Senate Orientation

Franck van Breugel, Chair of Senate
Maureen Armstrong, Secretary of Senate

September 27, 2018

Agenda

Maureen Armstrong

Introductions, Governance Overview and Senate Primer

Franck van Breugel

Role of the Chair, the University Academic Plan, Committee Priorities, Nominations and Elections

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 about academic matters, carrying out consultations, and advancing the University's interests

Under the York University Act, powers are assigned to Senate, Board of Governors and President

York University Act 1965

- Creates bi-cameral system
- Two governing bodies with distinct jurisdiction + President
- Senate is responsible for academic policy including standards for admission, curricula, conferring degrees (s. 12)
- Except for powers assigned to Senate, the Board is responsible for everything associated with government, conduct, management and control of university and its property (s. 10)

Senate (section 12) is responsible for academic policy including:

- consult with the Board and to make recommendations on appointment of the Chancellor and the President;
- determine and regulate the standards admission of students, the contents and curricula of courses, and requirements for graduation
- conduct examinations and appoint examiners;
- the award of fellowships, scholarships, medals, prizes and other awards for academic achievement;
- confer degrees, diplomas be conferred by a University;
- in consultation with the Board, confer honorary degrees.

Senate Organization
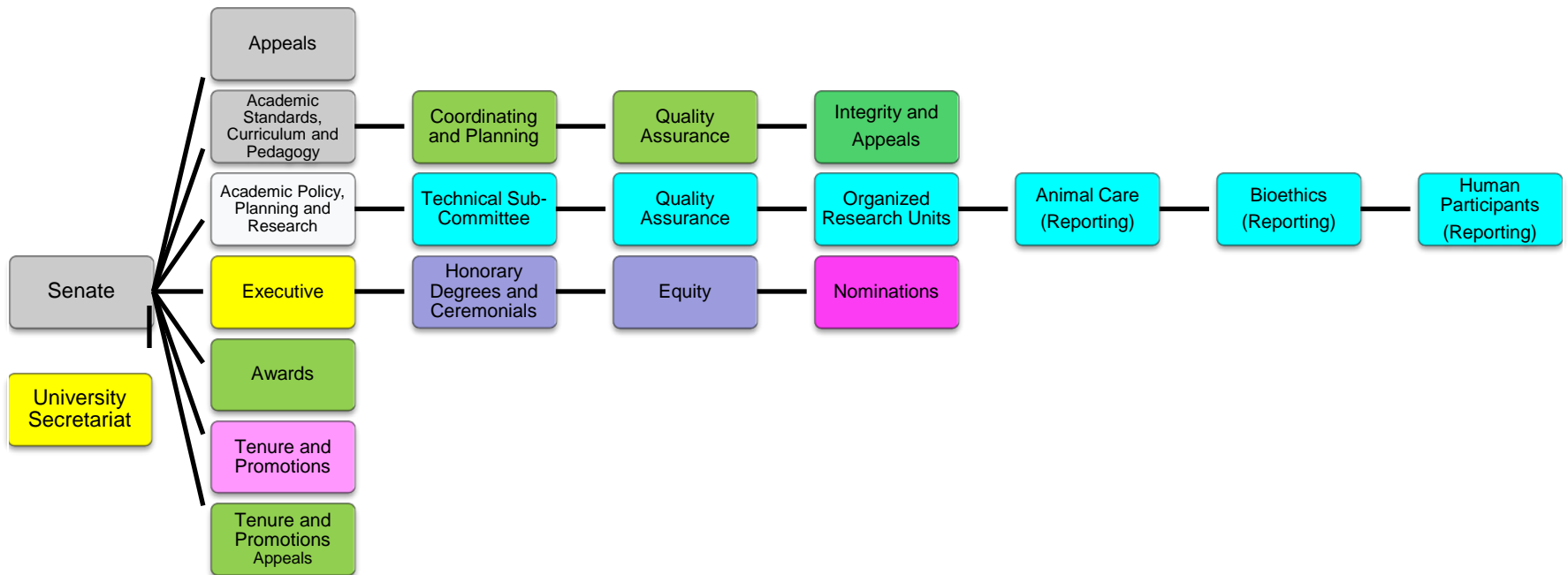
Senate and Governance

