Honorary Degrees

The sub-committee reviewing the Honorary Degree process and criteria did not have an opportunity to meet, along with the President, prior to this meeting. The sub-committee may provide a report at the next meeting of the Committee. Mr. O'Brien had indicated earlier that he would be unable to continue to be a member of and to Chair the sub-committee. Professor Barker agreed to Chair the sub-committee.

10. Organizational Nomenclature Review

The report regarding the question of consistent nomenclature used for research administrative groupings within Universities across Canada was not available. The Committee would consider this input and discuss the issue further during its next meeting.

11. Enforcement of the Faculty Handbook

This item would be discussed during the next meeting of the Committee.

12. Other business

There was no other business.

13. Adjournment

The meeting adjourned at 5:00 p.m.