

NOTICE OF MEETING

There will be a meeting of the Senate Governance Committee

on **September 22, 2015 at 2:30p.m.**

Room 300 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 19, 2015.** SGCm150519
- 3 Business arising from the minutes**
- 4 Outstanding Business/Action Items**
 - 4.1 Faculty of Education and Academic Development - Name Change** **Douglas Kneale**-Approval
SGCa150922-4.1
 - 4.2 Committee Membership – Program Development Committee,
Academic Policy Committee and Senate Governance Committee** **Alan Wildeman**-Approval
SGCa150922-4.2
 - 4.3 Working Group on the University’s Equity Assessor
Structures – Update** **Douglas Kneale**-Information
- 5 Bylaw Business**
 - 5.1 Bylaw 12 – Revisions** **Katherine Quinsey**-Approval
SGCa150922-5.1
 - 5.2 Bylaw 13 and 11– Revisions** **Katherine Quinsey**-Approval
SGCa150922-5.2
 - 5.3 Bylaw 10 – Revisions** **Katherine Quinsey**-Approval
SGCa150922-5.3
 - 5.4 Bylaw 22 - Revisions** **Katherine Quinsey**-Approval
SGCa150922-5.4
- 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: **Faculty of Education and Academic Development - Name Change**

Item for: **Approval**

MOTION: That the name of the Faculty of Education and Academic Development be changed to the Faculty of Education.

Rationale:

- The name change to Faculty of Education and Academic Development was necessary to reflect the integration of the Faculty of Education and the Centre for Teaching and Learning.
- In his June 30, 2015 Update, the President confirmed that the University's Centre for Teaching and Learning will, in the months to come, fall under the responsibility of the Associate Vice-President, Academic as the position becomes more clearly centred on the academic mission, and the support of the academic efforts and aspirations of faculty.
- The Centre for Teaching and Learning will continue to provide educational and curricular development services across campus. The Faculty of Education will revert to its former name and will, as always, continue to provide high quality, rigorous programming at the undergraduate and graduate levels offering future educators unique learning opportunities through strategic collaborative partnerships involving boards of education, Universities and community partners to provide rich intellectual and experiential learning opportunities.
- This motion was approved by the Faculty of Education Council on September 10, 2015.
- The name change will be made to Senate policies and bylaws as appropriate.

**University of Windsor
Senate Governance Committee**

4.2: Committee Membership – Program Development Committee, Academic Policy Committee and Senate Governance Committee

Item for: Approval

- Motion #1: That the Senate Governance Committee recommend to Senate that**
- a. Dr. Maureen Muldoon serve as the Faculty of Arts, Humanities and Social Sciences representative on the Program Development Committee.**
 - b. Dr. Gurupdes Pandher serve as the Odette School of Business representative on the Senate Governance Committee.**
 - c. Dr. Fazle Baki serve as the Odette School of Business representative on the Academic Policy Committee.**
 - d. Dr. Alan Scoboria serve as the Social Science representative from the Faculty of Arts, Humanities and Social Sciences on the Academic Policy Committee.**
 - e. Prof. John Weir serve as the Law representative on the Academic Policy Committee.**

University of Windsor
Senate Governance Committee

5.1: **Bylaw 12 - Revisions**

Item for: **Approval**

[changes are in bold and strikethrough]

MOTION: That the proposed revisions to Bylaw 12 be approved.

