

University of Waterloo
SENATE EXECUTIVE COMMITTEE
Notice of Meeting

Date: Monday 6 February 2023

Time: 3:30 p.m. – 4:30 p.m.

Place: NH 3308

NB to SEC members: with agenda content pertaining to the Senate Governance Review, this meeting will be held in-person.

AGENDA	Action
1. Representation in the University Governance Structure (Christopher Taylor, Jean Becker)	Discussion
2. Minutes of the 3 January 2023 Meeting *	Decision
3. Business Arising from the Minutes	
4. Chancellor Nominating Committee * (Goel)	Decision
5. Draft 16 January 2023 Senate Agenda *	Decision
6. Memo – Senate Governance Review Recommendations *	Decision
7. Other Business	Discussion

30 January 2023

Mike Grivicic
Associate University Secretary

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University of Waterloo
SENATE EXECUTIVE COMMITTEE
Minutes of the 3 January 2023 Meeting
[in agenda order]

Present: Jeff Casello, Joan Coutu, Catherine Dong, Mike Grivicic (secretary), Christiane Lemieux, Carol Ann MacGregor, Graham Murphy, James Rush (chair), Julian Surdi, Stephanie Ye-Mowe, Clarence Woudsma

Regrets: Michael Beauchemin, Lori Curtis, Vivek Goel (chair), Luke Potwarka

Guests: Jenny Flagler-George, Diana Gonçalves

James Rush assumed the chair and welcomed members to the meeting. He noted that George Freeman had recently advised of his retirement effective 1 January 2023, which vacates his seat on Senate as well as on this committee; members expressed their thanks for Freeman's many years of service.

1. MINUTES OF THE 7 NOVEMBER 2022 MEETING

A motion was heard to approve the minutes as presented. Casello and Murphy. Carried.

2. BUSINESS ARISING FROM THE MINUTES

There was no business arising.

3. SEC REPORT TO SENATE – ELECTIONS TO SENATE COMMITTEES

One member suggested providing the department of the individuals to be elected as part of the report, and by consensus members agreed with the suggestion. A motion was heard to recommend the report to Senate as amended. Ye-Mowe and Coutu. Carried.

4. DRAFT 16 JANUARY 2023 SENATE AGENDA

Members reviewed the agenda and noted: an amendment to the motion and rationale of item 8(b)(i) to clarify that Senate is approving the program-related changes (as defined under the Institutional Quality Assurance Process) and not the renewal of the DMU agreement itself; due diligence conducted by the Secretariat as part of the Guidelines for the Awarding of Honorary Degrees; consultation is ongoing re: Digital Learning Principles and Guidelines, which were initially discussed at Senate in November. A motion was heard to approve the 16 January 2023 Senate Agenda as amended. Ye-Mowe and Lemieux. Carried.

5. OTHER BUSINESS

There was no other business.

With no other business, the meeting was adjourned.

7 January 2023

Mike Grivicic
Associate University Secretary

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For Approval

Public

Open Session

To: Senate Executive Committee

Sponsor: Vivek Goel, President and Vice-Chancellor
Contact Information: president@uwaterloo.ca

Presenter: Vivek Goel, President and Vice-Chancellor
Contact Info: president@uwaterloo.ca

Date of Meeting: 6 February 2023

Item Identification

Approval of the nominating committee for the Chancellor of the University.

Recommendation/Motion:

To recommend that Senate appoints the Senate Executive Committee as the nominating committee to seek the next Chancellor of the University.

Jurisdictional Information:

Section 30 of the *University of Waterloo Act, 1972* provides:

30. CHANCELLOR AND VICE-CHANCELLOR**1. Election of Chancellor**

There shall be a Chancellor of the University who shall be elected by the Senate in such manner as the Senate shall determine.

2. Term of Office

The term of office of the Chancellor shall be three years, provided that he shall be eligible for re-election for one additional term.

...

Highlights/Rationale:

The current term of appointment for the Dominic Barton, Chancellor of the University, will conclude on 30 June 2024. By custom, the role of nominating committee for the Chancellor of the University has been entrusted to the Senate Executive Committee, and it is recommended that Senate repeat this approach for the upcoming chancellor search.

