



**Brock University Senate**

MINUTES OF MEETING #3 (2010-11)

**SENATE GOVERNANCE COMMITTEE**

WEDNESDAY, OCTOBER 6, 2010, 3:00 PM

SANKEY CHAMBER, MACKENZIE CHOWN COMPLEX

PRESENT: Professor Stan Sadava (Chair), Mr. Mike Farrell (Recording Secretary), Professor Sandra Felton, Dr. Murray Knuttila, Professor Carol Merriam, Professor Bozidar Mitrovic, Mr. Edward Nkyi, Professor Michael Plyley, Professor Cristina Santos, Professor Susan Sydor

REGRETS: Interim Dean Rick Cheel, Mr. Daud Grewal

**1. Approval of Minutes**

[The minutes of the Senate Governance Committee (2010-11) meeting #2 held on September 8, 2010 had been distributed with the meeting materials.]

**MOVED** (Plyley/Merriam)

**That the minutes of the Senate Governance Committee (2010-11) meeting #2 held on September 8, 2010 be approved.**

**CARRIED**

**2. Update on release time for the Chair and Vice-Chair of Senate**

Dr. Knuttila and Professor Sydor provided an update regarding the proposed release time for the Chair and Vice-Chair of Senate. Over the past academic year, the Chair and Vice-Chair documented their Senate-related activities and hours in order to develop the basis for a formula for release time. The formula would give those involved in these leadership positions in the future a better idea of the workload. For the 2009-10 academic year, the formula would be used to provide banked release time for the Chair and Vice-Chair of Senate, but in the future, the formula would be used to allow release time during the term of service.

In principle, the equivalent release time of a half course or P course would be provided for the Chair and a half of a P course for the Vice-Chair. The budget to provide the stipend for the release time would be discussed during the mid-year review as presented by the Provost. It is proposed that the release time would be funded centrally and not by the individual Faculties. The Committee would be provided with a further update at a future meeting.

### **3. Role of the Immediate Past Chair of Senate**

Professor Sydor explained that currently, the Immediate Past Chair of Senate has no formal role with Senate. There is value in the experience and the contribution that could be made by the Immediate Past Chair in working with a current Chair and Vice-Chair of Senate in an informal advisory capacity. This year, the Immediate Past Chair has been invited by the Chair and Vice-Chair of Senate to be involved with them in an advisory capacity. In a particular year, this type of involvement would be at the discretion of the current Chair and Vice-Chair and with the agreement of the Immediate Past Chair. The Committee agreed that it was an excellent idea to involve the Immediate Past Chair of Senate who would provide added service to the University in this consultative and advisory capacity.

### **4. Review of the Faculty Handbook**

Mr. Farrell explained that the various sections of the Faculty Handbook are the responsibility of each Senate Committee. The Committee agreed that each Committee Chair be asked to review, over the coming year, the terms of reference and the sections of the Faculty Handbook for which they have responsibility in order to identify any outdated policies or other issues. In order for consistency and continuity, any proposed amendments to terms of reference or changes to respective sections of the Faculty Handbook should be reported to the Governance Committee. It was clarified that this review would include the new Academic Review Committee.

Responsibility for the various sections of the Faculty Handbook are outlined below.

Faculty Handbook II: 8.2.4

Faculty Handbook sections are assigned to Senate committees as follows:

- a) Governance Committee - Section II; advise on Section I;
- b) Graduate Studies Committee - Section III: 14 and 21 (as required)
- c) Information Technology and Infrastructure Committee - Section III: 16
- d) Undergraduate Program Committee - Section III: 1, 3.1.1; 3.1.2; 4-7, 9-13, 17, 18 and 21 as required
- e) Undergraduate Student Affairs Committee - Section III: 1, 2, 3.1.3; 3.1.4; 15, and 19
- f) Research and Scholarship Policy Committee - Section III: 8, 22, 23, 24 and 25
- g) Academic Review: Section III: 20

### **5. Senate Committee membership structure**

During its previous meeting, the Committee discussed options to adjust the Senate Committee membership structure in order to be more flexible in filling positions while ensuring that each elected Senator has a Committee assignment and that all Faculties are represented. Professor Sadava explained that the sub-committee (Professor Sadava, Professor Felton and Mr. Farrell) met to review the options related to the Senate Committee membership structure. On September 22, 2010, the Governance Committee reported to Senate that it had struck a sub-committee to review options related to the Senate Committee membership structure. The report of the sub-committee on the Senate Committee membership Structure was distributed during the meeting for discussion.

As outlined in the report, consideration was to be given to the requirement regarding the number of elected Senators (of the 35 Full-time Teaching Staff or Professional Librarians positions) and members-at-large on Senate Committees, the need for additional elected Senators and a review of the minimum requirement of representation of elected Senators from each Faculty.

The Committee considered a report from the sub-committee and did not recommend additional elected Full-time Teaching Staff or Professional Librarian members at this time.

With respect to changing the current requirement that there be a minimum of two elected members from each Faculty, the following motion was presented.

**MOVED** (Felton/Santos)

**That proposal #2 as stated in the report to change the requirement from a minimum of two elected members of Senate from each Faculty to four be approved.**

**LOST**

In its report, the sub-committee recommended that the requirement for a minimum of four additional Full-time Teaching Staff or Professional Librarian members be changed to two. This would provide flexibility in balancing the representation on Senate Committees and each elected Senator would be a member of one Committee, with the exception that some of the Committee Chairs or Vice-Chairs would also serve on the Budget Advisory Committee. This change would also provide an opportunity to involve more members-at-large from across the University in the work of Senate Committees.

With this change, the elected members on a Committee would be the Committee Chair and Vice-Chair, and two additional elected members and the Chair of Senate or Vice-Chair of Senate ex officio for a total of a minimum of five as opposed to seven. Members-at-large would be assigned to Committees as necessary to ensure that each Faculty is represented.

**MOVED** (Plyley/Mitrovic)

**That Faculty Handbook II: 9.5 to 9.12 be amended with respect to the composition of Senate Committees as follows:**

- 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~~ two 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;"

**CARRIED**

**6. Procedures for the appointment/reappointment of Presidents**

Due to time limitations and in order to proceed with the discussion of the draft Brock University Strategic Plan, the following motion was presented.

**MOVED** (Sydor/Santos)

**That consideration of agenda item #6 Procedures for the appointment/reappointment of Presidents be postponed to a later date.**

**CARRIED**

**7. Review of the draft Brock University Strategic Plan**

The Provost and Vice-President, Academic consulted with the Committee on the draft Brock University Strategic Plan which was circulated with the meeting materials. The October 2010 President's Report to Senate was distributed to the Committee prior to the discussion. The report would be posted with the Senate agenda on October 8.

Dr. Knuttila provided background about the draft document and its context to Faculty and Department plans across the University. The Committee provided feedback to Dr. Knuttila who noted the points of the discussion. Members agreed to provide further feedback directly to Dr. Knuttila.

It was confirmed that the Committee would convene a meeting on November 3 with Senate Committee Chairs and Vice-Chairs in order to discuss with Dr. Knuttila the draft document and the feedback received from Senate Committees. As well, a special meeting of Senate to discuss the draft document will be held on November 24. No motions would be presented during this special meeting.

**8. Other business**

There was no other business

**9. Adjournment**

The meeting adjourned at 4:55 p.m.