



NOTICE OF MEETING

There will be a meeting of the Senate Governance Committee

on Wednesday, September 19, 2018 at 2:30pm

Room 209/211 Assumption Hall

A G E N D A

- 1 Approval of Agenda**
1.1 Unstarring agenda items
- 2 Approval of the minutes of the meeting of May 16, 2018.**
E-vote of February 5, 2018
E-vote of March 21, 2018
E-vote of March 28, 2018
SGCm180516-Approval
SGCm180205-Information
SGCm180321-Information
SGCm180328-Information
- 3 Business arising from the minutes**
- 4 Outstanding Business/Action Items**
***4.1 Committee Membership**
Douglas Kneale-Approval
SGCa180919-4.1
- 5 Bylaw Business**
5.1 Acting Appointments – Proposed Bylaw Revisions
Rick Caron-Approval
SGCa180919-5.1

5.2 Proposed Revision to Bylaw 51 – Multiple Exams Clause
Rick Caron-Approval
SGCa180919-5.2
- 6 Question Period/Other Business**
- 7 Adjournment**

Please carefully review the ‘starred’ (*) agenda items. As per the June 3, 2004 Senate resolution, ‘starred’ items will not be discussed during a scheduled meeting unless a member specifically requests that a ‘starred’ agenda item be ‘unstarred’, and therefore open for discussion/debate. This can be done any time before (by forwarding the request to the secretary) or during the meeting. By the end of the meeting, agenda items which remain ‘starred’ (*) will be deemed approved or received.

**University of Windsor
Senate Governance Committee**

***4.1: Senate Standing Committee Membership**

Item for: Approval

Forwarded by: University Secretariat

MOTION: That the Senate Governance Committee recommend to Senate the approval of the following Senate Standing Committees memberships.

Dr. Ken Montgomery – Faculty of Education Representative – Program Development Committee

Prof. Ruth Kuras – Faculty of Law Representative – Senate Student Caucus

**University of Windsor
Senate Governance Committee**

5.1: Acting Appointments – Proposed Bylaw Revisions

Item for: **Approval**

Forwarded by: **SGC Bylaw Review Committee**

MOTION: That the proposed revisions to Bylaws 5, 8, 10, 11, 12, 13, 14, 16, and 17 be approved.

Rationale:

- As requested by Senate at its April 2018 meeting, the changes provide consistency across all bylaws on appointments; clarifying that the maximum term for any acting appointment is two years.

Proposed Revisions:

[proposed revisions are in bold and strikethrough]

Bylaw 5: AAU Heads - Heads of Departments and Directors of Schools

5 Acting Appointment

In the event of a vacancy in the office of an AAU Head, the President may recommend to the Board of Governors an acting appointment **normally** not to exceed twelve months, or until an AAU Head is appointed, whichever comes sooner. Such recommendation shall be made with the approval of the AAU Council and the AAU Council's view of the appointment shall be communicated to the Board of Governors. An Acting AAU Head shall not be renewed in his or her position without the approval of the AAU Council. An Acting AAU Head shall not normally be replaced by a different Acting AAU Head except in circumstances which must be stated to the AAU Council concerned and after consultation in accordance with the procedures above. **The maximum term for an Acting AAU Head shall be two years.**

Bylaw 8: Associate Deans

5 Acting Appointment

In the event of a vacancy in the office of an Associate Dean, the President may recommend to the Board of Governors an acting appointment **normally** not to exceed twelve months, or until the Associate Dean is appointed, whichever comes sooner. Such recommendation shall be made only after consultation with the Faculty Coordinating Council, or in the case of a Faculty that has no departments the Faculty Council, and the Faculty Coordinating Council's, or in the case of a Faculty that has no departments the Faculty Council's, view of the appointment shall be communicated to the Board of Governors. An Acting Associate Dean shall not be renewed in his or her position without the approval of the Faculty Coordinating Council, or in the case of a Faculty that has no departments the Faculty Council. An Acting Associate Dean shall not normally be replaced by a different Acting Associate Dean except in circumstances which must be stated to the Faculty Coordinating Council, or in the case of a Faculty that has no departments the Faculty Council, concerned and after consultation in accordance with the procedures above. **The maximum term for an Acting Associate Dean shall be two years.**

