



ACADEMIC COUNCIL – Special Meeting
Friday, April 3, 2020
11:00 a.m. – 12:00 p.m., [Video Conference](#) Only

AGENDA	Suggested Start Time
1. Call to Order	11:00 a.m.
2. Agenda* (M)	
3. Chair’s Remarks	
4. Provost’s Remarks	11:10 a.m.
5. Pandemic Planning – Delegation of Authority to Academic Council Steering Committee* (M)	11:15 a.m.
6. Termination (M)	12:00 p.m.

Becky Dinwoodie, Secretary



ACADEMIC COUNCIL REPORT

SESSION:

Public

ACTION REQUESTED:

Decision
 Discussion/Direction

TO: Academic Council (AC)

DATE: April 3, 2020

PREPARED BY: Cheryl Foy, University Secretary & General Counsel and
 Becky Dinwoodie, Assistant University Secretary

SUBJECT: Academic Council Pandemic Planning – Emergency Delegation
 of Authority to Steering Committee

AC MANDATE:

- As set out in Article 1.1 of By-law No. 2, Academic Council (AC) has the authority to establish the academic standards and curricular policies and procedures of the university, and to regulate such standards, policies and procedures. In order to ensure AC can continue to do so during the COVID-19 situation, we are seeking AC’s delegation of authority to the Steering Committee, as set out in the amended Steering Committee Terms of Reference.

BACKGROUND/CONTEXT & RATIONALE:

- States of emergency declarations have been made at various levels of government and internationally. In compliance with the directives coming from government, the university is enacting measures and implementing contingency plans to manage the implications of the pandemic affecting the university community.
- The university has a pandemic plan. Measures to date have not arisen from the pandemic plan. They have been in response to measures the government is taking to try to minimize the impact of the pandemic. These measures can be found on the federal and provincial government websites and have been highlighted in the daily communications that the university has sent to the university community. There are also links to information websites on the university’s site at: [COVID-19 updates](#).
- At a special meeting of AC held on March 31, 2020, AC approved a motion requesting the Board’s approval of an amendment to the Terms of Reference of the AC Steering Committee. A copy of the proposed amended Terms of Reference

is attached. The amendment recognizes that in times of emergency, AC may need to delegate its authority to the Steering Committee in order to make timely decisions, and provide timely input into university decisions. The amendment further stipulates that:

- (a) The AC must grant the temporary delegation of authority by resolution.
 - (b) The AC may also limit the scope of this delegation.
 - (c) The delegation of authority will take effect as of a date to be determined by AC or will be triggered by the inability of AC to reach quorum.
 - (d) The delegation of authority will remain in effect until the emergency or other extraordinary circumstance has ended, or until amended or revoked by AC by resolution, whichever is earlier.
 - (e) The Committee will make all efforts to arrange Academic Council meetings such that this delegation of authority is reviewed monthly, or as quickly thereafter as possible.
 - (f) The Committee will report all actions taken on behalf of AC to AC for information as soon as is reasonably possible.
- During its discussion of the amendment, AC confirmed:
 - The importance of AC's commitment to continuing to meet in accordance with the Academic Council schedule published at: [AC meetings](#);
 - a desire to limit the length of specific delegations;
 - a desire to ensure that the Steering Committee membership is complete and also that there are back-up Steering Committee members to ensure that the Steering Committee can always achieve quorum;
 - that it's important to be able to reach all Council members in the event of an emergency; and
 - there may be a need to meet during the summer.

Recommendations Arising from Academic Council Discussion:

1. That AC formally recognizes that the COVID-19 Pandemic is an emergency requiring appropriate pandemic planning (**motion needed**).
2. That members of AC share their telephone numbers and alternate email addresses with the Secretariat (to be collected and maintained confidentially), so that members may be contacted in the event that they cannot be contacted using their ontariotechu.ca e-mail addresses (no motion needed).
3. That the Secretariat issue a call for expressions of interest to fill the one (1) vacant position on the Steering Committee, as well as to create a pool of AC members who would then be available for appointment to the Steering Committee should members become ill (no motion needed).
4. There will be no change to the normal Academic Council meeting schedule (fourth Tuesday of the month). However, the Secretariat will schedule two additional Academic Council meetings on the fourth Tuesday of the months of July and August, to be held at 2:30 p.m. (**motion needed**);

5. After approval of the amended terms of reference by the Board of Governors, the delegation of authority to the Steering Committee will be as follows (**motion needed**):
 - (a) **Effective Date/Time:** the delegation will come into effect upon Academic Council failing to achieve quorum at either a special meeting or a regular meeting of Council. Failure to achieve quorum will not be declared until at least fifteen (15) minutes after the scheduled start time of the meeting in question.
 - (b) **Duration:** the delegation will continue for one month or until the next regularly scheduled Academic Council meeting, whichever is earlier. However, should Academic Council be unable to reach quorum, the delegation of authority will continue. The Steering Committee, with the support of the Secretariat, will arrange for the next Academic Council meeting as quickly thereafter as possible (motion required).
 - (c) **Scope:** the Steering Committee will have the authority to exercise AC's responsibilities as set out in Article 1.1 of By-law No. 2, including the appointment of replacement members to the Steering Committee, if necessary.
 - (d) **Reporting:** the Steering Committee agenda and material to be circulated to AC to provide AC members with an opportunity to provide feedback for consideration by the Steering Committee; the Steering Committee meetings will be public and available AC members may join virtually to listen; notice of decisions made by the Steering Committee on behalf of AC will be distributed immediately following the meeting, with the relevant minutes to be provided to AC after approval.

MOTIONS FOR CONSIDERATION (TO BE COMPLETED AFTER RECOMMENDATIONS ABOVE ARE DISCUSSED):

1. *That Academic Council hereby formally recognizes that the COVID-19 Pandemic is an emergency requiring appropriate pandemic planning.*
2. *That Academic Council meetings be scheduled for Tuesday, July 28 and Tuesday, August 25, 2020 to begin at 2:30 p.m. and end by 4:30 p.m.*
3. *That Academic Council hereby delegates its authority to the Steering Committee on the following terms:*
 - *the delegation of authority comes into effect [];*
 - *the delegation of authority will continue for [];*
 - *the scope of the Steering Committee's delegated authority includes []; and*
 - *the reporting requirements relating to the delegation of authority are [].*

SUPPORTING REFERENCE MATERIALS:

- recommended Terms of Reference for the Steering Committee

ACADEMIC COUNCIL Steering Committee

1. TERMS OF REFERENCE

- a. 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.

- b. AC may approve a temporary delegation of its authority to the Committee because of an emergency or extraordinary circumstance, as declared by AC:
 - (a) The AC must grant the temporary delegation of authority by resolution.
 - (b) The AC may also limit the scope of this delegation.
 - (c) The delegation of authority will take effect as of a date to be determined by AC or will be triggered by the inability of AC to reach quorum.
 - (d) The delegation of authority will remain in effect until the emergency or other extraordinary circumstance has ended, or until amended or revoked by AC by resolution, whichever is earlier.
 - (e) The Committee will make all efforts to arrange AC meetings such that this delegation of authority is reviewed monthly, or as quickly thereafter as possible.
 - (f) The Committee will report all actions taken on behalf of AC to AC for information as soon as is reasonably possible.

2. MEETINGS

The Committee will meet 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.

3. MEMBERSHIP

The Committee shall be composed of:

Ex-officio

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

Elected Representatives from Academic Council

- Between three (3) and six (6) elected representatives of Academic Council (Teaching Staff, Administrative 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 Agenda 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.