



ACADEMIC COUNCIL COMMITTEE REPORT

SESSION:

Public
 Non-Public

ACTION REQUESTED:

Decision
 Discussion/Direction
 Information

TO: Academic Council

DATE: May 28, 2019

FROM: Governance & Nominations Committee

SUBJECT: Review of Academic Council Executive Committee Terms of Reference

COMMITTEE MANDATE:

- Section 1(a) of the GNC Terms of Reference lists one of the responsibilities of the committee as advising Academic Council on the establishment, terms of reference, composition, membership and retirement of its committees.
- As part of the implementation of By-law No. 2, the GNC has been asked to review the Terms of Reference for all of Academic Council's standing committees.

BACKGROUND/CONTEXT:

- In order to assist the GNC with its review, the Academic Council Executive Committee (ACX) reviewed and provided feedback on its Terms of Reference.

ACX Comments:
Committee Composition:

- eliminate term "core faculty"
- should the member nomination process be set out in the ToR?
- should there be representation of all Faculties on the committee?
 - would lead to a richer discussion if there were representatives from each Faculty on the committee
 - could include a provision in ToR stating that when establishing membership, should consider diversity of representation (different

- Faculties, gender balance, downtown/north campus representation, experience, etc.)
 - committee acknowledged difficulty of filling open positions on committees
 - preference to keep the number of faculty on ACX at 5 with a note about goal of having diversity of perspectives on committee
- should solicit expressions of interest from Academic Council
- change core faculty to “elected faculty representatives from Academic Council”
- add Vice-Chair of Academic Council (AC) to the committee membership
- Vice-Chair of AC should also serve as Vice-Chair of ACX

Mandate Comments

- items #5 & #7 under the mandate are no longer relevant given establishment of the GNC
- #2 should also not be in the mandate of ACX – if advice of AC is required on budgetary matters, then should get perspective of AC as a whole and not only a subset of AC members
 - if new programs are coming through AC, budgetary questions should be considered at the Faculty level
 - ACX can be facilitator of budgetary discussions, but ACX should not be a budgetary committee
 - suggest to GNC that should consider establishing a budget advisory committee
- suggestion that ACX’s main role is to facilitate AC activities – consider the information being presented & whether there is sufficient time
- main role of ACX is to review & approve ACX agendas & advise on material

Meeting Dates & Times

- build in flexibility – do not state specific day or time
- suggest stating that ACX to meet at least 2 weeks before Academic Council, as deemed necessary by the Chair

GNC’s comments:

- The Vice-Chair of AC should also serve on ACX, either as an ex-officio member or be selected from among ACX members
- After much discussion, the committee supported the approach of soliciting expressions of interest from Council members for positions on ACX and then canvassing ACX for members interested in serving as Vice-Chair.
- This would require updating the ACX Terms of Reference to make the administrative staff member eligible for membership, as well.
- GNC emphasized the importance of ensuring a diversity of perspectives on ACX (gender balance, different Faculties, faculty/students/staff, downtown/north campus, tenured/tenure track & teaching faculty).
- The committee recommended including a statement of the value of having a diversity of perspectives in the Terms of Reference.

NEXT STEPS:

1. Academic Council's feedback will be communicated to GNC at the meeting on June 18, 2019.
2. The Terms of Reference will be presented to Academic Council for recommendation on June 24, 2019.

SUPPORTING REFERENCE MATERIALS:

- Proposed Terms of Reference for ACX
- Current Terms of Reference for ACX



ACADEMIC COUNCIL Steering Committee

Commented [BD1]: More accurately describes function of the new committee

1. TERMS OF REFERENCE

The Steering Committee (“Committee”) is the body responsible for facilitating the work of Academic Council (“AC”). The Committee’s responsibilities include:

- (a) coordinating the business of AC by reviewing and approving the agendas of AC meetings;
- (b) assigning all matters deemed routine and uncontroversial to the consent agenda;
- (c) reviewing the reports and proposals being presented to AC to ensure that relevant background material is available to AC members prior to meetings;
- (d) receiving and reviewing suggested agenda topics from the community and determining whether they are appropriate topics for discussion by AC;
- (e) considering, preparing and scheduling discussions of broad academic interest between 2 – 4 times per academic year; and
- (f) coordinating annual reports from the subsidiary bodies of AC.

