



Senate Review Working Group (Senate Nominating Committee)

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Senate Review Working Group

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PREAMBLE

This Report to Senate Nominating Committee addresses Senate committee review and the results of work undertaken by the Senate Review Working Group, reporting to Senate Nominating Committee.

This report includes recommended regulations governing Senate committees, amended terms of reference of Senate standing committees, and recommendations for the calendar of dates for the Senate 2009-2010 year.

The next and final steps will be the introduction of Senate regulations, addressing the structure of the agenda, use and distribution of Senate documentation, and matters of regulating the conduct of Senate – these recommendations are expected in October 2009.

Why review committees first?

Senate committees are key to assisting Senate in the exercise of its authority regarding academic matters. There is however evidence of a lack of consistent reporting by committees and further indication that some committees had in fact not met consistently over the last five years. A review focussed on committee mandates has had the benefit of engaging Senate committee members in the review exercise and provided a context in which to build a dialogue about the role of Senate and its functions. A both practical and strategic consideration was that by January 2007, ten of Senate's twenty-one committees had requested assistance with review of their terms of reference – at the request of the Secretary-General, a working group was struck by Senate Nominating to develop amendments and provide recommendations on regulations governing Senate committees.

*Johanne Pelletier
Senate Review Working Group
April 2009*

I INTRODUCTION – SENATE REVIEW

1. Background

In 2003/04, under the Principal's leadership, McGill launched a review of its governance activities. The focus of the first two phases was the functioning of the Board of Governors and its committees, respectively. The review of the Board and its committees was completed in 2005, with the focus now turning to appointment processes for external Board members, Board self-evaluation and a review of the changes that have been implemented to date. The next step is a review of the functioning of Senate and its committees.

Senate review began in 2006 with consultations led by the Secretary-General with past and present Senate members over the course of 2006 on the nature and purpose of Senate reform. The result of the consultations and research report on Senate reform options was that review would begin with Senate committees and their functions.

By January 2007 ten of Senate's then twenty-one committees requested review of their terms of reference (Academic Policy and Planning Committee, Bookstore Committee, University Admissions and University Admissions Appeals Committee, Committee on Continuing Education, Committee on Information Systems and Technology, Committee on Physical Development, Committee on Scholarship and Student Aid, Committee on Student Affairs, and the Committee on the Coordination of Student Services). Senate Nominating Committee, in response to a recommendation from the Secretary-General, struck a subcommittee to review committee terms of reference as the first phase of Senate Review.

2. Senate Review Working Group

The Senate Review Working Group began its review of committee terms of reference in Spring of 2007. Review Group Members (2007-2008): Johanne Pelletier (Chair), Professors Morton Mendelson, Anthony Paré, Phil Oxhorn and Mr. Adrian Angus. In the fall of 2008, Beverly Tallant and Rosemary Cooke were members.

Current membership (2008-2009): Johanne Pelletier (Chair), Professors Morton Mendelson, Phil Oxhorn, Martin Grant, and student members (Nadya Wilkinson and Ashley Burgoyne).

The Working Group reviewed all of the committee terms in collaboration with committees and developed recommendations for amendments, and in some cases proposals for dissolving or merging committees. The Working Group, while acknowledging the "signal" to review was self-initiated by ten of twenty-one Senate committees, affirmed that a review of Senate functions and Senate committees was timely, following on the Board review exercise in 2004/05. The Working Group's goals regarding Senate committee review are to:

Review and recommend amendments, in collaboration with committees, to Senate committee terms of reference and composition with a view to harmonizing terms of reference with Senate's mandate, and;

Recommend rules and regulations governing the functioning of Senate committees.

The Working Group (2007-2008) noted the following as observations in the course of its consultations with Senate committees and in the review of Senate regulations (the “regulations” are Senate resolutions that form the basis of the *Senate Handbook*):

- Senate committees provided a reasoned opening to a conversation about Senate review, focusing and leveraging first on the interest of committees in amending their terms of reference and membership;
- Senate committee terms and membership are highly diverse in form and substance, with no evidence of broad oversight by Senate and its Nominating Committee guiding the nature of committees created or attention to where committee mandates had outlived their original purpose;
- Senate regulations governing committees were irregularly defined or non-existent – the only such rules governing how committees are created and managed by Senate were reflected in *resolutions* by Senate;
- Review of all committee terms of reference and the regulations/norms guiding and defining the function of Senate committees was necessary (rather than perpetuating “unique” committee structures and mandates);
- While the current Senate “rules” required committees to defend their existence to Senate on an annual basis, this rule was not followed (nor would be by necessity appropriate or practical for Senate and each of its committees);
- That there was no single best “number” of committees and that a review exercise should not be about reducing numbers of committees but harmonizing and reconciling committees with and to Senate’s mandate;
- That is currently no distinction made among committees that might allow for “standing” committees (required for the ongoing business of Senate), ad hoc committees (charged with a very specific mandate and timeline for reporting), and committees required as a result of University regulations;
- That amendments to the terms of reference of committees should attend to the nature of committee delegated authority from Senate, its obligations regarding reporting to Senate, and membership considerations (Senate membership as well as reviewing student, alumni, decanal and administrative “ex-officio” positions);
- That a consistency in the nature and expression of terms of reference (harmonizing them across committees and with Senate’s mandate) was important;
- That as a parallel to the review of committee structures, that the rules and regulations of Senate (a variety of resolutions and standard paragraphs historically accumulated as the *Senate Handbook*) would be reviewed and revised;
- That the 1940 and 1975 resolutions by Senate be reviewed and incorporated into a body of rules and regulations governing Senate and its committees
 - 1940 Resolution: Relating to the functions and powers of Senate Committees;
 - 1975 Resolution: Requires committees to prepare, annually, a brief statement of the problems, plans and priorities which the committee proposes to engage during the academic year.

II REPORT OF SENATE REVIEW WORKING GROUP (STATUS REPORT)

1. Regulations for Committees of Senate (Guiding Principles)

The regulations governing Senate's functions are Senate decisions in the form of resolutions and interpretations of the *Statutes* sections on Senate, compiled in the form of a *Senate Handbook*. This formerly printed guide is being reformulated as a renewed Senate web site.