Governance Path:

Senate Executive Committee: 6 February 2023

Senate: 27 February 2023 (anticipated)

Senate

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**Senate
Notice of Meeting**

Date: Monday 27 February 2023

Time: 3:30 pm

Place: NH 3407 ¹

	OPEN Session		Page #
3:30	1. Conflict of Interest	Declaration	
	2. Approval of the Agenda	Decision	
	3. Minutes of the 16 January 2023 Meeting	Decision	9
	4. Business Arising from the Minutes		
	a. Election of Faculty Senator to Board of Governors	Information	
	5. Senate Workplan	Information	15
3:35	6. Report of the President		
[10]	a. President's Update	Oral/Information	
3:45	7. Leadership Updates		
[45]	a. Report of the Vice-President, Academic & Provost	Oral/Information	
	i. Operational and Strategic Matters		
	ii. 2022/23 Operating Budget Update		17
	iii. Library Annual Report [B. Namachchivaya]		
4:30	b. Report of the Vice-President, Research & International	Oral/Information	
[15]	i. Operational and Strategic Matters		
	ii. Waterloo International [I. Rowlands]		
4:45	8. Reports from Committees and Councils		
[10]	a. Senate Executive Committee	Decision	23
	i. <i>That Senate appoints the Senate Executive Committee as the nominating committee to seek the next Chancellor of the University.</i>		
	9. Other Business		
	a. Call for Nominations for Honorary Degrees		
4:55	CONSENT Agenda		
[5]	Motion: To approve or receive for information the items on the consent agenda, listed as items 10-13 of the Senate agenda		
	10. Reports from Committees and Councils		
	a. Senate Undergraduate Council	Information	25
	b. Senate Long Range Planning Committee	Information	27

¹ Telephone coordinates will be provided to Senators unable to attend in person
SENATE

5:00	11. Report of the Vice-President, Research & International a. Research outputs and outcomes: Awards, Distinctions, Successful Grants, Waterloo International Engagements	Information	
	12. Committee Appointments – Teaching Awards <i>To approve the committee appointments for the Distinguished Teacher Awards and for the Amit & Meena Chakma Award for Exceptional Teaching by a Student, as presented in this report.</i>	Decision	29
	13. Reports from the Faculties	Information	31
	CONFIDENTIAL Session <i>Note on attending confidential session:</i> Only members, support staff (Secretariat and technical staff) and invited guests may remain in the meeting room. Thank you for your co-operation		
	14. Minutes of the 16 January 2023 Meeting	Decision	33
	15. Business Arising from the Minutes		
	16. Report of the President	Oral/Information	
17. Other Business			

20 February 2023

Mike Grivicic
Associate University Secretary
Secretary to Senate

University of Waterloo
SENATE
Minutes of the Monday 16 January 2023 Meeting
[in agenda order]

Present: John Abraham, Sheila Ager, Marc Aucoin, Sandra Banks, Michael Beauchemin, Jeff Casello, Trevor Charles, Joan Coutu, Neil Craik, Charmaine Dean, Jack DeGooyer, Nenone Donaldson, Catherine Dong, Aiman Fatima, Wendy Fletcher, Cindy Forbes, Mark Giesbrecht, Vivek Goel (chair), Kelly Grindrod, Mike Grivicic (secretary), David Ha, Kevin Hare, Martin Karsten, Achim Kempf, Jennifer Kieffer, Veronica Kitchen, Christiane Lemieux, Robert Lemieux, Lili Liu, Brad Lushman, Jennifer Lynes Murray, Carol Ann MacGregor, Blake Madill, Ceileigh McAllister, Peter Meehan, Nasser Mohieddin Abukhdeir, Kristiina Montero, Richard Myers, Beth Namachchivaya, Cathy Newell Kelly, Chris Nielsen, Oudy Noweir, Daniel O'Connor, Troy Osborne, Nicholas Pfeifle, Luke Potwarka, Jacinda Reitsma, Mary Robinson, James Rush, Naima Samuel, Matthew Schwarze, Marcus Shantz, Siv Sivaloganathan, James Skidmore, Sharon Tucker, Graeme Turner, Diana Vangelisti, Paul Ward, Dan Weber, Mary Wells, Stan Woo, Annie Yang, En-Hui Yang, Stephanie Ye-Mowe

Guests: N. Asokan, Jean Becker, Bruce Campbell, Aldo Caputo, Bernard Duncker, Donna Ellis, Rebecca Elming, Lori Gamble, Diana Goncalves, Sarah Hadley, Michele Hollis, Scott Inwood, Ross Johnston, Andrea Kelman, Nick Manning, Marilla McCargar, Fayaz Noormohamed, Ian Rowlands, Daniela Seskar-Hencic, Alisa Sivak, Allan Starr, Brandon Sweet, Kerry Stryker, Evan Taylor, Mat Thijssen, Sam Toman, Chris Vigna, Nickola Voegelin, Tim Weber-Kraljevski, Katy Wong-Francq

