

Senate Orientation

Roxanne Mykitiuk, Chair of Senate

Maureen Armstrong, Secretary of Senate

September 25, 2014



redefine THE POSSIBLE.



Agenda



Maureen Armstrong: Introductions and Senate Overview

Roxanne Mykitiuk: Role of the Chair, the University
Academic Plan, Committee Priorities, Nomination

What is Senate?



A formal governing body created by the York University Act with unique and shared powers

A legislative body whose approval or oversight is necessary for many types of academic proposals

A space for sharing information, carrying out consultations, and advancing the University's interests

Senate and Governance



Senate role and responsibilities in Section 12, York Act

Bicameral system of governance with powers assigned to Senate, Board of Governors and President

Senate atop a system of collegial academic governance with Faculty Councils (creatures of Senate) and academic administrators



Senators

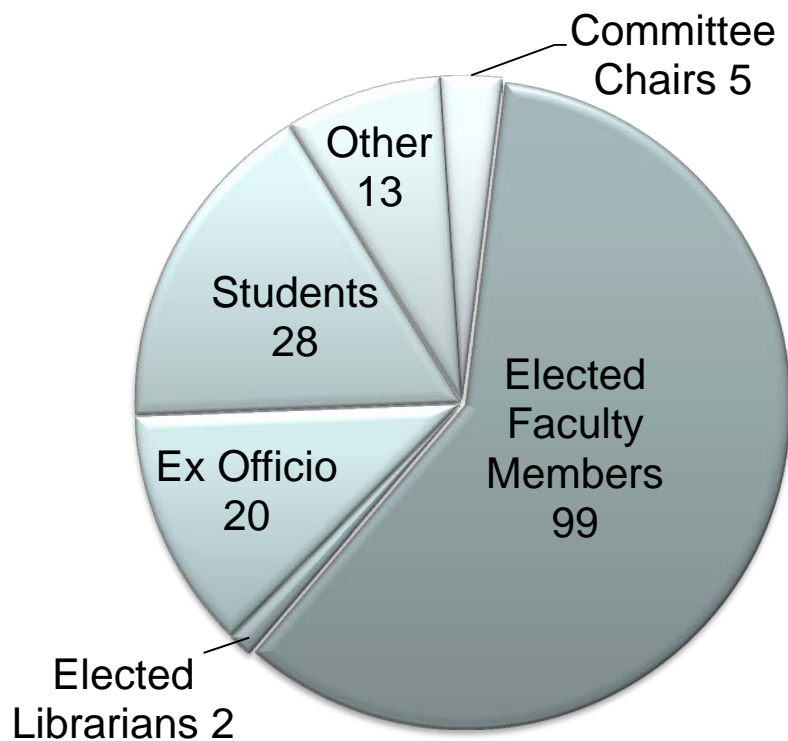
Place the University's overall interests at the forefront