Senate is atop a system of collegial academic governance involving Faculty Councils (which are creatures of Senate) and academic administrators (appointed by the President)

Governance at a Glance
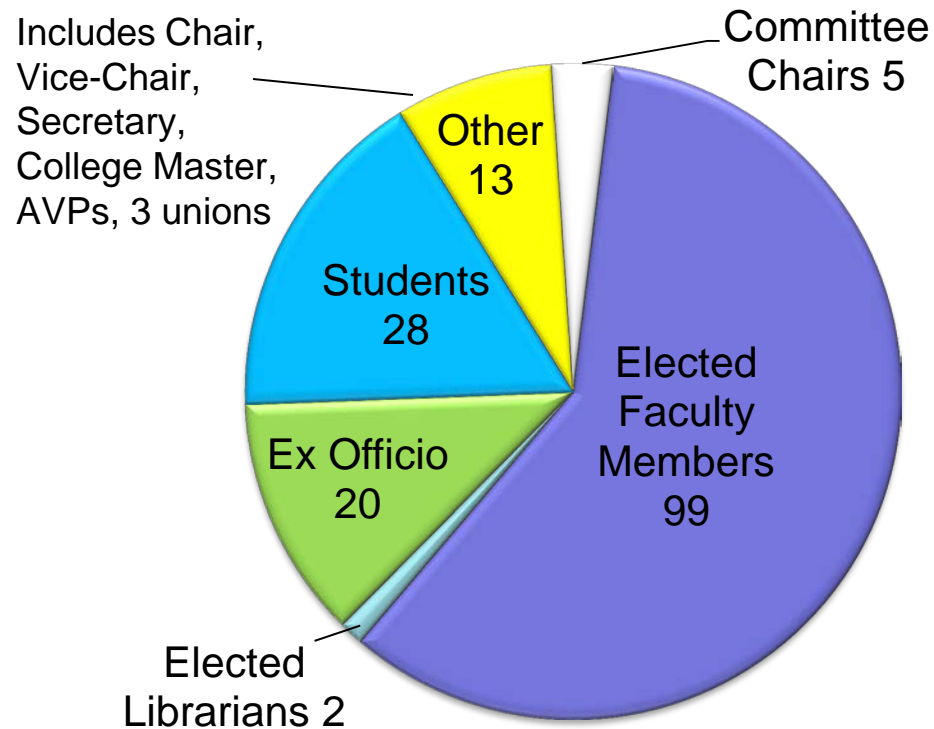
Senators and the University

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

Includes Chair, Vice-Chair, Secretary, College Master, AVPs, 3 unions

Committee Chairs 5

Other 13

Students 28

Ex Officio 20

Elected Faculty Members 99

Elected Librarians 2

Current Maximum 167

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)

Brush up on rules and procedures – but remember Senate is a welcoming body that emphasizes contributions

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

Senator Rights and Responsibilities

Principles from Senate's Rules and Procedures

• 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

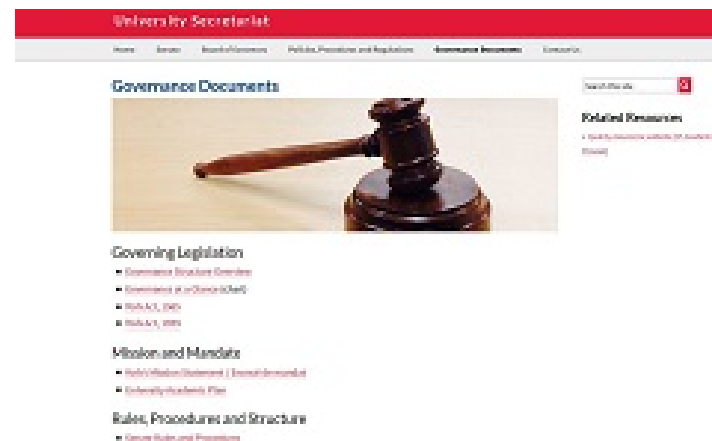**At meetings, members address one another as Senator.**