Absent: Dominic Barton*, Kim Cuddington, Kristine Dalton, Laura Deakin, David DeVidi*, Bruce Frayne*, Onurcan Gokkaya, Rob Gorbet*, Mary Hardy, Natalie Hutchings, Sonia Ismail, Narveen Jandu, Scott Kline, Alysia Kolentsis*, Xianguo Li, Ellen MacEachen, Graham Murphy*, Erin O'Connell*, Siva Sivoththaman*, Julian Surdi, Clarence Woudsma*, Changbao Wu
*regrets

OPEN SESSION

CHAIR'S REMARKS

The chair's welcomed new members Jennifer Lynes Murray, Kristiina Montero, Chris Nielsen, and James Skidmore. He introduced Jacinda Reitsma, who joins Senate in her role as Vice-President, Administration and Finance. He noted the recent retirement of George Freeman and observed that Moira Glerum and Zhongchao Tan have both stepped down from Senate; he thanked those senators for their service.

1. CONFLICT OF INTEREST

Senators were asked to declare any conflicts they may have in relation to the items on the agenda. No conflicts were declared.

2. APPROVAL OF THE AGENDA

A motion was heard to approve the agenda as distributed. Schwarze and Woo. Carried.

3. MINUTES OF THE 21 NOVEMBER 2022 MEETING

A motion was heard to approve the minutes as distributed. Ward and Schwarze. Carried.

4. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

5. SENATE WORKPLAN

Members noted the new item on the workplan "Faculty Update", and the first update will come from Engineering at the September 2023 meeting. This item was received for information.

6. REPORT OF THE PRESIDENT

a. President's Update

The president congratulated two members of the University of Waterloo community who were recently named members of the Order of Canada: Feridun Hamdullahpur, president emeritus, and John Lounds, a distinguished alumnus and former member of the Board of Governors. The president indicated that the Global Futures report will be launched next week. The publication's themes align with the Waterloo at 100 futures themes, and hard copies of the Global Futures report will be available to senators at the next meeting in February. The president observed that the Waterloo at 100 vision paper is approaching completion, and that a number of launch events will be planned for both the internal and external University community. He highlighted that the vision paper calls out next steps in a number of strategic areas e.g. integrated planning, enhanced budgeting, and mapping the vision for key exercises and working groups.

b. Presentation: Strategic Plan – Talent

i. 2020-2025 Strategic Plan Thematic Spotlights on Talent

The chair welcomed the panel and recalled that many senators will have participated the previous week's Strategic Plan Thematic Discussion on Talent.

ii. Graduate Student Panel: Design of Course on "Wicked Problem of Climate Change"

Donna Ellis introduced the panel, which focuses on the design of the course as one of the beta projects of the Teaching Innovation Incubator (TII). Brian Laird and Kyle Scholz spoke to their observations and experiences as part of the project (and relayed observations from Kayleigh Swanson, a graduate student also involved with the project): overall aim to advance interdisciplinarity between 38 participants across all six Faculties; the course was novel as was its format, and the TII played a key role in making it happen; it is important to make the course content accessible for a wide range of students; the process of developing the course yielded a good deal of formative discussion and mutual understanding of differing priorities among those involved, leading to increased understanding and instructors learning new pedagogical approaches from each other; the majority of TII projects would be likely to cross boundaries between departments and disciplines, and those involved need to be open to ideation work and embrace the support available from the academic support units; for those involved in TII project, failure should be seen as one possible (and acceptable) outcome of their project, with resources devoted to project evaluation to glean lessons for future projects.

Members discussed: a key feature of the TII is that project content is fed into a repository for use by future TII participants; need to assess the relative costs and benefits of teaching innovation activity, as the TII represents one model but innovation is happening in many areas with varying resource support; fostering interdisciplinarity is a key element of the University's strategic plan; some members were unclear on the utilization of "incubator" terminology, as it is difficult to quantify the return on investment (e.g. benefits in advancing research and teaching); TII projects are meant to be large, whereas Learning Innovation and Teaching Enhancement (LITE) Grants are smaller and generally more incremental; in evaluating beta incubator projects, need to assess how a given project would be scaled up and whether innovation would occur with or without the incubator; a member suggested that greater decentralization of these sorts of activities yields greater benefits in comparison to more centralized models; minor barriers can prevent uptake by students e.g. one Faculty did not have a course code for the new Wicked Problems course, though with experience the necessary adaptations are being made; the idea for TII came from the Strategic Plan grassroots discussions, and additional resources to be devoted to these projects will be assessed as part of the budget process.