Advance academic planning objectives

Help connect Senate with the collegium and communities

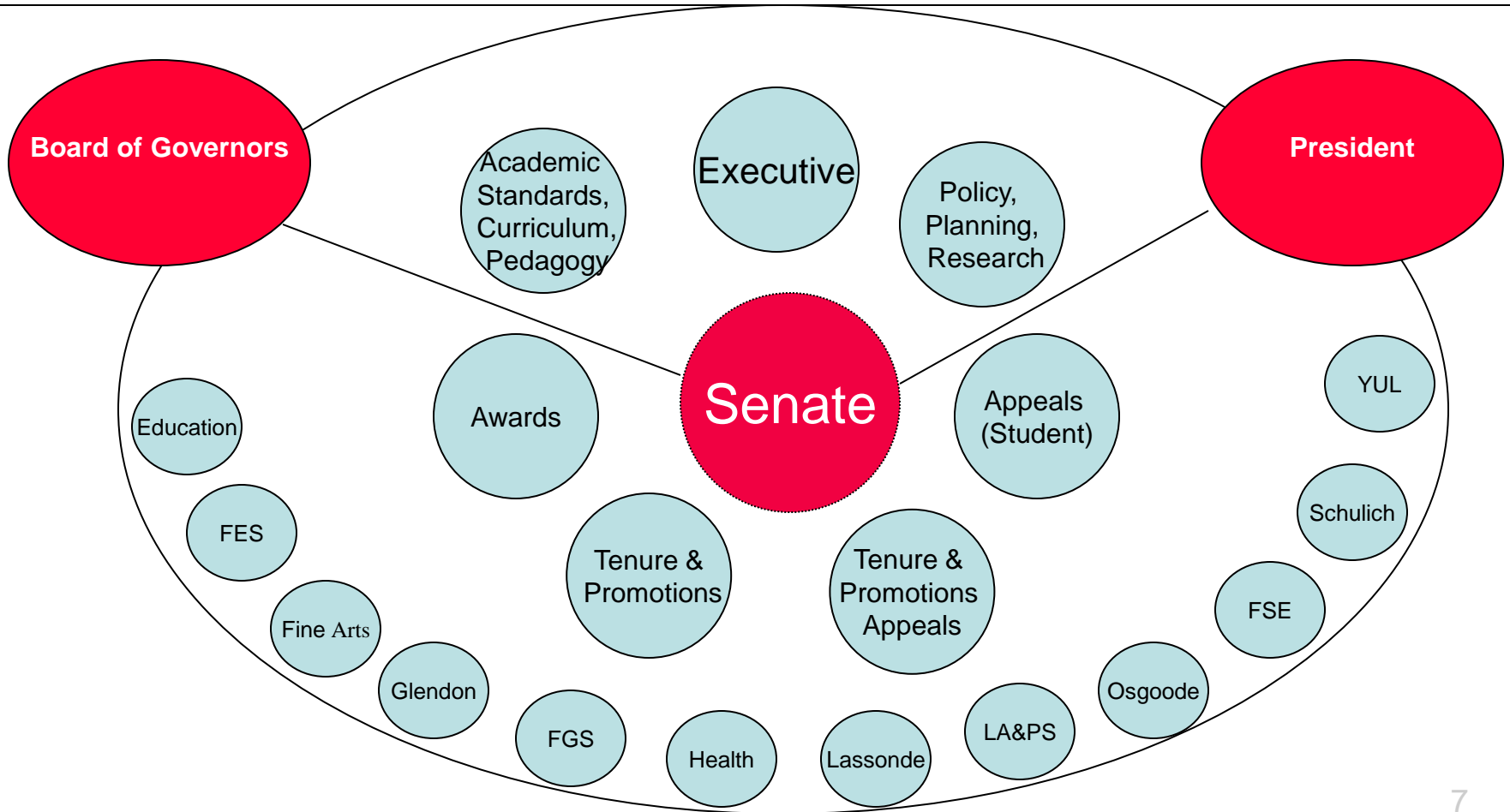
Promote pride in governance and York

Membership of Senate



Current Maximum 167

Senate Structure and Linkages



Now That You're A Senator



Your name appears on the list of Senators on the Senate Website

You have been subscribed to the listserv “Senate-L” for notices of meetings and other important communications

You are eligible to vote in Senate elections (Passport York is needed for e-votes)

Become familiar with the Senate Handbook – our comprehensive rules and procedures

Visit frequently the Senate Website where key background information is maintained and special announcements appear

Senator Rights and Responsibilities



Principles from Section A of the Senate Handbook:

- All have the same rights and obligations
- Right to receive due notice of matters to be decided
- Duty to attend meetings, and to vote on resolutions
- Obligation to act with civility and decorum
- Opportunity to debate issues under consideration



Governance Resources

<http://www.yorku.ca/secretariat/governancedocs/index-governancedocs.html>



The Senate Handbook: Rules, Procedures and Guidelines

Governance at a Glance (describes the distribution of responsibilities)

