



**Date:** December 14, 2016  
**To:** Senate  
**From:** Senate Committee on Agenda and Governance  
**Re:** **2015/16 Annual Report**

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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 over the previous academic year.

The Senate Committee on Agenda and Governance met eight times in 2015/16: September 18, 2015, October 23, 2015, November 20, 2015, December 18, 2015, January 22, 2016, February 22, 2016, March 18, 2016, and April 22, 2016.

The nominations sub-committee met three times in 2015/16: September 18, 2015, November 20, 2015, and April 22, 2016.

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:

- considering a proposal from the University of Victoria Students' Society and the Graduate Students' Society regarding extension of Fall Reading Break;
- reviewing responses to the annual Senate committee evaluations;
- monitoring attendance at Senate and Senate committee meetings;
- the detailed nature of the Senate minutes;
- the process for Senate committee nominations;
- review of student election campaign guidelines;
- revisions to the Rules to Govern Elections to the Board of Governors and the Senate; and
- revisions to the terms of reference for the Senate Committee on Libraries.

#### 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.

#### Extension of Fall Reading Break

At the September 2015 meeting, the committee briefly reviewed a proposal received by the student societies. At the October 2015 meeting, committee members had a more thorough discussion and agreed that a sub-committee should be established to consider the proposal.

The sub-committee met over the course of the year, updating the committee on its progress every month. Through the course of its work, the sub-committee identified one option to

extend Fall Reading Break within current academic and operational parameters. Support for this option was not expressed during consultation. In Spring 2016, the sub-committee presented a report to the Senate Committee on Agenda and Governance outlining a proposed alternative – scheduling examinations on Sunday – and began undertaking investigation of that alternative.

#### Senate Committee Evaluations

Every year, members of Senate committees are asked to evaluate their experience serving on their respective Senate committees. Results from the evaluation survey are used to identify opportunities to improve members' experience and the committee's overall effectiveness.

At the September 2015 meeting, the committee reviewed the 2014-15 evaluation results for each Senate committee.

#### 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.

#### Senate minutes

At its October 2015 meeting, the committee considered the detailed nature of Senate minutes. It was agreed that it was not necessary to capture the discussion in extensive detail and that it was not necessary to record the names of every person speaking; however, it was agreed that the minutes should contain enough detail to capture the key elements of a discussion and any decision or action points.

#### Process for Senate committee appointments

At its January 2016 meeting, the committee reviewed a proposal to revise the current practice for Senate committee nominations. Senate was informed of the revised process for Senate committee nominations at its March 4, 2016 meeting.

#### Revisions to the Rules to Govern Elections to the Board of Governors and the Senate

At its April 2016 meeting, the committee considered proposed revisions to the Rules to Govern Elections to the Board of Governors and the Senate. The revisions related to the election of student members to the Board of Governors. Revisions to the rules were approved at the May 2016 Senate meeting.

#### Revisions to the Terms of Reference for the Senate Committee on Libraries

At its April 2016 meeting, the committee considered revisions to the terms of reference for the Senate Committee on Libraries. These changes were approved at the May 2016 Senate meeting.

#### Receiving items for information

At the January 2016 meeting, committee members were advised of the implementation of a spending limit for campaigning related to student elections to the Board of Governors and the Senate.

#### 2015/16 Appointments to Senate Committees

At its September 2015, November 2015 and April 2016 meetings, the nominations sub-committee discussed and approved nominations for vacancies on the Senate committees for 2015-16. Senate approved these nominations at the October 2015, December 2015 and May 2016 Senate meetings respectively.

Respectfully submitted,

**2016/2017 Senate Committee on Agenda and Governance**

Jamie Cassels, Chair\*  
David Capson, Vice-Chair, Faculty of Graduate Studies\*  
Lauren Charlton, Convocation Senator\*  
John Durno, Library  
Julia Eastman, University Secretary  
Mark Gillen, Faculty of Law  
Robin Hicks, Faculty of Science  
LillAnne Jackson, Faculty of Engineering  
Valerie Kuehne, Vice-President Academic and Provost  
Andrew Lemieux, Student Senator\*  
Annalee Lepp, Faculty of Humanities\*  
Carrie Andersen, Secretary, Associate University Secretary\*

**2015/2016 Senate Committee on Agenda and Governance**

Jamie Cassels, Chair \*  
Alexandra Branzan-Albu, Engineering \*  
David Capson, Vice-Chair, Graduate Studies \*  
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\*Members of the nominations sub-committee