Proposed Revisions

- a. **Associate Vice-Provost President, Student Experience Affairs and Dean of Students*** [effective July 1, 2016]
- b. 2.2.1: There shall be a Search Committee composed of the Provost and Vice-President, Academic, as chair, six members of the Senate elected by the Senate, two of whom must be students, ~~one director selected by and from the directors who report to the Vice Provost, Student Affairs and Dean of Students,~~ and an Employment Equity/Procedures Assessor (EE/PA) [non-voting]. [effective July 1, 2016]
- c. Schedule A - Duties and Responsibilities: Subject to determination by the Board and in consultation with the President and Provost and Vice-President, Academic, the **Associate Vice-Provost President, Student Experience Affairs and Dean of Students** shall: [effective immediately]
 - be responsible to the Provost and Vice-President, Academic;
 - adhere to the academic standards of the University;
 - ~~act as Dean of Students, and as executive head of student affairs and any other area that may be placed within his/her ambit of management;~~
 - provide guidance and support to the Senate Student Caucus;
 - ~~shall~~ have executive responsibility for personnel, organization, and **bylaw/policy** implementation in **his/her** the following areas:
 - ~~Student Affairs which for example may include:~~
 - ~~mentoring of and advocacy for~~ **mentor and advocate for** various student groups, including full and part time students, Aboriginal students, students with disabilities, international students and other special populations within the student community;
 - ~~liaison~~ **liaise** between students and faculty, including conflict mediation and resolution;
 - ~~implementation of Senate Bylaw(s) regarding student affairs;~~
 - **oversee the** delivery of **general** academic counselling, academic integrity, orientation and a broad range of student support programs (e.g., personal counselling, learning strategies, financial aid and awards, transition support and other services supporting the spectrum of student life);
 - ~~ensuring~~ **ensure** that accommodations for students with disabilities are provided and in compliance with the AODA and Human Rights regulations, and ~~communicating~~ **communicate** matters of concern to the attention of the Senate and/or Administration;
 - ~~initiating policy and ensuring the effective delivery of student career planning services, cooperative education and other applied learning initiatives, in conjunction with the academic units.~~
 - **fulfill other duties as assigned.**

**the title will also be changed wherever it appears in bylaws or policies.*

- Housekeeping revisions made to reflect recent administrative/organizational changes. The position of director on the Search Committee has been removed as there are no longer several directors that report to this position.

**University of Windsor
Senate Governance Committee**

5.1: **Bylaw 12 - Revisions**

Item for: **Approval**

[changes are in bold and strikethrough]

MOTION: **That the revisions to Bylaw 12 be approved:**

- a. **Associate Vice-Provost**~~President~~, Student **Experience Affairs and Dean of Students*** [effective July 1, 2016]
- b. 2.2.1: There shall be a Search Committee composed of the Provost and Vice-President, Academic, as chair, six members of the Senate elected by the Senate, two of whom must be students, ~~one director selected by and from the directors who report to the Vice Provost, Student Affairs and Dean of Students,~~ and an Employment Equity/Procedures Assessor (EE/PA) [non-voting]. [effective July 1, 2016]
- c. Schedule A - Duties and Responsibilities: Subject to determination by the Board and in consultation with the President and Provost and Vice-President, Academic, the **Associate Vice-Provost**~~President~~, Student **Experience Affairs and Dean of Students** shall: [effective immediately]
 - be responsible to the Provost and Vice-President, Academic;
 - adhere to the academic standards of the University;
 - ~~• act as Dean of Students, and as executive head of student affairs and any other area that may be placed within his/her ambit of management;~~
 - provide guidance and support to the Senate Student Caucus;
 - ~~shall~~ have executive responsibility for personnel, organization, and **bylaw/policy** implementation in **his/her** the following areas:
 - ~~• Student Affairs which for example may include:~~
 - ~~mentoring of and advocacy for~~ **mentor and advocate for** various student groups, including full and part time students, Aboriginal students, students with disabilities, international students and other special populations within the student community;
 - ~~liaison~~ **liaise** between students and faculty, including conflict mediation and resolution;
 - ~~• implementation of Senate Bylaw(s) regarding student affairs;~~
 - **oversee the** delivery of academic counselling, academic integrity, orientation and a broad range of student support programs (e.g., personal counselling, learning strategies, financial aid and awards, transition support and other services supporting the spectrum of student life);
 - ~~ensuring~~ **ensure** that accommodations for students with disabilities are provided and in compliance with the AODA and Human Rights regulations, and ~~communicating~~ **communicate** matters of concern to the attention of the Senate and/or Administration;
 - ~~• initiating policy and ensuring the effective delivery of student career planning services, cooperative education and other applied learning initiatives, in conjunction with the academic units.~~
 - **fulfill other duties as assigned.**

**the title will also be changed wherever it appears in bylaws or policies.*

Rationale:

- Housekeeping revisions made to reflect recent administrative/organizational changes. The position of director on the Search Committee has been removed as there are no longer several directors that report to this position.