2. MEETINGS

The Committee will meet monthly, at least 2 weeks before each meeting of AC, or otherwise at the Committee Chair’s discretion. In accordance with the *UOIT Act* and By-laws, the Committee shall conduct two types of meetings as part of its regular administration: Public and Non-Public.

Commented [BD2]: Provides committee with flexibility with respect to scheduling meetings

3. MEMBERSHIP

The Committee will be composed of:

Ex-officio

- President & Vice-Chancellor (Chair)
- Provost & Vice-President, Academic
- Chair of the committee responsible for undergraduate curriculum
- Chair of the committee responsible for graduate curriculum
- Chair of the committee responsible for research
- Academic Colleague to Council of Ontario Universities
- Secretary of Academic Council (non-voting)

Commented [BD3]: Provides flexibility in event of name change of CPRC & GSC

Commented [BD4]: Consider whether this is still necessary – the new By-law No. 2 has added the Academic Colleague to the membership of Academic Council as a non-voting member



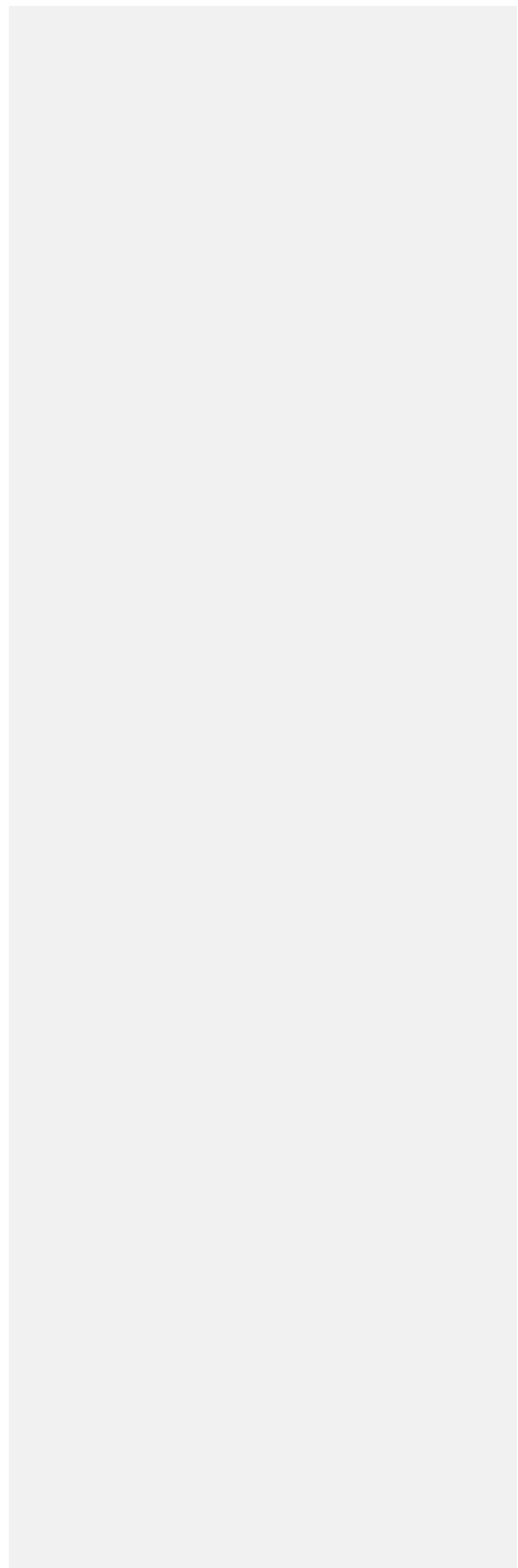
Elected Representatives from Academic Council

- Six (6) elected representatives of Academic Council (Administrative Staff, Teaching Staff, and Students) to ensure the Committee benefits from a balance of skills, expertise, and knowledge among its membership, while reflecting the demographic and cultural diversity of the communities served by the university.
- One of the elected representatives will also serve as Vice-Chair of Academic Council and the Steering Committee. The Vice-Chair will be selected in accordance with the relevant procedure established by the Governance and Nominations Committee.