The current regulations do provide a statement outlining the “powers and functions” of Senate committees, and provide general guidance on topics ranging from the nature of spectator and press attendance to the rules of Senate and rulings of the Chair. While the *Handbook* has been a helpful guide it does not fully address the nature and function of Senate committees, and requires refreshing and updating in references to attendance, open/closed or confidential session and rules/regulations of Senate itself.

The Senate Review Working Group had developed draft regulations to guide the creation, functioning, and reporting of committees of Senate (including standing committees, ad hoc committees, and any joint committees of representatives of the Board of Governors and of Senate). Some of these regulations reflect language used in the current *Senate Handbook* as well as best practices used by the Senate over recent years – the purpose of standardized regulations is to provide a common framework and understanding for the creation, function, and accountability of all Senate committees. Principles guiding a new set of regulations (as proposed by the Working Group):

- All committees of Senate shall have terms of reference approved by the Nominating Committee with recommendation for approval to the Senate (from Nominating); and that there be regulations governing Senate committees that:
 - clearly define types of Senate committees (Standing, Special, Arising from Regulations, Joint);
 - identify authority governing Joint committees of Board and Senate;
 - clearly define generic rules as relevant for committee structure and reporting obligations;
 - identify responsibility and cycle for reviewing committee terms of reference;
 - require that terms of reference specify any delegated authorities (from Senate to committees);
 - clearly identify a mechanism and responsibility for creating and dissolving committees and sub-committees;
 - clarify the role of Nominating Committee regarding review and approval of terms of reference, membership and possibly the creation of sub-committees;
 - provide guidance on number of times committees are required to meet;
 - provide guidance on the role of non-members of the University community (community defined as individuals employed by the University, enrolled as a student, or a member of the McGill Alumni);

- identify role/obligations of committee chairs, committee secretary and where applicable resource persons to committees.

1.1 CURRENT VERSION OF THE SENATE HANDBOOK ON SENATE COMMITTEES:

Functions And Powers of Senate Committees

The "**Functions and Powers of Senate Committees**" as defined and adopted by Senate on May 15, 1940, shall be recognized as the governing terms of reference of every committee. These terms will be reiterated in the report of the Nominating Committee each year.

Functions and Powers of Senate Committees:

- (1) To study the problems of their particular field and the relation of these to the problems of other parts of the University.
- (2) To formulate policies in the light of such studies and to submit these either to Senate or to the appropriate administrative official.
- (3) To secure the necessary liaison with other bodies studying related problems.

It is clear that under the *Statutes*, Senate committees are not responsible for administrative matters, for budgets, or for the appointment of personnel, although the adoption of policies they recommend may naturally involve administrative action by the proper authorities.

The Nominating Committee believes that if committees appreciate this separation of functions it will enable them to devote their energies exclusively to matters of policy thereby expediting their work and increasing their effectiveness.

The chair of every standing committee shall present a written report to Senate of the work accomplished by the committee during the past year, and shall make recommendations concerning the abolition or continuance of that committee. Included in this report shall be the committee's terms of reference and recommendations, if any, for necessary changes in those terms.

Source: February 1958, Report of the Nominating Committee and Committee on Committees

It is moved that Senate request its *ad hoc* and standing committees to prepare, by November 1st of each year, a brief statement of the problems, plans, and priorities which the committee proposes to engage during the coming academic year; that the University Secretariat distribute all these statements to members of Senate and to the chairs of all Senate committees; that the Steering Committee recommend a procedure by which Senate may receive and consider these statements.

Source: Senate Minute 15, September 24, 1975

1.2 PROPOSED VERSION (COMMITTEE REGULATIONS) - DRAFT

All of the sections proposed below are new – only those sections identified with “**” reflect the current regulations.

Senate Committee Regulations

1. General

- 1.1 In accordance with article 6.3.15 of the *Statutes*, the Senate shall appoint such committees, boards or other bodies as may be necessary for the proper exercise of its authority”; and in accordance with article 6.3.1 “...may establish, and from time to time amend, rules and regulations governing its own meetings and procedure for the transaction of business properly coming before it...”.
- ~~**1.2 It is clear that under the *Statutes*, Senate committees are not responsible for administrative matters, for budgets, or for the appointment of personnel, although the adoption of policies they recommend may naturally involve administrative action by the proper authorities. The Nominating Committee believes that if committees appreciate this separation of functions it will enable them to devote their energies exclusively to matters of policy thereby expediting their work and increasing their effectiveness.~~
- 1.2 Each committee shall determine its meeting requirements. For each committee, additional meetings may be convened at the discretion of the Chair or upon the request of a majority of members.
- 1.3 The Steering Committee and the Nominating Committee may hold meetings by phone or vote electronically on matters requiring a timely resolution.
- 1.3.1 In the event of a teleconference meeting, the committee secretary, in addition to circulating agendas and supporting documents to committee members, will provide members with instructions on how to join the teleconference.
- 1.3.2 In the event of an electronic vote, the committee secretary will circulate via electronic mail agendas and supporting documents to committee members and will provide them with instructions on how to vote electronically for each item presented.
- 1.4 Meetings of Senate standing committees are typically not open to non committee members. A standing committee may, by a majority of its members present and voting, admit to any meeting or part thereof any person or persons whose presence is considered necessary to facilitate the work of the committee.
- 1.5 Meetings of committees arising from the regulations are closed to non committee members unless their participation is prescribed or allowed for by the regulations pertaining to the functions of the committee.
- 1.6 Deliberations of committees arising from the regulations and select standing committees (Steering Committee, Nominating Committee, Honorary Degrees and Convocations Committee) are confidential. Meetings or parts of meetings of other standing committees may be declared closed and confidential with the agreement of a majority of members of the committee.

- 1.7 Terms of reference of standing committees shall be reviewed by the Nominating Committee every five years.