7. LEADERSHIP UPDATES

a. Report of the Vice-President, Academic & Provost

i. Operational and Strategic Matters

James Rush provided a PowerPoint presentation: CUPE was certified to represent sessional instructors earlier this month following a vote in December 2022, and the University is interacting with CUPE on defining the bargaining unit as well as determining the dates and logistics of the bargaining process; following the court decision in November 2022 to declare Bill 124 void and of no effect (and cognizant that the province has filed an appeal of said decision), the University is reviewing the compensation agreements with certain employee groups and considering options to open discussions with the same groups; revisions to Policies 76 and 77 continue with the assistance of an external mediator under the process previously approved by Senate in October 2022; the revised Policy 30, Employment of Graduate Student Teaching Assistants was approved in December 2022, following endorsement at the Graduate Student Relations Committee and extensive consultation; Bill 26 will require that the University have an employee sexual misconduct policy by 1 July 2023, and various offices on campus are aligning efforts toward developing a proposal to put forward to employee groups on how to proceed; for the Winter term, members of the University community are strongly encouraged to wear a mask in indoor settings when in close contact with others – masks are available for pickup on campus and the University will bring back the requirement to wear masks if the situation requires this at any point during the term.

Members discussed/clarified: Bill 26 requirements differ from Policy 42 in that the new policy will be an employee policy; some members expressed concern at training and vacation pay for teaching assistants, and clarification was provided that training occurs at the Faculty level and that all teaching assistants receive 4% vacation pay; the new Policy 30 does not exclude undergraduates from serving as teaching assistants; the recent communique from the University on the Policy 76/77 changes is intended as a general message and progress report.

ii. Policy 30

This item was received for information.

iii. Co-op Annual Report

Ross Johnston provided a PowerPoint presentation, including: 2022 activity toward meeting the department's strategic goals; two members of the department hold key roles at national/international level organizations, with Judene Pretti as the president-elect of Co-operative Education and Work-Integrated Learning Canada and with Johnston currently serving as president of the Cooperative Education & Internship Association (only the second non-American to do so); co-op employment rates have resumed pre-COVID levels, at greater than 97%; the major reflective report from the Centre for Work-Integrated Learning was informed by students' observations on their learning and development; continued engagement with current employers, and partnering with Alumni Relations to foster new/increased engagement in 2023; refreshment of professional development courses and supporting flexible programming; various initiatives to support further development in 2023/24, including rebrand and relaunch of the Centre for Career Action in Fall 2023; development of CEE 5.0 to respond to Industry 5.0.

b. Report of the Vice-President, Research & International

i. Operational and Strategic Matters

Charmaine Dean provided a PowerPoint presentation: recent launch of the National Quantum Strategy (NQS) and enunciation of the three NQS pillars as research, commercialization, and training); the three missions of the NQS will guide collaboration between academia, industry, not-for-profit organizations, and government; an advisory group (co-chaired by Raymond Laflamme) will work to develop activities/milestones for each mission over 6-8 months, and will deliver three separate road maps; renewal of the MOU with NOSM University, which expands

the relationship with a focus on teaching and research innovation, particularly for students working with remote and Indigenous communities; research partnership with Grand River Hospital was renewed in 2022 to promote innovation and collaboration with Waterloo researchers, bringing dedicated space at the hospital along with a joint research agenda, a framework for intellectual property, and hospital services to support Waterloo research; Waterloo researchers secured an incredible \$15.8 million from the Climate Action and Awareness Fund to support research toward net-zero emissions in Canada by 2050; four Waterloo faculty are among the newest fellows of the Royal Society of Canada: Marie-Claire Cordonier Segger, Carl Haas, Randy Harris, and Richard Hughson (with some fellows deferring their acceptance to next year, when the society's event will take place in Waterloo).

ii. Annual Report, Intellectual Property

Scott Inwood provided a PowerPoint presentation: annual institutional reporting on intellectual property (IP) and commercialization arises from recommendations in a 2015 Ontario auditor general's report; disclosure requirement under Policy 73, with online reporting tool launched to allow inventors to easily make those disclosures and an annual communications campaign to support this activity; disclosure compliance was 93% in 2022, and overall disclosures have risen notably since 2019-20; disclosures support the commercialization mandate under the Ontario IP Action Plan and the University's obligations under the commercialization mandate agreement with the province; it is expected that province will specify metrics for ongoing monitoring, which will have the potential to impact provincial funding for the institution. In response to one member's concern about providing open access to IP to foster advances in research, Inwood clarified that Policy 73 does not compel the commercialization of IP; Goel noted that a presentation on open access can be brought to a future meeting of Senate.

