The Terms of Reference for the Senate Committee on Agenda and Governance define its scope and relationship with Senate and other Senate committees. Each winter term the committee presents an annual report on its business and proceedings to Senate over the previous academic year.


During the course of the year, the committee reviewed the draft Senate agenda and materials, made recommendations to Senate, initiated projects in areas of the committee’s concern, and received proposals for input from other Senate committees and campus constituencies. Within these areas, the committee considered a number of issues over the course of the year, including:

- reviewing responses to the annual Senate committee evaluations and revising the evaluation questionnaire;
- monitoring attendance at Senate and Senate committee meetings;
- recommending revisions to the Senate Rules and Procedures;
- recommending revisions to the terms of reference for the Senate Committee on Learning and Teaching and the Senate Committee on Libraries;
- revising the manner in which information items are reported to Senate;
- and recommending Senate committee appointments to Senate.

Review of Draft Senate Agenda

At each of its meetings, the Senate Committee on Agenda and Governance assisted the Chair in preparing the Senate agenda and reviewed each of the items proposed for submission to Senate.
**Senate Committee Evaluations**

Members of Senate committees are provided an annual opportunity to evaluate their experience serving on their respective Senate committees. Results from the evaluation survey are used to determine possible areas to improve the members’ experience and the committee’s overall effectiveness.

At the September 2014 meeting, the committee reviewed the 2013-14 evaluation results for each Senate committee. It also identified some questions that could have been more clearly stated. A revised evaluation questionnaire was approved by the committee in February 2015.

**Senate Committee Attendance**

The Office of the University Secretary continued to track Senate committee attendance and report to the Senate Committee on Agenda and Governance on committee attendance trends and concerns.

**Revisions to Senate Rules and Procedures**

At its March 2015 meeting, the committee considered two minor revisions to the Senate Rules and Procedures:

1. A provision to allow the Chair to invite guests that will add value to the discussion of closed Senate sessions.
2. Moving the submission date of the Senate Committee on Curriculum (SCC) annual report to better align with the three-cycle submission schedule.

These changes to the Senate Rules and Procedures were approved at the April 2015 Senate meeting.

**Revisions to Senate Committee Terms of Reference**

As part of a systematic review of the terms of reference of all Senate committees, the committee considered revisions to the terms of reference of the Senate Committee on Learning and Teaching. The committee also considered revisions to the membership of the Senate Committee on Libraries. The revisions to the Senate Committee on Learning and Teaching terms of reference were approved by Senate in December 2014 and those for the Senate Committee on Libraries were approved in April 2015.

**Receiving items for information**

At its October 2014 meeting, the committee approved a proposal to change Senate’s current practice of passing motions to receive reports for information.
2014/15 Appointments to Senate Committees

At its September 2014, October 2014 and January 2015 meetings the nominations sub-committee discussed and approved nominations for vacancies on the Senate Committees for 2014-15. Senate approved these nominations at the October 2014, November 2014 and February 2015 Senate meetings respectively.

Respectfully submitted,

2015/2016 Senate Committee on Agenda and Governance
Jamie Cassels, Chair *
Alexandra Branzan-Albu, Engineering *
David Capson, Vice-Chair, Graduate Studies *
John Durno, Library
Julia Eastman, University Secretary
Mark Gillen, Law
Robin Hicks, Science
Valerie Kuehne, Vice-President Academic and Provost
Andrew Lemieux, Student Senator *
Annalee Lepp, Humanities *
Carrie Andersen (Secretary) *

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Kathy Gillis, Science *
Valerie Kuehne, Acting Vice-President Academic and Provost
Robblyn Lanning, Convocation senator
Annalee Lepp, Humanities *
Mary Ellen Purkis, Dean, Faculty of Human and Social Development *
Abdul Roudsari, Human and Social Development
Tracie Smith, Library
Gabrielle Sutherland, Student senator *
Cassbreea Dewis (Acting Secretary) *

*Members of the nominations sub-committee