



ACADEMIC COUNCIL

SESSION:

Public
 Non-Public

ACTION REQUESTED:

Decision
 Discussion/Direction
 Information

TO: Academic Council

DATE: June 19, 2018

FROM: Becky Dinwoodie, Assistant University Secretary

SUBJECT: 2018-2019 Meeting Schedule – Academic Council Executive Committee & Academic Council

PURPOSE:

To obtain Academic Council’s feedback on the proposed changes to the 2018-2019 meeting schedule for Academic Council Executive Committee (ACX) and Academic Council (AC).

BACKGROUND & RATIONALE:

The current meeting schedule for ACX, AC and its underlying committees is as follows:

	Day	Time
ACX	First Tuesday of the month	2:30 – 4:30 p.m.
AC	Third Tuesday of the month	2:30 – 4:30 p.m.
Curriculum & Program Review Committee (CPRC)	Third Friday of the month	9:00 – 11:00 a.m.
Graduate Studies Committee (GSC)	Fourth Tuesday of the month	9:30 – 11:30 a.m.

The goal of the Office of the University Secretary is to distribute meeting material one week in advance of a meeting. Given the proximity in timing of the CPRC, GSC and ACX meetings, the turnaround time for the CPRC and GSC Reports to be finalized for ACX is extremely short, especially if there are any changes required as a result of the

committees' discussions. This timing places a great deal of pressure on CIQE and the School of Graduate & Postdoctoral Studies, as well as on the Office of the University Secretary. The timing does not allow for the distribution of ACX meeting material more than only a couple of days in advance.

In an effort to improve meeting efficiency, provide additional time following GSC and CPRC meetings to incorporate any changes discussed, and to deliver material in advance of ACX to allow sufficient time for review, we are recommending changing the meeting days of ACX and AC as follows:

	Day	Time
ACX	From First to Second Tuesday of the month	2:30 – 4:30 p.m.
AC	From Third to Fourth Tuesday of the month	2:30 – 4:30 p.m.

While GSC meetings are also held on the fourth Tuesday, this will not result in a delay of approval of GSC proposals as the GSC recommendations always come forward at the next month's meeting of ACX and AC (e.g. October GSC meeting recommendations are presented at the November ACX and AC meetings).

CONSULTATION:

- Scheduling: the schedules of AC members are blocked from 2:30 – 4:30 p.m. every Tuesday afternoon so as to not conflict with AC meetings; since ACX is composed entirely of AC members, there should be no conflicts
- Faculties: we consulted with each Faculty to ensure there would be no conflicts with Faculty Council meetings
- ACX: ACX discussed the proposal at the meeting on June 5 - the committee is supportive of the changes

MOTION:

If Academic Council is supportive of the proposed meeting schedule for 2018-2019, we request approval of the following motion:

That Academic Council approve the meeting schedule for 2018-2019, as follows:

	Day	Time
ACX	Second Tuesday of the month	2:30 – 4:30 p.m.
AC	Fourth Tuesday of the month	2:30 – 4:30 p.m.