2. Types of Committees

- 2.1 **Standing Committees:** Senate shall have Standing Committees of Senate charged with areas of Senate's mandate and authority requiring specific and ongoing responsibility. The mandate of such committees shall be reviewed by Senate Nominating Committee every three years.
- 2.2 **Committees Arising from Regulations:** Senate shall also have committees required and arising from University regulations and policies to which the Senate appoints its members and or non-member representatives of the Senate:
- 2.3 **Special Committees:** Senate shall also have a mechanism for creating special committees, based on the recommendation of Senate Nominating Committee. Special committees shall have a limited term of one year, renewable, subject to annual review by the Senate Nominating Committee. A special committee shall be created:
- To study an issue raised by Senate and or its committees requiring a specific focused enquiry;
 - To formulate recommendations for actions, including where applicable, the creation of policy and or referral to a standing committee, or for discussion at Senate.*

**Note: the option to create an ad hoc or special committee exists now – the new element proposed is a time limit and requirement for reporting. The view of the Review Group is that the lack of clear guidelines and a time limit has led over time to a proliferation of standing committees over time that were intended to be special committees.*

- 2.4 **Joint Board – Senate Committees:** Joint committees of the Board of Governors and the Senate may be struck with the approval of both the Board of Governors and the Senate.

3. Committee Terms of Reference

- 3.1 Each Standing Committee, special and joint committee of Senate shall have its terms of reference approved by the Nominating Committee and the Senate. In the case of Standing Committees and Joint Committees, such terms of reference shall be reviewed by the committees and Senate Nominating Committee every three years, with recommendations for amendments and dissolution as appropriate to Senate.
- 3.2 The Senate has delegated specific responsibilities to each of the standing committees. Each of the committee's terms of reference shall clearly indicate where the Senate has delegated to each committee responsibility and authority to make decisions on behalf of the Senate, and where business requires the approval of Senate. Senate committees may refer matters to Senate for discussion.
- 3.3 Terms of reference for Standing Committees, special, and joint committees shall specify a minimum number of times the committee is to meet in the academic year.

- 3.4 The terms of reference for standing committees shall indicate the number of times the committee is to report to the Senate in an academic year, noting that some committees, such as Steering, Nominating, Honorary Degrees and Convocations, and the Academic Policy Committee, are likely to be reporting most frequently.

4. Special Committees

- 4.1 The membership and terms of reference of a special committee shall be recommended to the Senate for approval by the Nominating Committee.

- **4.2** Any member of Senate may propose the creation of a special committee. The proposal shall be submitted in writing to the Nominating Committee including proposed terms of reference and membership, and with the support of ten (10) Senators.

- 4.3 Nominating Committee shall review the proposal and report to Senate on its recommendation (including creating the committee, not supporting the proposal, referral of the matter to an existing Senate committee, or seeking more information). The final decision shall rest with Senate.

5. Creation of subcommittees

- 5.1 All committees of Senate shall have the right to create or dissolve subcommittees to act within the scope of their terms of reference. Committees are responsible for reporting annually to Senate Nominating on the status of any subcommittees including proposed terms of reference and membership.

- 5.2 Subcommittees shall be responsible for reporting to their committee on a regular basis.

6. Committee Reporting to Senate:

- **6.1** The chair of every standing committee shall present a written report to Senate of the work accomplished by the committee during the past year, and shall ~~make recommendations concerning the abolition or continuance of that committee~~ prepare by the first meeting of Senate of the year a brief statement of the problems, plans, and priorities which the committee proposes to engage during the coming academic year. The Secretary-General and the Steering Committee shall recommend a procedure by which Senate may receive and consider these statements.

~~Included in this report shall be the committee's terms of reference and recommendations, if any, for necessary changes in those terms.~~

~~All standing committees shall prepare by October 1 2007 a brief statement of the problems, plans, and priorities which the committee proposes to engage during the coming academic year; that the University Secretariat distribute all these statements to members of Senate and to the chairs of all Senate committees; that the Steering Committee recommend a procedure by which Senate may receive and consider these statements.~~¹

- **6.2** The chair of every special committee shall prepare a written report to Senate of the work accomplished by the committee during its term for the last meeting of Senate of the year

including recommendations concerning the abolition or continuance of that committee's one-year term for the approval of Senate Nominating Committee and Senate.

- **6.3** The chair of committees arising from the regulations shall present a written report to Senate Steering Committee annually. ~~Nominating Committee before the first meeting of Senate of the year.~~ The reporting from such committees will be summarized and reported to Senate in the context of the Steering Committee Report.

7. Committee Membership:

- 7.1 Only members of the McGill University community (defined as individuals employed by the University, enrolled as a student, or a member of the McGill Alumni) shall be appointed to serve on any standing committee, special committee, or joint committee of senate.
- 7.2 Senate Nominating Committee shall receive annually from student organizations recommendations for membership on Senate committees.
- 7.3 Senate Nominating Committee shall receive annually from the Secretary-General (for the Board of Governors) and from the McGill Alumni Association, recommendations for membership on Senate committees.
- 7.4 Committee membership shall be a renewable two year term, with a maximum of two consecutive renewals.
- 7.5 Regarding the Nominating Committee: the terms of office of the elected members shall be the duration of their existing term on Senate. Members re-elected to Senate shall be eligible for re-election to the Nominating Committee.
- **7.6** Regarding the Steering Committee: The term of office of the elected members shall be the duration of their existing term on Senate, with a maximum term of three years should an *ex officio* member of Senate be elected. Members re-elected to Senate shall be eligible for re-election to the Steering Committee. ~~[Ex officio members of Senate shall be eligible for re-election after their three-year term has expired].~~

2. Status of Committee Review (April 2009)

Appendix "A": Recommendations for standing committee terms of reference.

3. Recommendations – Senate Calendar 2009-2010

The Review Group undertook in 2008-2009 a review of the Senate calendar of dates as a means of advancing completion of its work on the format and structure of Senate meetings and Senate regulations (scheduled for discussion with Senate in October of 2009).

The Review Group recommends that the Senate Calendar for 2009-2010 be composed of one meeting per month in the academic year – thus 9 meetings, one per month between September and May. This model is commensurate with the average among Canadian University peers, but is more importantly based on the following structured comprehensive approach to planning the Senate calendar for the year, building on the current calendar of business. The proposed calendar below, identifying place holders for agenda themes/items by month is followed by the G13 and AAU comparators.