13

Governance Resources

Senate Rules, Procedures and Guidelines

Governance at a Glance

University Academic Plan 2015-2020

Strategic Research Plan 2018-2023

Retention and Disposal of Senate Documents

Before Senate Meetings

Notice of meetings are issued **six days prior to meetings on the Senate listserv**– a link to the agenda package on the Senate Website will be embedded in the notice

York University Senate

YORK U
UNIVERSITÉ UNIVERSITY

Notice of Meeting

Thursday, September 27, 2018, 3:00 pm

Senate Chamber, N940 Ross Building

AGENDA

An orientation for new and continuing Senators facilitated by the Chair, Vice-Chair and Secretary will precede the business meeting at 1:30 p.m. in the Senate Chamber.

Page

1. Chair's Remarks (F. van Breugel)

2. Business Arising from the Minutes

3. President's Items (R. Lenton)

   a. Kudos Report..1

   Committee Reports

4. Executive Committee 15

NOTE: Watch for additional notices just before meeting – with supplementary items from committees or presentations
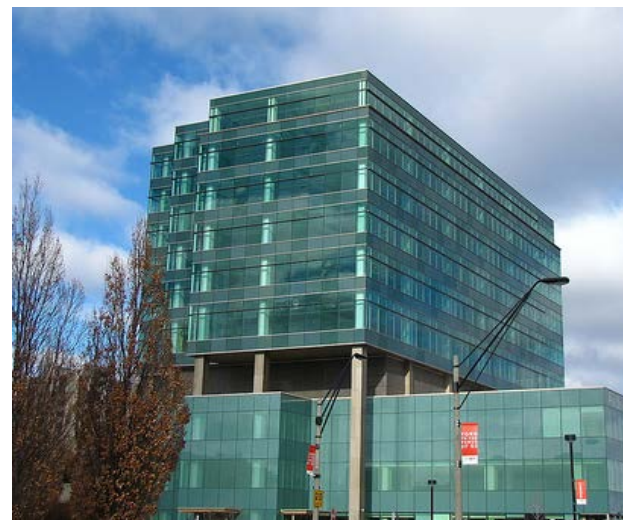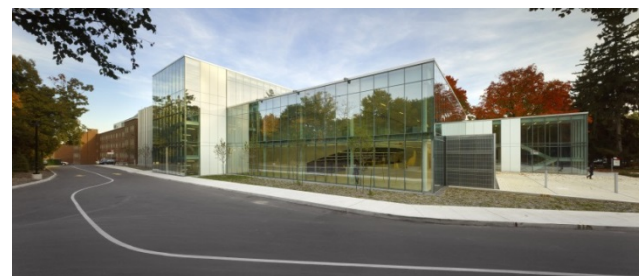
Most Senate meetings are held in the Senate Chamber. Some are held elsewhere….

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

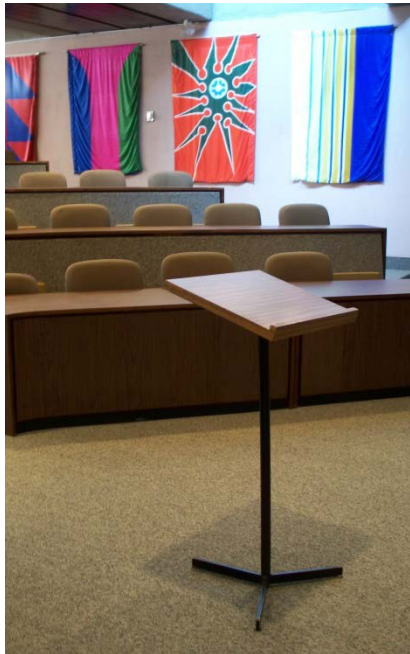Committees normally meet in the Kaneff Tower

Some meetings are at Glendon

16

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

17

Conduct of Meetings

At the front desk:

- Chair
- Vice-Chair
- Secretary
- 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)

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 committee chairs

What to Expect

Remarks from the Chair – brief, focusing on Senate business, governance, major items

Remarks from the President – University matters (with "Kudos" report), major items of interest, priorities, postsecondary education policy in Ontario and Canada