4. QUORUM

Quorum requires that a majority of the Committee members entitled to vote be present.

DRAFT





(<https://uoit.ca/index.php>)

OFFICE OF THE UNIVERSITY
SECRETARY
AND GENERAL COUNSEL

[HOME \(../..../INDEX.PHP\)](#) / [GOVERNANCE \(../..../INDEX.PHP\)](#) /
[ACADEMIC COUNCIL \(../INDEX.PHP\)](#) / [COMMITTEES \(INDEX.PHP\)](#) / **TERMS OF REFERENCE**

TERMS OF REFERENCE

EXECUTIVE COMMITTEE

I. MEETING DATES AND TIMES

The Executive Committee shall meet on the first Monday of each month from 12:00 p.m. to 2:00 p.m. unless otherwise determined by the Chair.

II. MEMBERSHIP

- President (Chair)
- Provost (Vice-Chair)
- Chair, Curriculum and Program Review Committee
- Chair, Graduate Studies Committee
- Academic Colleague to Council of Ontario Universities
- Five (5) core faculty members (who also sit on Academic Council)
- One (1) student representative (who also sits on Academic Council)

III. TERMS OF REFERENCE

1. The Executive Committee is the body responsible for coordinating the work of Academic Council and its committees. In pursuance of its responsibilities, it directs the flow of Academic Council business to the appropriate committees, administers the process of nominating members to serve on Academic Council and its committees, sees that committees report on policy matters, and schedules the agenda of Academic Council to facilitate the consideration of reports and other policy matters. The Executive Committee approves all matters going to Academic Council. Academic Council committees will then return items referred to them by the Executive Committee, having pointed out those aspects that deserve Academic Council discussion.

2. The Executive Committee will also act as the budget committee of Academic Council and will advise on the following:

- a. the feasibility of new Faculties, Departments, Programs, or Research Centres;
- b. reviews of existing Faculties, Departments, Programs, or Research Centres;
- c. budgetary matters that affect academic programs; and
- d. the number and distribution of tenure stream faculty appointments, preferably within the context of comprehensive budget proposals.

3. The Executive Committee will advise Academic Council on all matters pertaining to the organization of Academic Council and its committees; the organization and function of academic governance in the University; Academic Council's relationship with other bodies in the University and with bodies external to it.

4. The Executive Committee will recommend the creation of special committees to deal with matters of general concern that do not fall within the accepted area of jurisdiction of an existing Academic Council committee.

5. The Executive Committee will present nominations for officers of Academic Council and will also present nominations for all Standing Committees of Academic Council.

6. The Chair of the Executive Committee may authorize that any part of an Academic Council meeting be held in camera. The Committee may declare certain Academic Council documents confidential and withhold them from circulation.

7. The Executive Committee acts as Academic Council's liaison with the Board of Governors.

8. During the summer months, the Executive Committee will act on behalf of Academic Council and the Executive Committee will report to the Academic Council, at its first regular meeting in September, what action has been taken under this authority.

9. The Executive Committee will approve annually the membership lists of Faculty Councils.

10. A summary of the Board's actions will be made available to the Executive Committee regularly for distribution to Academic Council.

ACADEMIC APPEALS COMMITTEE

ADMISSIONS & SCHOLARSHIP COMMITTEE

CURRICULUM & PROGRAM REVIEW COMMITTEE

GOVERNANCE & NOMINATIONS COMMITTEE

GRADUATE STUDIES COMMITTEE

HONORARY DEGREES COMMITTEE

RESEARCH BOARD