8. REPORT FROM COMMITTEES AND COUNCILS

a. Senate Graduate & Research Council

i. Casello provided an overview of the item, and a motion was heard to approve updates to the non-degree graduate student definition, effective 1 January 2023, as presented. Casello and Ward. Carried with one opposed.

ii. Casello spoke to the item and clarified that the changes would impact only incoming students once effective. A motion was heard to approve the deletion of the coursework study option for the Master of Arts (MA) in Economics, effective 1 May 2023, as presented. Casello and Ager. Carried with one opposed and one abstaining.

b. Senate Undergraduate Council

Newell Kelly provided an overview of items (i)-(iii).

i. A motion was heard that Senate approve the academic program changes associated with the renewal of the joint academic agreement between Dalian Maritime University (DMU) and the University of Waterloo, effective as of the date of the last required signature on the signing page of the agreement, as presented. Newell Kelly and Lemieux. Carried with two abstaining.

ii. A motion was heard that Senate approve the proposed changes to the Technical Writing Minor for the Faculty of Arts, effective 1 September 2024, as presented. Newell Kelly and Ager. Carried with one abstaining.

iii. Chris Vigna spoke to the proposed new minor plan, highlighting the benefits of the program in congruence with the aims of the Strategic Plan and in fostering interdisciplinarity across four academic units in three Faculties. A motion was heard that Senate approve the proposed Neuroscience Minor for the Faculty of Health, effective 1 September 2024, as presented. Newell Kelly and Liu. Carried.

c. Honorary Degrees

Goel spoke to the report and to the proposed changes which aim to bring new support to generate nominations along with a revised open and annual nomination process, and focusing on ensuring high-quality honorands. A motion was heard that Senate approve the revised Terms of Reference for the Senate Nominating Committee for Honorary Degrees, as presented in attachment A and the revised Guidelines for the Awarding of Honorary Degrees as presented in attachment B. Goel and Hare. Carried.

d. Senate Executive Committee

Goel provided a short overview of the report, and called for additional nominations from the floor – no further nominations came from the floor. A motion was heard to elect members to Senate committees as described in this report. Potwarka and Craik. Carried with one abstention.

9. OTHER BUSINESS

a. Delegation of Authority to Senate Executive Committee

Grivicic observed that recommendation will allow for the election of the faculty member of Senate to the Board of Governors in time for the upcoming Board meeting on 7 February. A motion was heard that Senate approve a one-time delegation of authority to the Senate Executive Committee to elect (on behalf of Senate) one faculty member of Senate to the Board of Governors, with said election expected to be completed in late January 2023. Hare and Beauchemin. Carried with two opposed and one abstention.

CONSENT AGENDA

A motion was heard to approve or receive for information the items on the consent agenda, listed as items 10-14 of the Senate agenda. Giesbrecht and Lynes Murray. Carried.

10. REPORTS FROM COMMITTEES AND COUNCILS

a. Senate Graduate & Research Council. Received for information.

b. Senate Undergraduate Council. Two items approved; remaining items received for information.

i. That Senate approve the proposed academic regulation revisions to the Bachelor of Arts Degree Requirements and the Bachelor of Arts Co-op Requirements for the Faculty of Arts, effective retroactively for the 2021-2022 and 2022-2023 academic calendars, as presented.

ii. That Senate approve the proposed academic regulation revisions to the Bachelor of Arts Degree Requirements and the Bachelor of Arts Co-op Requirements for the Faculty of Arts, effective retroactively for the 2018-2019, 2019-2020 and 2020-2021 academic calendars, as presented.

11. REPORT OF THE VICE-PRESIDENT, RESEARCH & INTERNATIONAL.

Received for information.

12. NEW CONVOCATION HOOD: BACHELOR OF SUSTAINABILITY AND FINANCIAL MANAGER

To approve the new degree hood for the Bachelor of Sustainability and Financial Management as presented.

13. UPDATING THE DISTINGUISHED TEACHER AWARDS

Received for information.

14. REPORTS FROM THE FACULTIES. Received for information.

With no further business in open session, Senate convened in confidential session.