Proposed Senate Meeting Calendar 2009-2010

Senate Orientation (before first meeting in September)

September:

Principal's Report;
Academic Planning Themes for 2009-2010 (White Paper);
Report on Non-Tenure Track Academic Staff
Annual Reports Arising from Policies (Safe Disclosure; Harassment; Ombudsperson)

October (degrees approval):

Senate Committee Reports (including presentation by APC on priorities);
Policy Discussion (amendments to and/or new policies);
Senate Review (final report)

November:

Honorary Degree Committee Nominations;
Policy Discussion (amendments to and/or new policies);
Report of Board of Governors (January to June) for information;

December:

Budget Considerations;
Policy Approval or Discussion (amendments to and/or new policies);

January:

Academic Planning Themes for 2009-2010 (report of the interdisciplinary working groups);
Report of the Principal's Task Force;
Staffing Report (for information);

February (degrees approval):

Report Card on Student Life and Learning;
Strategic Enrolment Management;
Policy Approval or Discussion (amendments to and/or new policies);
Senate calendar (2010-2011)

March:

Budget Considerations/Provost's Task Force Update;
Annual Report of the McGill University Master Plan;
Academic Calendar of Dates;
Report of Board of Governors (July to December) for information;

April:

Report on Graduate Studies
Report on Research Performance
Research Integrity Officer's Report

May (degrees approval):

Budget
Student Services and Athletics Fees Schedules
Senate year in review and calendar of business for 2010-2011

Senate Meetings - Comparators

INSTITUTIONS (G13)

NUMBER OF SENATE MEETINGS/ YEAR

Alberta, University of	4
British Columbia, University of	9
Calgary, University of	5
Dalhousie University	8 (at minimum)
Université Laval	4 (at minimum)
McMaster University	10
McGill University	11
Université de Montreal	10
Ottawa, University of	10
Queen's University	8
Toronto, University of	7 (+ 1 retreat)
Waterloo, University of	10
Western Ontario, University of	10

INSTITUTIONS (AAU)

U California – Berkeley	2
U Illinois – Urbana Champaign	7- 8
U Michigan – Ann Arbor	11
U Minnesota – Twin Cities	4 (at least twice in each semester of the academic year; typically 6)
U North Carolina – Chapel Hill	8
U Texas – Austin	12
U Washington – Seattle	6
U Wisconsin – Madison	7
Ohio State U – Columbus	7 (at least)
Indiana – U Bloomington	7
Rutgers U	7
U Arizona	9
U Colorado – Boulder	
U Iowa	4
U Missouri – Columbia	(not specified, but 14 for this year)
U Pittsburgh	8
U Virginia	5
U California – LA	4



STANDING COMMITTEES:

Academic Policy Committee (*Status: Approved by Senate October 15 2008*)

Status: Minor amendment concerning the Research Policy Subcommittee

Committee on Libraries

Status: Amended terms endorsed by the Committee - for approval

Committee on Physical Development

Status: Amended terms endorsed by the Committee – for approval

Committee on Student Services

Status: Minor editorial amendments – for approval

Honorary Degrees and Convocations Committee

Status: Amended terms endorsed by the Committee – for approval

Nominating Committee

Status: Amended terms endorsed by the Committee – for approval

Steering Committee

Status: Amended terms endorsed by the Committee – for approval

Committee on Enrolment and Student Affairs

Status: New committee based on proposed restructuring of: University Admissions Committee

Committee on Student Affairs, Committee on Scholarship and Student Aid

Committee on the Rights of Senate

Status: Outcomes pending the completion of Senate regulations akin to those of our peer institutions.

Committee on Technology Transfer

Status: Dissolve – recommend matters of research policy move to the Research Policy Subcommittee of APC.

Committee on Ancillary Services

Status: Propose dissolution.

Status: Recommend approval to Senate. Minor amendment regarding the Research Policy Subcommittee.

The Academic Policy Committee (“the Committee”) is a Standing Committee of Senate charged with making recommendations to Senate on all matters regarding academic policy. In particular, it shall, for the University and in consultation with faculties, develop proposals for the establishment and continuous review of academic programs, policies and structures, and proposals relating to teaching, learning, and research. The Committee may create subcommittees or working groups to deal with issues as appropriate.

The Committee shall review academic course and program proposals in order to determine whether they meet academic standards and are aligned with the academic mission and priorities of the University, whether they are based on an adequate body of knowledge, whether proposed teaching or learning methods and methods of evaluation of student performance are satisfactory, and whether the necessary human and material resources are in place.

SPECIFIC AREAS OF RESPONSIBILITY:

1. The Committee or its subcommittees shall review:
 - a. existing programs and proposals for new or revised courses and academic programs, considering, as appropriate, the resources needed to offer these in line with the University’s academic standards;
 - b. proposals for the creation, assessment, renewal, restructuring, dissolution and non-honorific name changes of academic entities;
 - c. issues and proposals relating to international education;
 - d. proposals for teaching and learning policies for the University and for initiatives that enhance the quality of teaching and learning;
 - e. ongoing continuing education activities throughout the University and proposals for broad policies regarding continuing education;
 - f. the role of information systems and technology in the provision, management, and support of academic programs.
2. The Committee shall advise Senate and the appropriate officers of the University on developments that have implications for the long-term academic planning of the University, on the probable consequences of such developments, and on appropriate responses to them. In order to carry out these functions, the Committee shall keep informed of matters that have implications for academic planning, including developments in the field of higher education and in the public and private sectors.
3. The Committee shall report regularly to Senate on the following matters approved in the name of Senate:

- a. creation, revisions and deletions of courses that are approved by the unit proposing them and by the faculty or faculties in which they are taught;
 - b. revisions and deletions of academic programs that are approved by the unit proposing them and by the faculty or faculties in which they are taught;
 - c. initiatives for enhancing teaching and learning for the University that are approved by the unit proposing them and by the relevant faculty or faculties;
 - d. new student exchange agreements that are proposed by the Office of the Provost.
4. The Committee shall report to Senate on all academic matters relating to teaching, learning, and research, with recommendations on the following:
- a. creation, restructuring, dissolution, and non-honorific name changes of academic entities that have been approved by the faculty or faculties proposing them, and by the Research Policy Committee in the case of new research units;
 - b. creation of academic programs that have been approved by the unit, faculty, and, where appropriate, the Council of Graduate and Postdoctoral Studies and that, in the Committee's opinion, have met established criteria for the University;
 - c. changes in degree designations;
 - d. adoption and amendment of policies and regulations relating to teaching, learning, and research that have been approved by the University committees proposing them;
 - e. adoption and amendment of policies relating to the conduct of research matters that have been approved by the Research Policy SubcCommittee;
 - f. adoption and amendment of policies relating to other academic matters under the purview of the Committee.
5. The Committee shall report at least annually to Senate on matters dealing with teaching and learning and other academic matters, and on its activities, concerns and plans for the academic year.
6. The Committee shall meet at least three times per semester during the academic year and may meet during the summer months.