**University of Windsor
Senate Governance Committee**

5.2: **Bylaw 13 and 11 - Revisions**

Item for: **Approval**

[changes are in bold and strikethrough]

MOTION: That the proposed revisions to Bylaw 11 and Bylaw 13 be approved.

Proposed Revisions

1. Bylaw 11 be revised to reflect that the Vice-Provost, Teaching and Learning now reports to the Associate Vice-President, Academic.
2. Bylaw 13 Associate Vice-President, Academic, be revised as follows:
 - a. Associate Vice-President, Academic ~~Affairs~~
 - b. Schedule A - Duties and responsibilities may include some or all of the following, as assigned by the Provost and Vice-President, Academic:
 - i. **oversee the Institutional Quality Assurance Process (IQAP) and** coordinate the University's undergraduate **and graduate** program review process;
 - ii. participate, as delegate of the Provost and Vice-President, Academic, in University appointments processes requiring the involvement of the Provost and Vice-President, Academic;
 - iii. participate, as delegate of the Provost and Vice-President, Academic, in renewal, promotion and tenure procedures requiring the involvement of the Provost and Vice-President, Academic;
 - iv. ~~facilitate space allocations and renovations of academic facilities;~~
 - v. ~~act as International Liaison Officer, developing and managing exchange agreements, and pursuing international opportunities;~~
 - vi. ~~facilitate Inter-Institutional Arrangements;~~
 - vii. act as designate/delegate on behalf of the Provost and Vice-President, Academic where appropriate;
 - viii. **oversee the Centre for Teaching and Learning and** promote the enhancement of teaching and learning;
 - ix-vii. fulfill other **academic duties, including academic training and development,** as assigned.

Rationale:

- Housekeeping revisions made to reflect recent administrative/organizational changes.

**University of Windsor
Senate Governance Committee**

5.2: **Bylaw 13 and 11 - Revisions**

Item for: **Approval**

[changes are in bold and strikethrough]

MOTION: That Bylaw 11 be revised to reflect that the Vice-Provost, Teaching and Learning now reports to the Associate Vice-President, Academic and that the following revisions to Bylaw 13 be approved:

- a. Associate Vice-President, Academic ~~Affairs~~
- b. Schedule A - Duties and responsibilities may include some or all of the following, as assigned by the Provost and Vice-President, Academic:
 - i. **oversee the Institutional Quality Assurance Process (IQAP) and** coordinate the University's undergraduate **and graduate** program review process;
 - ii. participate, as delegate of the Provost and Vice-President, Academic, in University appointments processes requiring the involvement of the Provost and Vice-President, Academic;
 - iii. participate, as delegate of the Provost and Vice-President, Academic, in renewal, promotion and tenure procedures requiring the involvement of the Provost and Vice-President, Academic;
 - iv. ~~facilitate space allocations and renovations of academic facilities;~~
 - v. ~~act as International Liaison Officer, developing and managing exchange agreements, and pursuing international opportunities;~~
 - vi. ~~facilitate Inter-Institutional Arrangements;~~
 - vii. act as designate/delegate on behalf of the Provost and Vice-President, Academic where appropriate;
 - viii. **oversee the Centre for Teaching and Learning and** promote the enhancement of teaching and learning;
 - ix. fulfill other **academic duties, including academic training and development,** as assigned.

Rationale:

- Housekeeping revisions made to reflect recent administrative/organizational changes.

**University of Windsor
Senate Governance Committee**

5.3: **Bylaw 10 – Revisions**

Item for: **Approval**

MOTION: That the proposed revisions to Bylaw 10 be approved.