Committee reports – items for approval, notice of recommendations for preliminary discussion by Senators, actions taken by committees on behalf of Senate, annual reports with statistical analyses, soundings on policies in development, items for information on a variety of topics

Reports from the Academic Colleague (external environment) and Senators on the Board of Governors (with meeting synopses)

Reports from Vice-Presidents (primarily through APPRC)

Other Business – rare and relevant to Senate's mandate

Consent Agenda Items

- Routine items for approval or receipt by Senate
- Deemed to be approved or received without a vote HOWEVER
- Any consent agenda item can be moved to the regular business agenda at the request of one or more Senators for votes or discussion
- Consent agenda items include the minutes of the previous meeting, curriculum and academic standards proposals that require approval but have been through detailed review and approval, reports from Senators on the Board of Governors

Senate Rules

Self-contained, comprehensive and approved by Senate itself

All Senators have a responsibility to know the rules -- which are online

A two-page overview is in the Senate Chamber

The Chair may relax rules on some occasions

Participating at Senate Meetings

When you can speak:

- A committee has presented an item for information or sought feedback
- A motion is on the floor
- The President, Vice-Presidents or others have presented and you have a question or comment
- There is business arising from the minutes or there are inquiries and communications
- You have a point of order
- You have a point of privilege

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
- The list may be adjusted if a Senator can make a special contribution on a point

Participating at Senate Meetings

Wait until

- Your name is called by the Chair: "Senator ---"
- You may speak just **once** to an item for no more than **seven minutes**
- The Chair may permit additional interventions if time permits and new, brief thoughts would assist Senate

Tips for Effective Participation

- Review Rules, Procedures and Guidelines regularly
- Review materials carefully in advance
- Discuss your concerns with others if you have time
- 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 – hold up your paper
- 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)
- Address the Chair but speak to the whole chamber – the Chair will determine who should respond and when
- Be succinct. Keep your remarks short brief and pointed
- Speak with respect – a Senate rule and a key collegial value

After a Senate Meeting

A synopsis is issued by the Secretariat following the meeting

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

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

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

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; may also deal with policy matters)

Executive (coordination, communication, direction)

28

Chairs Senate and Executive Committee

Serves ex officio on committees with active participation in Academic Policy, Planning and Research (and its Technical Sub-Committee) as well as Honorary Degrees and Ceremonials

Represents Senate at official occasions like Convocation

Role of the Chair at Meetings

Assisted by the Vice-Chair and Secretary, the Chair

- Opens proceedings
- Determines what is in order (motions, interventions, documents etc.)
- Recognizes speakers (no one may speak until recognized, and must halt or pause when the Chair intervenes)
- Makes definitive rulings as necessary to ensure that rules are properly followed, that speakers are focused on the matters at hand, and are respectful to others
- Maintains decorum and civility

University Academic Plan (UAP)

Guides academic planning, touchstone for proposals, benchmarks to track progress toward major goals

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

UAP 2015-2020 approved by Senate February 2016 and Strategic Research Plan approved in 2018

Institutional Integrated Resource Plan (IIRP) to realize UAP goals

UAP will be a focus of reports at Senate during the year and referenced in rationales supporting proposals

31

Current UAP Objectives

Priority 1. Innovative, Quality Programs for Academic Excellence

Priority 2. Advancing Exploration, Innovation and Achievement in Scholarship, Research and Related Creative Activities

Priority 3. Enhanced Quality in Teaching and Student Learning

Priority 4. A Student-Centred Approach

Priority 5. Enhanced Campus Experience

Priority 6. Enhanced Community Engagement

Priority 7. Enabling the Plan

Senate and Committee Priorities

Committees establish priorities for the year that help to

- Emphasize matters of the greatest importance
- Maintain focus on mandates
- Shape agendas and ensure appropriate attention is paid to them through work plans
- Signal to Senate the major initiatives planned by committees and created space for timely questions and suggestions from Senators
- Facilitate tracking of progress

Senate Executive's priorities are described in its report this month

Other committees will report to the Executive Committee and Senate in October

Senators can have input into priority-setting

Senate Executive poses questions or invites comments on a number of items in its report this month

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 <u>anonymous</u> 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....