Composition:

Provost (Chair)

Deputy Provost (Student Life and Learning) – Vice Chair

Vice-Principal (Research and International Relations) or delegate

Director of Libraries or delegate

Associate Provost (Graduate Education)

Dean of Continuing Education or delegate

Board of Governors representative

Chairs of APC Sub Committees

Director, Teaching and Learning Services

One member from each of the faculties (appointed by Senate, on the recommendation of Senate Nominating Committee)

Student members:

- Three undergraduate students
- One graduate student
- One student representative of Macdonald campus
- One continuing education student

COMMITTEE ON LIBRARIES

ACTION: Recommend approval to Senate. Amendments are endorsed by the Committee.

The Committee on Libraries is a Standing Committee of Senate with the following specific areas of responsibility.

The Committee shall:

1. ~~To Recommend to Senate, as appropriate,~~ broad policies concerning the library in support of the University's strategic plans and academic priorities.
2. ~~To Review receive and advise on planning documents and reports as they relate to the Library and advise Senate and others, as appropriate, on library and information service developments which are of academic significance to the University. These will include but not be limited to reports from the Trenholme Director of Libraries and the Library Advisory Committees.~~
3. ~~To advise, where appropriate, on the development and implementation of budget policies and on allocations and expenditures for Library collections.~~

Review resource allocation policies as they relate to the Library's strategic plan.

4. ~~To Facilitate and advise on communication liaisons~~ between the University community and the Library.
5. ~~the Senate Committee on Libraries will submit an annual report to Senate on goals and priorities (Fall) and a report on related outcomes (Spring). Meet at least twice per semester during the academic year and submit an annual report to Senate.~~

Composition:

The Provost, Chair

The Trenholme Director of Libraries

Chairs of the Library Advisory Committees (including Macdonald campus)

Three faculty members appointed by Senate on the recommendation of the Senate Nominating Committee

Two librarians appointed by Senate on the recommendation of the Senate Nominating Committee

One administrative and support staff member from the University Libraries appointed by Senate on the recommendation of the Senate Nominating Committee

~~Vice President (University Affairs) of SSMU, or delegate~~

Student Members: ~~Two Three~~ undergraduate students ~~(including one from Macdonald Campus)~~

One graduate student

One continuing education student

One student representative of the Macdonald Campus

Committee Secretary

COMMITTEE ON PHYSICAL DEVELOPMENT

ACTION: Recommend approval to Senate. Amendments reflect deliberation by a working group of committee members and the Senate Review Working Group – amendments are endorsed by the Committee.

The Committee on Physical Development is a Standing Committee of Senate charged with advising on the nature of physical development as it reflects the academic priorities and needs of the University.

SPECIFIC AREAS OF RESPONSIBILITY:

1. Advise on the extent to which major physical development projects on campus reflect the academic plans and priorities of the University as expressed in the principles defining the University's Master Plan. These nine principles are:
 - a. facilitate a dynamic intellectual community
 - b. achieve strategic growth
 - c. reinforce campus identities
 - d. support excellence in research, teaching and learning
 - e. invest in priority service areas
 - f. conserve and build upon strengths of historic buildings and landscapes
 - g. provide appropriate facilities and infrastructure
 - h. improve campus accessibility
 - i. develop and maintain the campus open spaces for maximum benefit.

~~To prepare for the general approval of Senate, and in collaboration with the Planning and Priorities Subcommittee of the Academic Policy and Planning Committee of Senate, a Master Physical Development Plan for the University's campus in Montreal and for the Macdonald Campus; to report from time to time on the desirable modifications and development of these Master Plans.~~

2. Consider possible modifications to the Master Planning principles over time.~~To consider the acquisition, use, development, and disposal of all University properties or trusts as they relate to the academic needs of the University, in consultation with the Building and Property Committee of the Board of Governors, and to make recommendations thereon to Senate, as need may arise.~~

~~To receive from faculties and departments proposals for new buildings or major building renovations of a project cost exceeding \$500,000 and to develop and maintain a priority listing of construction projects and major renovations.~~

3. Appoint subcommittees and workgroups that may assist the Committee in carrying out its mandate, and to dissolve them as necessary;~~to establish their terms of reference and memberships, to ensure that these subcommittees and workgroups report to the SCPD on a regular basis, and to consider their reports and recommendations on such matters as:~~
 - ~~— architectural matters,~~
 - ~~— physical accessibility,~~

- ~~— the University's art collection,~~
- ~~— development plans for the campus open space areas,~~
- ~~— physical facilities on the Macdonald Campus, and~~
- ~~— the naming of buildings and facilities.~~

4. Monitor trends in the use, for academic purposes, of facilities, including those not located on the main campuses, to receive reports on these facilities and to advise Senate and the Associate Vice-Principal (University Services) on such matters.

~~To receive the annual report of the Director of the Gault Estate from the Dean of Science; to receive an annual report from the University Planning Office regarding the allocation of University space; to receive a list of University properties as referred to in clause 2 above.~~

6. To report to Senate yearly and at such times as may be deemed appropriate, and thereafter within the terms of the Master Plan as approved by Senate, Report on the committee's deliberations and to submit the appropriate recommendations, on behalf of Senate, to the Board of Governors Building and Property Committee.
7. ~~To conduct its activities in a manner complementary to those other University planning bodies, principally, the Building and Property Committee of the Board of Governors and the Academic Policy Committee of Senate.~~

The Committee shall meet at least four times per year and report annually to Senate.