Proposed Revisions:

Bylaw 10: Deans of Faculties

2.2 Search Committee

2.2.1 In each Faculty there shall be a Search Committee for the appointment of a Dean.

2.2.1.1 With the exception of the Faculty of Human Kinetics, the Search Committee shall be composed of the Provost and Vice-President, Academic, chair, three to six regular faculty members (per bylaw 20, 1.1(ii)) representing the areas, interests and disciplines of the Faculty and elected from and by the regular Faculty members within the Faculty; an Employment Equity/Procedures Assessor (EE/PA) [non-voting and from a different Faculty]; student representatives, the number to be determined by dividing the number of faculty members with voting privileges on the committee by three and rounding to the nearest whole number (in accordance with Bylaw 3, 1.1). In the case of the Faculty of Graduate Studies, the faculty members shall be elected by and from the Faculty of Graduate Studies Coordinating Council.

2.2.1.2 In the Faculty of Human Kinetics, the Search Committee shall be composed of the Provost and Vice-President, Academic, chair; three to four regular faculty members (per bylaw 20, 1.1(ii)) representing the areas, interests and disciplines of the Faculty and elected from and by the regular faculty members within the Faculty; an Employment Equity/Procedures Assessor (EE/PA) [non-voting and from a different Faculty]; student representatives, the number to be determined by dividing the number of members with voting privileges on the committee by three and rounding to the nearest whole number (in accordance with Bylaw 3, 1.1); and two members elected by all full time employees from the Division of Athletics and Recreational Services. Such member(s) shall be elected from among the following: Athletics Director, Associate Director(s), ancillary academic staff coaching members, and team leaders.

Renewal

2.3.3 Where there is an incumbent Dean, at the end of a first term, the Search Committee shall consult with the incumbent Dean and members of the Faculty Assembly, or in the case of a Faculty that has no departments the Faculty Council, to determine at least one calendar year prior to the expected date of appointment whether it should recommend a renewal without a search to the Faculty Assembly, or in the case of a Faculty that has no departments the Faculty Council, in light of the activities of the Faculty in the previous five years and the future needs of the Faculty. [...]

Renee Wintermute 2015-8-7 9:11 AM
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Recommendation

2.3.8 Either on a recommendation for renewal or following a search, the Search Committee shall propose the name of a single candidate in writing with appropriate supporting material to the members of the Faculty Assembly, or in the case of a Faculty that has no departments the Faculty Council. At a meeting called on five calendar days' written notice, the Faculty Assembly, or in the case of a Faculty that has no departments the Faculty Council, shall consider the recommendation of the Committee. [...]

2.3.8.1 In the case of the Faculty of Human Kinetics, the Athletics Director, Associate Director(s), ancillary academic staff coaching members, and team leaders shall be included as participating and voting members on the Faculty Council during the consideration of the Search Committee's recommendation.

Rationale:

- Housekeeping revisions made to reflect recent administrative/organizational changes.
- CTL is no longer a division within the Faculty of Education. Since it does not report to its Dean, members within it should not be part of the decanal selection process.
- Minor change in 2.3.3 to reflect that the term of office is five years.

Renee Wintermute 2015-8-7 9:15 AM

Deleted: 2.3.8.1 - In the case of the Faculty of Education and Academic Development, the Directors and the full-time ancillary academic staff as learning specialists in the Centre for Teaching and Learning shall be included as participating and voting members on the Faculty Council during the consideration of the Search Committee's recommendation. -

Renee Wintermute 2015-8-7 9:15 AM

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**University of Windsor
Senate Governance Committee**

5.4: **Bylaw 22 - Revisions**

Item for: **Approval**

[changes are in bold]

MOTION: That the revisions to Bylaw 22 be approved:

4.5 Any untenured faculty member at the Assistant level can be considered for tenure after two full years of employment **in a probationary appointment** at the University.[...]

Rationale:

- Clarification that a faculty member must have serve two years in a probationary appointment at the University of Windsor prior to applying for early tenure. This has always been the case as is clear in section 12:05(b) of the Collective Agreement.