23 January 2023
/dg

Mike Grivicic
Associate University Secretary
Secretary to Senate

Senate Agenda Items • expected *as needed	27 February 2023	27 March 2023 <i>Strategic Plan - Communities - Sustainability</i>	17 April 2023 <i>TBD</i>	15 May 2023 <i>Strategic Plan - Research</i>	19 June 2023	18 September 2023	16 October 2023 <i>Strategic Plan Annual Update / Waterloo at 100</i>	20 November 2023	18 December 2023	15 January 2024
REGULAR AGENDA (including items for information and discussion)										
Minutes	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪
Business Arising	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪
LEADERSHIP UPDATES⁶										
Report of the Vice-President, Academic & Provost	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪
Report of the Vice-President, Research and International	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪
COMMITTEE/COUNCIL REPORTS										
Executive Committee	*	*	*	*	*	*	*	*	*	*
Graduate & Research Council (GRC)	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪
Undergraduate Council (UC)	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪
Long Range Planning Committee	▪		▪				▪	▪		
Joint Report of GRC & UC on Academic Calendar Dates ¹								▪		
University Committee on Student Appeals Annual Report ¹ (Policy 72)								▪		
University Appointment Review Committee Annual Report ¹ (Policy 76)			▪							
Finance Committee - Budget Update ³	▪									
Finance Committee - Budget recommendation ^{2, 3}		▪								
OTHER SENATE AGENDA ITEMS										
New Senator Orientations (before meeting)				▪						
Teaching Awards Committee		▪								
Roster of Graduands				▪			▪			
Undergraduate and Graduate Admissions Update			▪							
SENATE PRESENTATIONS										
Presentations from the Presidents of the Faculty Association, Waterloo Undergraduate Association and Graduate Student Association ¹			▪							
Strategic Plan Accountability Update ¹							▪			
PART Annual Update					▪					
Faculty Update (6x/year)						ENG	▪	▪		

¹ Annual item

² Board of Governors approval

³ Presented by the Vice-President Academic and Provost

⁴ Presented by the President and Vice-Chancellor, and Chair of Senate

⁵ Presented by the University Secretary

⁶ Leadership updates may include such topics as: Talent, We Accelerate Report, Communities (EDI, Sustainability), Waterloo International, etc.

Senate Agenda Items • expected *as needed	27 February 2023 <i>TBD</i>	27 March 2023 <i>Strategic Plan – Communities - Sustainability</i>	17 April 2023 <i>TBD</i>	15 May 2023 <i>Strategic Plan - Research</i>	19 June 2023	18 September 2023	16 October 2023 <i>Strategic Plan Annual Update / Waterloo at 100</i>	20 November 2023	18 December 2023	15 January 2024
CONSENT AGENDA										
Reports from Faculties (e.g., appointments, administrative appointments, sabbaticals) ²	•	•	•	•	•	•	•	•	•	•
Tenure and Promotion Report ⁴						•				
University Professor Designation ³		•								
Call for Nominations for University Professor ³						•				
Call for Nominations for Honorary Degree Recipients ⁴	•									
Report of the COU Academic Colleague ¹								•		
Senate Committee Appointments ⁵	*	*	*	*	*	•	*	*	*	*
CONFIDENTIAL AGENDA										
Minutes	•	•	•	•	•	•	•	•	•	•
Business Arising	•	•	•	•	•	•	•	•	•	•
Reports from Committees and Councils	*	*	*	*	*	*	*	*	*	*
Honorary Degree Recommendations	•	*	*	*	*	*	*	•	*	*
Reports from Search and Review Committees for Policy-based Senior Leadership Appointments and Reappointments	*	*	*	*	*	*	*	*	*	*
Report of VP Advancement on Policy 7 ¹					•					

Joint SENATE/BOARD Strategic Plan Focus Sessions 3-4:30	Joint SENATE/BOARD Continuing Education Sessions 3-4:30
<ul style="list-style-type: none"> • March 21, 2023 - Communities (Sustainability) • May 2, 2023 - Research 	<ul style="list-style-type: none"> • March 1, 2023 – Funding Environment, SMA, Corridors

Special Topics for 2022-2023 to be Scheduled:

- President’s Anti-racism Task Force Update (PART)
- Waterloo at 100
- Senate Governance Review Recommendations and Updates

For more information: secretariat@uwaterloo.ca

uwaterloo.ca/secretariat , NH 3060

¹ Annual item

² Board of Governors approval

³ Presented by the Vice-President Academic and Provost

⁴ Presented by the President and Vice-Chancellor, and Chair of Senate

⁵ Presented by the University Secretary

⁶ Leadership updates may include such topics as: Talent, We Accelerate Report, Communities (EDI, Sustainability), Waterloo International, etc.