Bylaw 10: Deans of Faculties

5 Acting Appointment

In the event of a vacancy in the office of the Dean of a Faculty, the President may recommend to the Board of Governors an acting appointment normally not to exceed twelve months, or until the Dean is appointed, whichever comes sooner. Such recommendation shall be made only after consultation with the Faculty Assembly, or in the case of a Faculty that has no departments the Faculty Council, and the Assembly's or in the case of a Faculty that has no departments the Faculty Council's, view of the appointment shall be communicated to the Board of Governors. An Acting Dean shall not be renewed in his or her position without the approval of the Faculty Assembly, or in the case of a Faculty that has no departments the Faculty Council. An Acting Dean shall not normally be replaced by a different Acting Dean except in circumstances which must be stated to the Faculty Assembly, or in the case of a Faculty that has no departments the Faculty Council, concerned and after consultation in accordance with the procedures above. **The maximum term for an Acting Dean shall be two years.**

Bylaw 11: Vice-Provost, Teaching and Learning

5 Acting Appointment

In the event of a vacancy in the office of the Vice-Provost, Teaching and Learning, the President may recommend to the Board of Governors an acting appointment **normally** not to exceed twelve months, or until the Vice-Provost, Teaching and Learning is appointed, whichever occurs sooner. Such recommendation shall be made only after consultation with the Senate, and the Senate's view of the appointment shall be communicated to the Board of Governors. An Acting Vice-Provost, Teaching and Learning shall not be renewed in his or her position without the approval of the Senate. An Acting Vice-Provost, Teaching and Learning shall not normally be replaced by a different Acting Vice-Provost, Teaching and Learning except in circumstances which must be stated to the Senate and after consultation in accordance with the procedures above. **The maximum term for an Acting Vice-Provost, Teaching and Learning shall be two years.**

Bylaw 12: Associate Vice-President, Student Experience

5 Acting Appointment

In the event of a vacancy in the office of the Associate Vice-President, Student Experience, the President may recommend to the Board of Governors an acting appointment **normally** not to exceed twelve months, or until the Associate Vice-President, Student Experience is appointed, whichever occurs sooner. Such recommendation shall be made only after consultation with the Senate, and the Senate's view of the appointment shall be communicated to the Board of Governors. An Acting Associate Vice-President, Student Experience shall not be renewed in his or her position without the approval of the Senate. An Acting Associate Vice-President, Student Experience shall not normally be replaced by a different Acting Associate Vice-President, Student Experience except in circumstances which must be stated to the Senate and after consultation in accordance with the procedures above. **The maximum term for an Acting Associate Vice-President, Student Experience shall be two years.**

Bylaw 13: Associate Vice-President, Academic

5 Acting Appointment

In the event of a vacancy in the office of the Associate Vice-President, Academic, the President may recommend to the Board of Governors an acting appointment normally not to exceed twelve months, or until the Associate Vice-President, Academic is appointed, whichever occurs sooner. Such recommendation shall be made only after consultation with the Senate, and the Senate's view of the appointment shall be communicated to the Board of Governors. An Acting Associate Vice-President, Academic shall not be renewed in his or her position without the approval of the Senate. An Acting Associate Vice-President, Academic shall not normally be replaced by a different Acting Associate Vice-President, Academic except in circumstances which must be stated to the Senate and after consultation in accordance with the procedures above. **The maximum term for an Acting Associate Vice-President, Academic shall be two years.**

Bylaw 14: Provost and Vice-President, Academic

5 Acting Appointments

In the event of a vacancy of the Office of Provost and Vice-President, Academic, the President may recommend to the Board of Governors an acting appointment normally not to exceed twelve months, or until Provost and Vice-President, Academic is appointed, whichever comes sooner. Such recommendation shall be made only after consultation with the Senate, and the Senate's view of the appointment shall be communicated to the Board of Governors. An Acting Provost and Vice-President, Academic shall not be renewed in his or her position without the approval of the Senate. An Acting Provost and Vice-President, Academic shall not normally be replaced by a different Acting Provost and Vice-President, Academic except in circumstances which must be stated to the Senate and after consultation in accordance with the procedures above. **The maximum term for an Acting Provost and Vice-President, Academic shall be two years.**