Composition:

The Associate Vice-Principal (University Services) - Chair

~~The Vice-Principal (Administration and Finance), Chair~~

~~The Deputy Provost~~

~~The Vice-Principal (Development and Alumni Relations)~~

~~The Associate Vice-Principal (Macdonald Campus)~~

~~The Director of the Gault Nature Reserve~~

~~The Trenholme Director of Libraries or delegate~~

~~The Director of the Office of Planning and Institutional Analysis~~

~~The Director of the Office for Students with Disabilities~~

~~The Director of the Department of Athletics, or delegate~~

~~The Executive Director of Facilities Management and Facilities Development~~

~~Chairs of Subcommittees~~

Eight representatives of academic faculties Senate approved by Senate on the recommendation of Senate

Nominating Committee

~~One representative of MAUT~~

~~Three representatives from the Alumni Association~~

~~One representative of the Administrative and Support Staff~~

~~Two undergraduate students~~

~~One graduate student~~

~~One student from Macdonald Campus~~

~~Director of Construction — resource person~~

~~Physical Planner, Planning and Institutional Analysis — resource person~~

~~Manager, Environmental Safety Office — resource person~~

~~Director, Buildings Services and Grounds — resource person~~

COMMITTEE ON STUDENT SERVICES

ACTION: Recommend approval to Senate. Note this committee's composition is based on parity between student and non-student members. Minor editorial amendments – endorsed by the Committee.

The Committee on Student Services (CSS) is a Standing Committee of Senate, charged with providing a forum to provide advice and direction to, and general accountability for the Executive Director of Services for Students regarding the mission, goals and priorities of Student Services.

SPECIFIC AREAS OF RESPONSIBILITY:

1. Formulate broad policies with regard to the Student Services including short, medium and long term planning;
2. Review initiatives to enhance the quality of Student Services;
3. Advise the Executive Director of Services for Students on budgetary priorities;
4. Receive Annual Reports from Services' Advisory Boards addressing long term priorities in the fall term;
5. Receive Annual Reports from the Directors of Services addressing long term priorities in the fall term;
6. Formulate, approve and forward the annual Student Services fee to Senate for information and to the Board of Governors for approval in the winter term.
7. The Committee shall meet at least four times during the academic year and report annually to Senate.

~~Meetings: At least four meetings shall be called during the academic year. Additional meetings may be convened at the discretion of the Chair or upon the request of four members.~~

Composition:

Deputy Provost – Student Life and Learning, Chair

Executive Director of Services for Students

The Manager, Finance & Systems, Dean of Students' Office & Office of the Executive Director of Services for Students

Associate Dean (Student Affairs) Macdonald Campus

Two Directors of Student Services

Two Associate Deans (Student Affairs)

Two representatives of Senate (appointed by Senate on the recommendation of Senate Nominating Committee)

~~Representatives appointed by Senate~~

Three graduate students PGSS

Two undergraduate students SSMU

One student member representative of Macdonald Campus MCSS

Four undergraduate students representing ~~atives of~~ undergraduate Student Societies (three of which shall be from Arts, Science, Engineering, Management or Education)

Committee Secretary, Office of the Executive Director of Services for Students

HONORARY DEGREES AND CONVOCATIONS COMMITTEE

ACTION: Recommend approval to Senate. Amendments endorsed by the Committee.

The Honorary Degrees and Convocations Committee is a Standing Committee of Senate. Its mandate is to recommend outstanding individuals for the conferral of McGill honorary degrees, the highest honour that the University can bestow. Individuals nominated for honorary degrees have lifetime records of outstanding scholarly, scientific or artistic achievement, or of exceptional contributions to the public good through professional or philanthropic activity, that make them worthy candidates and position them to contribute to McGill's reputation and distinction both at home and internationally. It shall also advise on convocations matters as required.

SPECIFIC AREAS OF RESPONSIBILITY:

~~The Committee shall meet from time to time during the year to consider the suggestions for honorary degrees and to make recommendations to the Senate of candidates to whom degrees should be awarded.~~

1. Solicit, receive and review nominations for the conferral of honorary degrees from the Faculties, from individual members of the McGill community, from members of Senate, from the McGill Alumni Association and from members of the broader community;
~~The shall make recommendations to Senate, through the Senate Nominating Committee, concerning the appointment, for a fixed term, of the University Marshal and Vice Marshal~~
2. Select candidates for the conferral of honorary degrees and submit them to Senate for approval;
3. Recommend the particular honorary degree that should be awarded to each candidate submitted to Senate for approval;
4. Develop guidelines for the selection of candidates for McGill honorary degrees and submit them to Senate for approval;
5. Receive and review nominations from the Principal's Advisory Committee for the conferral of the McGill University Medal for Exceptional Academic Achievement (The McGill Medal).
6. Advise as appropriate on convocation matters.
7. The Committee shall typically meet twice a year (in closed session).

Composition:

The Chancellor (Chair of the Committee), ex officio

The Principal, ex officio ~~or the Provost,~~

The Provost, ex officio

The Chair of the Board of Governors or delegate, ex officio

The University Marshal or Vice-Marshal

A representative ~~The President~~ of the McGill Alumni Association

Six representatives of Senate, to be nominated by the Senate Nominating Committee and appointed by Senate to reflect the breadth of the University

One graduate student

One undergraduate student

~~Two student members, one of whom should be from the Macdonald Campus~~

The Secretary-General (Committee Secretary)

NOMINATING COMMITTEE

ACTION. Committee will review again proposed amendments on May 5 2009.

The Senate Nominating Committee is a Standing Committee of Senate charged with recommending to Senate committee membership and committee terms of reference.

SPECIFIC AREAS OF RESPONSIBILITY:

1. Review the terms of reference of all Senate committees and recommend revisions, the dissolution, or creation of new committees;
2. ~~The committee shall propose~~Review and recommend to Senate at the first meeting of the session the membership of all its committeesstanding, ad hoc, joint, and tenure committees of Senate; it shall review the terms of reference of these committees and recommend revisions, the abolition, or creation of new committees.
- 3.4. ~~The committee shall r~~Recommend to Senate its representatives on all other University committees requiring such representation; statutory selection committees and advisory committees on the appointment of vice-principals, deans, etc.
4. Receive and recommend for approval the creation of special committees charged with specific consideration of issues under Senate's mandate. Such committees shall have a specific mandate and deadline for providing recommendations to Senate and shall not be Standing Committees of Senate.
5. The Committee shall meet at least three times per semester in the academic year.