Office of the Vice-President, Academic and Provost

For Information

Public

Open Session

To:

Senate

Sponsor:

James W.E. Rush, Vice-President, Academic and Provost

Contact Information:

provost@uwaterloo.ca

Presenter:

James W.E. Rush, Vice-President, Academic and Provost

Contact Information:

provost@uwaterloo.ca

Date of Meeting:

February 27, 2023

Item Identification:

FY 2022/2023 Budget Update

Recommendation/Motion:

This report is for information.

Summary:

This report provides an in-year update of the 2022/23 Operating income and expense budgets.

Jurisdictional Information:

This item is submitted to Senate in accordance with Senate Bylaw 2; section 2.04(c):
"To receive each year from the vice-president, academic & provost, for consideration, study, and review, on behalf of Senate, a detailed operating budget for the university and to make recommendations to Senate thereon."

Governance Path:

James W.E. Rush, Vice-President Academic and Provost provided an update on the 2022/23 Operating Budget to the Finance and Investment Committee on January 19, 2022 and to the Board on February 7, 2023. To date, other key governance and leadership bodies who have discussed the 2022/23 Operating Budget update include Deans Council (DC) with members of the President's senior executive team (PVP).

Previous Action Taken:

Senate receives an annual update on the operating budget as part of the yearly Senate Work Plan, with the last update provided at the February 28, 2022 meeting of Senate.

Highlights:

The 2022/23 operating income indicates a shift between Enrolment and SMA3 Performance Outcomes, which is due to the MCU providing clarification of the funding envelopes for 2022/23. The investment income earned on operational funds is based on current and forecasted cash management and investment plans. The increase is due to the impact on rising general interest rates, from the significant increases that the Bank of Canada has made in interest rates throughout calendar year 2022.

The 2022/23 operating expenses shows an increase in salary and benefit budgets and more funding for TA positions that is only partially accounted for by reallocation of non-salary budgets, in addition to an increase in the centrally funded capital projects budget and the allocation of central funding to a deferred maintenance fund. Other non-salary budget reflects the budget for a variety of non-salary expenses of the Faculties and ASUs. Faculties and ASUs determine use of this budget based on operational requirements. The decrease reflects reallocation of budget to salaries.

Next Steps:

Following an update on the 2022/23 Operating Budget to Senate, Senate will hear budget recommendations for the upcoming 2023/24 Operating Budget at the March 27, 2023 meeting.

Documentation Provided:

- Briefing note for the 2022/23 Operating Budget (income and expense)

UNIVERSITY OF WATERLOO
2022/23 Operating Income Budget (in thousands)

Senate
February 27, 2023

Estimated 2022/23 As at April 5, 2022	Increase / (Decrease)	Estimated 2022/23 As at February 7, 2023	Notes
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INCOME

Operating Grant			
Enrolment	162,703	(25,280)	137,423 Note 1
SMA3 Performance Outcomes	87,920	25,280	113,200 Note 1
Special Purpose	5,605	(55)	5,550
International Student Recovery	(5,600)	200	(5,400)
Transfers to AFIW	(13,190)	(30)	(13,220)
	<u>237,438</u>	<u>115</u>	<u>237,553</u>
Tuition			
Domestic - Undergraduate	233,900	6,300	240,200 Note 2
Domestic - Graduate	28,400	(900)	27,500
International - Undergraduate	263,900	(15,500)	248,400 Note 3
International - Graduate	54,100	3,000	57,100 Note 4
Transfers to AFIW	(21,340)	550	(20,790)
	<u>558,960</u>	<u>(6,550)</u>	<u>552,410</u>
Other Revenue			
Co-op Recovery	25,700	600	26,300
Student Services Fees	15,320	(350)	14,970
Interest	10,600	17,400	28,000 Note 5
Services to AFIW	4,050	(60)	3,990
Miscellaneous Income	9,670	-	9,670 Note 6
	<u>65,340</u>	<u>17,590</u>	<u>82,930</u>
Total Income	<u><u>861,738</u></u>	<u><u>11,155</u></u>	<u><u>872,893</u></u>

Note 1: The shift between Enrolment and SMA3 Performance Outcomes is due to the Ministry of Colleges and Universities (MCU) providing clarification of the funding envelopes for 2022-23.

Note 2: The increase in Domestic Undergraduate tuition is due to new students exceeding forecast.

Note 3: The decrease in International Undergraduate tuition is due to new students intake below forecast. This has been further impacted by student graduations accelerating beyond expected in the forecast.

Note 4: The increase in International Graduate tuition is due to new students in Master's exceeding forecast.