University Academic Plan 2010-2015

Strategic Research Plan

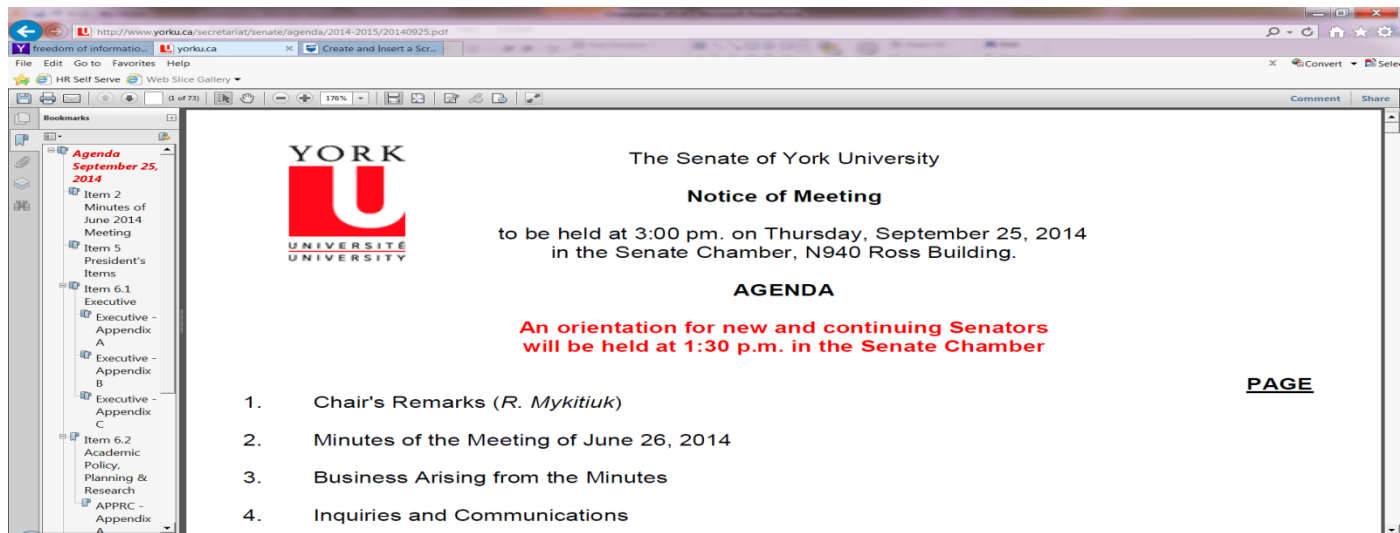
Retention and Disposal of Senate Documents

www.yorku.ca/secretariat/infoprivacy/infotoolkit/docs/TipSheet13SenateAndFacultyCommitteeRecordkeeping.pdf

Before Senate Meetings



Notice of meetings are issued **one week in advance of meetings on the Senate listserv**– a link to the agenda package on the Senate Website will be embedded in the notice



Watch for additional notices – with supplementary material from committees

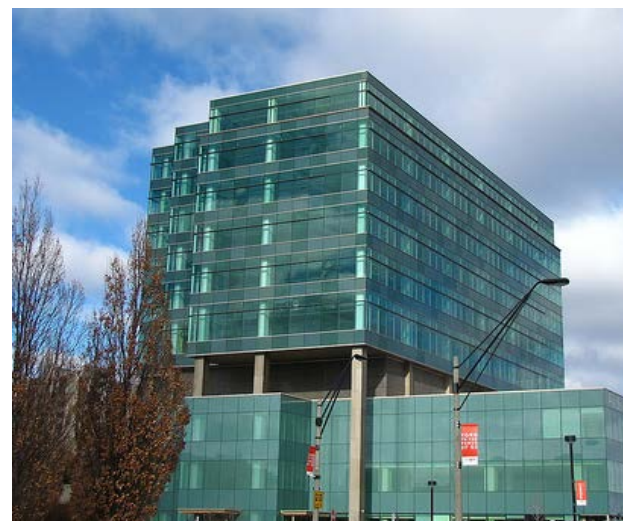
Senate Meeting Venues



Most Senate meetings are held in the Senate Chamber. Some are held elsewhere....



