

For Approval

Open Session

To: **Senate Executive Committee**

From: Gen Gauthier-Chalifour, University Secretary

**Agenda Item
Identification:** **1. Minutes of the September 9, 2024 Meeting**

Motion: To approve the minutes of the September 9, 2024 meeting as distributed/amended.

Documentation Provided:

- Minutes of the September 9, 2024 Meeting

University of Waterloo
SENATE EXECUTIVE COMMITTEE
Minutes of the September 9, 2024 Meeting
[in agenda order]

Present: Judy Castaneda, Laura Deakin, Vivek Goel (chair), Mike Grivicic (secretary), Christiane Lemieux, Carol Ann MacGregor, David Porreca, Mary Robinson, James Rush, Rida Sayed, James Skidmore, Sharon Tucker, Clarence Woudsma

Guests: Ashley Day, David DeVidi, Jenny Flagler-George, Genevieve Gauthier-Chalifour, Diana Goncalves, Andrea Kelman

Regrets: Avery Akkerman, Mark Ferro

The chair welcomed Clarence Woudsma to the committee in his new role as interim Co-Associate Vice-President, Graduate Studies and Postdoctoral Affairs. He also welcomed Ashley Day, who recently joined the Secretariat and who will be supporting a variety of governance bodies in the Senate sphere.

The chair observed that the implementation of the new governance portal is underway, and that members can expect to see this rolled out to governance bodies over the next few months.

1. MINUTES OF THE MAY 28, 2024 MEETING AND BUSINESS ARISING

Members noted minor grammatical changes as well as adjustments to the meeting attendance, all of which were agreed by consensus. A motion was heard to approve the minutes as amended. Skidmore and MacGregor. Carried. There was no business arising.

2. DEBRIEF ON THE JUNE 2024 SPECIAL SENATE MEETING AND PROCESS

The chair observed that this business item presents an opportunity to the committee to reflect on the handling of the special meeting request and the special meeting itself, including whether the handling was satisfactory and/or whether improvements could be identified for future reference. Members commented:

- The Senate meeting was well run overall, in consideration of the unique circumstances
- Some Senators found it quite challenging to receive extra communications from third parties (included on the agenda for information) on the same day as the meeting
- A member noted that fair concessions were made at the SEC meeting to allow the special meeting request to move forward such that the content of the meeting was within the mandate of Senate; it should have been better emphasized that SEC's modulation of the topics was rooted in governance considerations and not to "railroad" the topic
- A member indicated that Senate bylaws and general processes might be refined to better enunciate/facilitate the addition of motions or requests for special meetings, or otherwise to delineate how/when materials are circulated to Senate
- A member suggested that all the signatories to the special meeting request might be invited to SEC to support that discussion
- A member observed that the motions submitted were similar to the questions that would be asked of the president during his regular report
- It was suggested by a member that the topic of adding items to the agenda can be included as part of new senator orientation

3. GUIDELINES FOR VISITORS TO SENATE MEETINGS

The chair noted that this document has been under iterative development by SEC since April 2024, with amendments coming out of that process and noting that Senate may consider setting a clear code of conduct for all participants as none exists currently. Gauthier-Chalifour indicated that such guidelines can be found at other comparator universities, and the draft guidelines aim to set expectations at the meeting. Members discussed: fire code constrains how many people may physically attend a Senate meeting; Senate may utilize practices to gradually fill the room with visitors and/or offer overflow rooms; amend section 4.7 to clarify "may request to bring" items to Senate; section 4.1 focuses only on members of the University community; minor change to wording in 4.2 to clarify that requested items are "...confirmed via Senate's approval of the meeting agenda"; visitors who attend would be subject to these guidelines, including those non-Senators who attend as resources e.g. in support of specific items on the meeting agenda. A motion was heard to recommend the guidelines to Senate, as amended. Skidmore and Woudsma. Carried.

4. DRAFT SEPTEMBER 23, 2024 SENATE AGENDA

At the suggestion of the chair and with consensus agreement of members, the committee considered the main agenda first and then considered the two additional items submitted for potential inclusion in the agenda. The committee noted: substantial updates are to be brought forward under the President's Report; agreement to have the two proposed presentations; additional support for committee discussion regarding curricular

submissions will be arranged; some appointments in the tenure and promotion report reflect hiring practices in certain disciplines where hiring occurs at the associate level but the granting of tenure is delayed.

On the two additional items, Gauthier-Chalifour provided a short overview including: the definition of Senate's powers in the *University of Waterloo Act*; role of SEC to set the meeting agenda for Senate, including appropriate due diligence and assessment of completeness that Senate may appropriately debate the item(s) in question; following the review of the Secretariat, it is recommended that the first item be redirected to the Faculty Relations Committee, and advised that the second item as presented would not appropriately constitute the business of Senate.

Rush and Porreca indicated that the first item has already been flagged for FRC and will be the focus of discussion at the upcoming meeting of that committee. By consensus, members agreed to redirect the first item to the Faculty Relations Committee.

On the second item, members discussed: certain points of fact included within the submission are questionable; is this item an appropriate Senate item, or could the points be raised under Business Arising from the Minutes or under the President's Report; this could potentially be included in the agenda as a communication to Senate, without any specific recommendation; this submission represents just one of many petitions that exist within the campus community; the submission purports to ask questions of the administration and the president particularly, however this has not been submitted to the administration as yet. By consensus, members agreed that this is not a matter for Senate and will not be included in the Senate agenda.

A motion was heard to approve the Senate agenda of September 23, 2024 as presented. Porreca and MacGregor. Carried.

5. OTHER BUSINESS

The chair observed that this committee will aim to meet in person as often as possible.

The next meeting of the committee will be Monday October 7, 2024.

September 24, 2024

Mike Grivicic
Associate University Secretary