~~The terms of office of the elected members shall be the duration of their existing term on Senate. Members re-elected to Senate shall be eligible for re-election to the Nominating Committee.~~

Composition:

Principal (Chair)
Provost

The Dean of Graduate and Postdoctoral Studies

The Associate Vice-Principal (Macdonald Campus)

Five Deans selected on the recommendation of the Provost from among the large faculties and one Dean, on the recommendation of the Provost from among the small faculties

~~The Deans of the Faculties of Agricultural and Environmental Sciences, Arts, Engineering, Medicine, and Science as ex-officio members~~

Six ~~Ten~~ members from among the elected ~~staff~~ academic or non-academic staff members of Senate, elected by all academic and non-academic staff members of Senate

Two student members of Senate (one undergraduate and one graduate), elected by student members of Senate.

Secretary General (Committee Secretary)



STEERING COMMITTEE

ACTION: Recommend approval to Senate. Amendments endorsed by the Committee.

Senate Steering Committee is a Standing Committee of Senate charged with proposing Senate agenda and routine business matters.

SPECIFIC AREAS OF RESPONSIBILITY:

- ~~1. The committee shall carry out the routine business of Senate meetings; it shall prepare the agendas for Senate meetings.~~
Recommend to Senate, the approval of the Senate agenda following review of the draft developed by the Secretary-General;
- ~~2. Report in writing to Senate on recommendations related to the development of the agenda and the Senate meeting, including recommendations for approval of the agenda and the minutes of the last meeting, assignment of speaking rights, assigned items for confidential session and committee of the whole, time allotted for discussion per item as required and other items of relevance to the conduct of Senate meetings.. and follow up on decisions taken by Senate.~~
The A written report of actions taken by the Steering Committee shall be submitted to Senate at each meeting.
- ~~3. Review the Senate calendar of business.~~
- ~~4. The committee shall p~~Propose Senate representatives to statutory selection committees should the timing of regular meetings of the Nominating Committee not permit timely nominations to such committees.~~that body to so recommend.~~
- ~~5. Have the committee shall be delegated the authority of Senate to grant degrees and diplomas, provided that the same degree of formality obtained in Senate presentation of degrees is assured. The Steering Committee will report such degree-granting activities to Senate at the earliest possible opportunity.~~
- ~~6. The Committee shall normally meet one week prior to every Senate meeting.~~
~~— The term of office of the elected members shall be the duration of their existing term on Senate, with a maximum term of three years should an *ex officio* member of Senate be elected. Members re-elected to Senate shall be eligible for re-election to the Steering Committee. [*Ex officio* members of Senate shall be eligible for re-election after their three-year term has expired].~~

Composition:

The Principal – Chair (ex officio)

The Provost or delegate (ex officio)

Five members from among the elected academic or non-academic staff members of Senate elected by all academic and non-academic staff members of Senate

One undergraduate student member of Senate, elected by student members of Senate

One graduate student member of Senate, elected by student members of Senate

Secretary-General (Committee Secretary)

DRAFT



Status: Draft terms of a new committee replacing the current Committee on Student Affairs, Admissions Committee and the Committee on Scholarships and Student Aid.

COMMITTEE ON ENROLMENT AND STUDENT AFFAIRS

The Committee on Enrolment and Student Affairs ("the Committee") is a Standing Committee of Senate charged with oversight to enrolment and student affairs matters.

SPECIFIC AREAS OF RESPONSIBILITY:

1. The Committee shall review and recommend to Senate:
 - a) policies as they affect course timetabling, student records, and student affairs in general;
 - b) principles regarding sessional dates and specific sessional dates for all faculties and for the Centre for Continuing Education, including the beginning and end of the session, holidays, and examinations.
2. The Committee shall review and recommend to Senate, where appropriate in collaboration with the faculties and Academic Policy Committee:
 - a) policies related to academic integrity;
 - b) policies related to student advising and orientation.
3. The Committee shall review and approve in the name of Senate:
 - a) new awards and changes in the conditions of existing awards made by the University to its students; awards include scholarships, fellowships, prizes, medals, bursaries, loans, and the work-study program;
 - b) the admissions standards and policies of the University.
4. The Committee shall report annually to Senate about:
 - a) policy recommendations;
 - b) actions taken in the name of Senate;
 - c) awards and financial aid provided to McGill students.

5. The Committee shall strike a subcommittee with the Dean of Students as Chair that would make recommendations regarding procedures for review of admissions decisions and, as needed, review the application of such procedures in individual cases. The subcommittee shall report annually to the Committee.
6. The Committee shall meet at least three times during the academic year.

COMPOSITION:

The Deputy Provost (Student Life and Learning), Chair

The Associate Provost (Graduate Studies) or delegate

The Dean of Students or delegate

Dean's delegate from three of the following faculties:

Arts; Engineering; Management; Medicine;
Science

Dean's delegate from one of the following faculties:

Agricultural and Environmental Sciences;
Education; Law; Music, Continuing Education

Three representatives of Senate from the academic staff

One representative named by the Alumni Association

Two undergraduate students

One graduate student

Resource Persons

Individuals identified by the Committee for specific agenda items, possibly including, but not limited to the following:

The University Registrar and Executive Director of Enrolment Services

The Director of Admissions

The Executive Director of Services for Students

The Executive Director of Residences & Student Housing

The Director of the Scholarship and Student Aid Office

The Manager, Scholarships Office

A staff member from Development and Alumni Relations (DAR) as designated by the Vice-Principal (DAR)

Assistant from the Office of the Deputy Provost, secretary

The terms of reference (in summary) of those committees proposed for merging:

UCSSA - Terms of Reference

1. The committee shall review and formulate policies on all matters pertaining to awards made by the University to its students. Awards shall include scholarships, fellowships, prizes, medals, bursaries, loans, and the work study program.
2. The committee shall approve in the name of Senate new awards and changes in the conditions of existing awards, including their values.
3. The committee shall report annually to Senate about changes in policies, new and revised awards, and awards and financial aid provided to McGill students.