50th Anniversary Meeting, **Osgoode**, March 2009

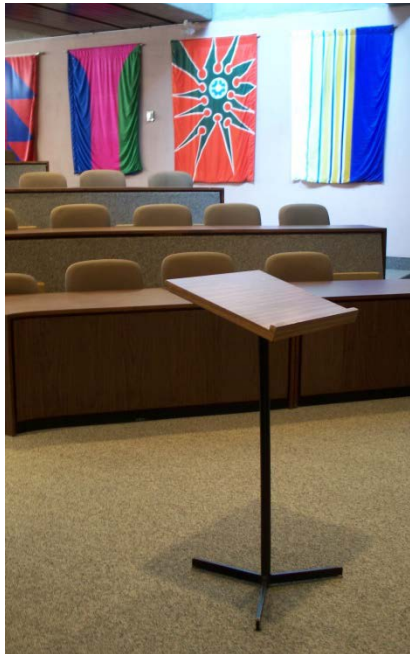


Committees meet in the Kaneff Tower



November 2014 Senate Meeting at Glendon

Arriving at the Senate Chamber



Sign in – important for minutes and for tracking Senators who miss three consecutive meetings

Pick up your name placard – necessary for getting on a speaker's list and for voting (a temporary one can be provided)

Watch the screen at the front of the room for news about the meeting such as the allocation of time for items

Look for staff at the front of the chamber if your placard is missing or you have any questions or concerns

Conduct of Meetings



At the front desk – the Chair of Senate, Vice-Chair of Senate, Secretary and Assistant Secretary

The Chair of Senate presides

The Vice-Chair may preside over all or part of the meeting (if the Chair is absent or when Senate meets in committee of the whole)

The Chair will have remarks, followed by routine matters – approval of the minutes, business arising from the minutes, communications)

The President always has items – a unique opportunity for you to learn and ask questions about major developments from his perspective

Conduct of Meetings



Senate acts by resolution – that is, by passing motions
Most motions are put by the Chairs of Senate's committees
There are also many information items – but you can always ask questions about them or make suggestions to the chairs



Participating at Senate Meetings



When you can speak:

- A committee has an item for information
- A motion is on the floor
- The President, Vice-Presidents or others have presented
- Opportunities arise for questions or comments (business arising from the minutes / inquiries and communications)
- You have a point of order

- When your name is on a speakers' list kept at the front desk
- When the Chair has identified you by name

Participating at Senate Meetings



How you can speak:

- Raise your name placard until someone from the front desk acknowledges you
- The Chair and Secretary will add your name to a speaker's list
- When it is your turn, the Chair will invite you to speak by addressing you
- Remember there are rules about the number of times you can speak to any given item (only once except in committee of the whole, how long you can speak – 7 minutes -- and how you must speak – respectfully)
- There are no limits on the number of times you may speak at a meeting

Tips for Effective Participation



- Review materials carefully in advance
- Discuss your concerns with others if you have time
- Jot down the main point(s) you wish to make
- If you have an amendment to a motion, you must write it out in full and provide it to a member of the Secretariat staff
- When you begin, indicate why you are speaking (have a question, in support of or opposed to something, in need of clarification or additional information, wish to suggest some action by a committee)
- Speak to the whole chamber, not just one person
- Keep your remarks short (the maximum is 7 minutes, but this is rare)
- No need to use the term “point” (a “point of information” = a question) except on a point of order (see Handbook for definition)
- Speak respectfully – a Senate rule and a key collegial value

The Flow of Business



Senate business comes from

- Senate committees – especially policies and policy implementation
- Faculties, departments, programs – but proposals are routed through Faculty Councils and Senate Committees
- Senate itself may initiate a matter – usually at the request of an individual Senator
- Academic administrators' reports (often via committees)
- **You** – make a suggestion at Senate or contribute your thoughts by contacting the secretaries of committees

After a Senate Meeting



A synopsis is produced by the Secretariat immediately following the meeting

Synopses are not minutes, but they are an accurate report of actions taken by Senate

Senators are informed on the listserv when synopses have been posted on the Senate Website – Y-File also announces availability

Faculty Councils reprint the synopses or link to them

Let others know about Senate initiatives and encourage them to share their views with you

Senate Committees



Senate Committees are a primary source of items reaching Senate.