Bylaw 16: Vice-President, Research and Innovation

5 Acting Appointments

In the event of a vacancy in the Office of Vice-President, Research and Innovation, the President may recommend to the Board of Governors an acting appointment normally not to exceed twelve months, or until the Vice-President, Research and Innovation is appointed, whichever comes sooner. Such recommendation shall be made only after consultation with the Senate, and the Senate's view of the appointment shall be communicated to the Board of Governors. An Acting Vice-President, Research and Innovation shall not be renewed in his or her position without the approval of the Senate. An Acting Vice-President, Research and Innovation shall not normally be replaced by a different Acting Vice-President, Research and Innovation except in circumstances which must be stated to the Senate and after consultation in accordance with the procedures above. **The maximum term for an Acting Vice-President, Research and Innovation shall be two years.**

Bylaw 17: Associate Vice-President, Research

5 Acting Appointment

In the event of a vacancy in the office of the Associate Vice-President, Research, the President may recommend to the Board of Governors an acting appointment **normally** not to exceed twelve months, or until the Associate Vice-President, Research is appointed, whichever occurs sooner. Such recommendation shall be made only after consultation with the Senate, and the Senate's view of the appointment shall be communicated to the Board of Governors. An Acting Associate Vice-President, Research shall not be renewed in his or her position without the approval of the Senate. An Acting Associate Vice-President, Research shall not normally be replaced by a different Acting Associate Vice-President, Research except in circumstances which must be stated to the Senate and after consultation in accordance with the procedures above. **The maximum term for an Acting Associate Vice-President, Research shall be two years.**

**University of Windsor
Senate Governance Committee**

5.2: **Proposed Revision to Bylaw 51 – Multiple Exams Clause**

Item for: **Approval**

Forwarded by: **SGC Bylaw Review Committee**

MOTION: That the proposed revision to Bylaw 51 be approved.

Proposed Revision:

[proposed changes are in bold and strikethrough]

- 1.5.2 A student ~~scheduled to write~~ **who has** three or more final examinations **scheduled or due** in consecutive time slots over a 24-hour period or three or more final examinations **scheduled or due** in one calendar day may apply, no later than the fourth week of classes, to have one of their examinations rescheduled on a supplemental examination day. [...]
- 1.5.3 A student who has three or more major in-term evaluations scheduled or due within a 24-hour period may apply, no later than the fourth week of classes, to seek an appropriate accommodation (such as a due date modification, alternative assignment, or rescheduled test). [...]

Rationale:

- The policy was first created in 2003. At that time, the rationale stated that it did not apply to “take-home exams”. Two years ago, when Senate extended the provision related to multiple exam to multiple in-term evaluations in a 24-hour period, a primary argument in support of the change was: “Given the many pressures on students, having more than two in-term evaluations [scheduled or due] in a 24-hour period arguably may result in an unfair and inaccurate assessment of a student’s knowledge. This policy recognizes that the purpose of evaluations is to assess student learning and acknowledges that there are times when the logistics of assessment load (and other factors) make it so that attaining this end is questionable.” Take home examinations are assessed the same as in-class examinations. Therefore, students must dedicate time and effort equivalent to any other examination they may have to write. Whether the final exam is due (take home) or scheduled (invigilated), the impact on student learning and the effectiveness of the assessment of student learning when a student has multiple finals in such a close timeframe is the same.
- The proposed revision would bring the provision in line with the provision for in-term evaluations (which include midterm exams, papers, etc.) by extending it to take home exams, as well as other types of exams such as oral exams.
- The proposal was reviewed and unanimously endorsed by the Academic Policy Committee and the SGC Bylaw Review Committee.