<http://www.mcgill.ca/senate/committeesofsenate/standingcommittees/scholarships/>

CSA - Terms of Reference

- a) *To interpret academic policies as they affect timetabling, student records, and student affairs in general, and to review and recommend administrative procedures to implement them;*
- b) *To study and recommend the sessional dates for all faculties and for the Centre for Continuing Education, including the beginning and end of the session, holidays, and examinations;*
- c) *To review and recommend on practices and procedures related to student advising and orientation;*
- d) *To review and recommend to Senate or to the Academic Policy and Planning Committee where appropriate on practices, procedures, and policies related to issues of academic integrity such as, but not limited to, cheating and plagiarism.*

<http://www.mcgill.ca/senate/committeesofsenate/standingcommittees/studentaffairs/>

UAC - Terms of Reference :

The University Admissions Committee is a Standing Committee of Senate charged with the following responsibilities:

1. *Review the admissions standards, policies, and procedures of the University;*
2. *Recommend to Senate admissions policies for all faculties, and schools;*
3. *Strike a subcommittee with the Dean of Students as Chair which would make recommendations regarding procedures for review of admissions decisions and, as needed, review the application of such procedures in individual cases. The subcommittee shall report annually to the Committee.*
4. *Report at least once annually to Senate.*

<http://www.mcgill.ca/senate/committeesofsenate/standingcommittees/admissions/>

COMMITTEE ON ANCILLARY SERVICES

Status: Recommend that this committee be dissolved.

CAS Terms of Reference (current)

The role of the Committee on Ancillary Services is to facilitate liaison between the larger McGill community and the McGill administration by discussing and advising on policy matters relating to ancillary services that impact on academic life.

Ancillary services include, but are not limited to, food services, parking services, photocopy, course pack and printing services, hospitality and travel services, and alcohol permit administration.

To this end, the Committee will meet at least twice yearly and report to Senate annually, and shall meet at other times upon one week's written notice from at least two-thirds of the members of the Committee. The Committee will receive annual reports from the director of each Service, as to their actions for the past year. The Committee may recommend the creation of subcommittees to address specific issues. Subcommittees will report to the full Committee at least annually or on a timely basis.

Composition

Vice-Principal (Administration and Finance) or delegate

Three academic representatives as selected by Senate Nominating Committee

Three administrative and support staff representatives as selected by Senate Nominating Committee

Two undergraduate students

One graduate student

The Chair shall be chosen from among the committee membership by Senate, on recommendation of the Senate Nominating Committee.



COMMITTEE ON THE RIGHTS OF SENATE

Status: The Committee has developed revised terms of reference, pending for discussion with Senate in the fall of 2009.

1. A breach of the rights of Senate consists in such improper obstruction, including intentional untruthful statement or representation by a member, or attempt at or threat of obstruction, of Senate, its members, officers, or committees, as is causing or likely to cause, substantial interference with the performance of their respective functions.
2. Where the business of Senate or of any of its committees or of any officer of either involves confidential matter, a breach of that confidentiality shall (subject to the rules and principles relating to University discipline) be a breach of the discipline of the University; and shall *per se* also be a breach of the rights of the Senate.
3. An act will not be dealt with by Senate as a breach of the rights of Senate unless it is essential to do so in order to provide reasonable protection for the Senate, its members, officers, or committees in the performance of their respective functions.

The Committee on the Rights of Senate shall investigate any complaint referred to it by Senate, and report to Senate its findings and recommendations. The committee may recommend administrative action, the institution of disciplinary proceedings, or such other measures as it may think fit.

Composition

The Committee on the Rights of Senate shall be a standing committee of Senate and, unless the Senate orders otherwise, the committee shall:

- i) be appointed on the recommendation of the Nominating Committee;
- ii) consist of six senators;
- iii) include, as one of its members, an *ex officio* or elected senator who is a member of the staff of the Faculty of Law;
- iv) include one student;
- v) have a quorum consisting of the majority of its members; and
- vi) have the power to hold closed sessions.

Source: Senate Minute 105, April 5, 1995
Amendment: Senate Minute 5, January 30, 2002

COMMITTEE ON TECHNOLOGY TRANSFER

Status: Dissolve with technology transfer matters under the Research Policy Committee (reporting to APC), with the endorsement of the VP RIR.

Objectives

The committee shall advise and assist the Vice-Principal (Research and International Relations) in formulating policies relating to technology transfer and in the active promotion of technology transfer in a manner that is consistent with the academic priorities of the University. And decisions to encourage interactions between the University and the public and private sectors and actively promote technology transfer in a manner consistent with the academic priorities of the University.

Terms of Reference

Make recommendations, as appropriate, to Senate and the Board of Governors on revisions to the University's policies on technology transfer and research, conflict of interest, consulting, and intellectual property. Particular attention should be given to ensure that the sponsorship of research by third parties does not divert the University from its primary missions of undergraduate and graduate teaching and the advancement of knowledge in all of the disciplines practised at McGill.

- Formulate new strategies to promote and assist the development of interactions between the University and the public and private sectors, where appropriate across the University.
- Receive reports from and review the performance of the Office of Technology Transfer.
- Receive reports, at least annually, from the Martlet Research Trust and from arm's-length corporations established for the purpose of commercializing McGill research, on activities undertaken to commercialize such research.
- Review, at least annually, the status of the McGill portfolio of licenses and spin-off companies.

Membership:

Vice-Principal (Research and International Relations) – Chair

The Associate Vice-Principal (Research and International Relations)

Two academic members appointed by Senate

Three members representing the Board of Governors

Two Deans or Associate Deans to be appointed by the deans of the faculties

One undergraduate student

One graduate student

Members appointed by Senate, the Board of Governors, and deans shall be appointed for three-year terms, staggered; student representatives shall be appointed for a one-year term.

Advisors (voice but no vote):

University Legal Advisor

Director, Office of Technology Transfer
Observer: Treasurer or delegate

DRAFT