There are three types of committees:

- **Policy-oriented** (policies, planning, programs / diplomas / certificates degree and admission requirements, quality assurance, establishment of units, etc.)
- Primarily **adjudicative** (decisions on individual cases – awards, tenure and promotion, honours; these committees may also deal with policy matters)
- **Executive** (coordination, communication, direction)

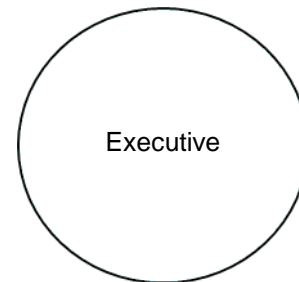
Committees



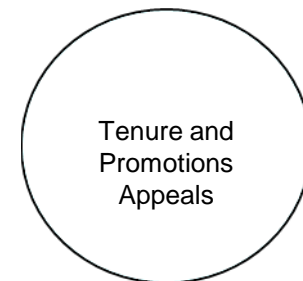
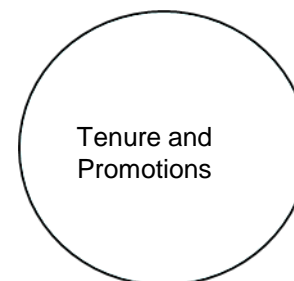
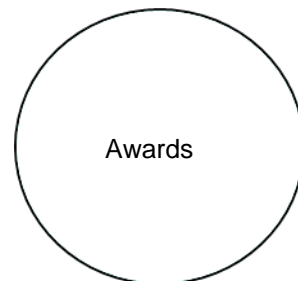
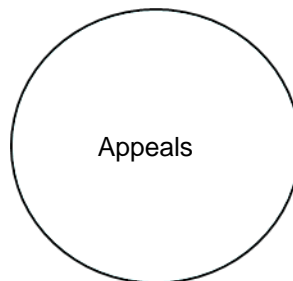
Policy



Executive



Adjudicative



Role of the Chair



- Chairs Senate and Executive Committee
- Serves ex officio on committees with active participation in Academic Policy, Planning and Research (and its Technical Sub-Committee) Honorary Degrees and Ceremonials
- Represents Senate at official occasions like Convocation



University Academic Plan (UAP)



Guides academic planning, touchstone for new proposals, benchmark of progress toward major goals

Develops out of intense consultation process involving Faculties, units, senior academic administrators, community at large

UAP 2010-2015 also based on survey completed by more than 5,000 faculty, students, staff and alumni

Strategic Research Plan approved in 2013 builds on the UAP

Focus of reports at Senate during the year and referenced in rationales supporting proposals

UAP Objectives



Overarching themes: Academic Quality / Student Success /
Engagement and Outreach

- Research Intensification
- Enhancing Teaching and Learning
- Enriching the Student Experience
- Building Community and Extending our Global Reach
- Strengthening Interdisciplinarity and Comprehensiveness
- Promoting Effective Governance

Senate and Committee Priorities



Committees establish priorities for the year

Helps maintain focus, ensure most important matters receive attention

For 2014-2015

- University Academic Plan renewal process and timing
- Policy reviews (such as Endowed Chairs and Professorships, Evaluation of Teaching, “First Year Forgiveness”)
- York in York Region-based initiatives
- Research intensification



Nominations and Elections



- Nominations and elections are critical for Senate
- Senate Executive presents recommendations
- Some elections are conducted by **e-ballot** (a secure, accurate and anonymous process)
- Balloting requires a Passport York account
- If you do not have a Passport York account – which is also required to access some other York Websites – contact Elaine MacRae of the University Secretariat (emacrae @yorku.ca)

Today's Meeting Begins at 3:00....