Note 5: The investment income earned on operational funds is based on current and forecasted cash management and investment plans. The increase is due to the impact on general interest rates of the significant increases Bank of Canada has made in interest rates throughout calendar year 2022.

Note 6: Miscellaneous income includes application fees, rental income and various other fees such as transcripts, verification letters, etc.

UNIVERSITY OF WATERLOO
2022/23 Operating Expense Budget (in thousands)

Senate
February 27, 2023

Estimated 2022/23 As at April 5, 2022	Increase / (Decrease)	Estimated 2022/23 As at February 7, 2023	Notes
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EXPENSES

Salary and Wages

Current salaries and wages	510,577	7,600	518,177	
Current benefits	125,460	800	126,260	
	<u>636,037</u>	<u>8,400</u>	<u>644,437</u>	Note 1

Non Salary Expenses - Strategic and Priority Spending

Student Support	75,967	-	75,967	Note 2
University Fund	43,100	-	43,100	Note 3
Capital Project Fund	3,300	1,000	4,300	Note 4
Deferred Maintenance Fund	-	6,000	6,000	Note 5
	<u>122,367</u>	<u>7,000</u>	<u>129,367</u>	

Non-Salary Expenses - Other

Insurance	3,250	-	3,250	
Municipal taxes	3,050	-	3,050	
Utilities	22,925	-	22,925	
Other non-salary expenses	92,526	(5,725)	86,801	Note 6
Total other - before budget reduction	<u>121,751</u>	<u>(5,725)</u>	<u>116,026</u>	
Budget reduction	(5,300)	-	(5,300)	
Total other - after budget reduction	<u>116,451</u>	<u>(5,725)</u>	<u>110,726</u>	

Gross expenses	<u>874,855</u>	<u>9,675</u>	<u>884,530</u>	
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Cost recoveries	<u>(11,900)</u>	<u>-</u>	<u>(11,900)</u>	Note 7
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Estimated net expenses	<u>862,955</u>	<u>9,675</u>	<u>872,630</u>	
Estimated income	<u>861,738</u>		<u>872,893</u>	
Surplus (Unfunded deficit)	<u>(1,217)</u>		<u>263</u>	

Note 1: The budget increase mainly reflects a reallocation from non-salary budget to update for in-year deployments of available budgets to support new positions and to provide more funding for TA positions.

Note 2: Student Support includes Tuition Set Aside (TSA), as well as undergraduate and graduate support in the form of scholarships, bursaries and awards. The TSA amount (approximately \$26 million) is calculated based on a formula mandated by the Ministry of Colleges and Universities and it is to be used for needs based student support programs.

Note 3: The University Fund is used strategically for funding the University's strategic priorities and managing risk.

Note 4: The Capital Project Fund budget supports central funding of capital projects. Other support for capital projects includes other central operating funds, faculty funding, donations and other sources.

Note 5: The Deferred Maintenance Fund supports central funding of deferred maintenance projects. Other support for deferred maintenance includes other central operating funds, faculty funding, grants and donations.

Note 6: Other non-salary budget reflects the budget for a variety of non-salary expenses of the Faculties and Academic Support Units including investments in capital and enterprise software, and expenses in professional services, maintenance and supplies. Faculties and Administrative Support Units determine use of this budget based on operational requirements. The decrease reflects a reallocation of budget to salaries.

Note 7: Chargeouts and cost recoveries primarily include recoveries from Ancillary Enterprises (Housing, Food Services, Print & Retail Solutions, Watcard and Parking) for space charges and administrative support.

For Approval

Public

Open Session

To: Senate

Sponsor: Vivek Goel, President and Vice-Chancellor
Contact Information: president@uwaterloo.ca

Presenter: Vivek Goel, President and Vice-Chancellor
Contact Info: president@uwaterloo.ca

Date of Meeting: 27 February 2023

[Senate Executive Committee](#) met on 6 February 2023 and agreed to recommend the following item to Senate for approval.

Item Identification

Approval of the nominating committee for the Chancellor of the University.

Recommendation/Motion:

That Senate appoints the Senate Executive Committee as the nominating committee to seek the next Chancellor of the University.

Jurisdictional Information:

Section 30 of the *University of Waterloo Act, 1972* provides:

30. CHANCELLOR AND VICE-CHANCELLOR**1. Election of Chancellor**

There shall be a Chancellor of the University who shall be elected by the Senate in such manner as the Senate shall determine.

2. Term of Office

The term of office of the Chancellor shall be three years, provided that he shall be eligible for re-election for one additional term.

Highlights/Rationale:

The current term of appointment for the Dominic Barton, Chancellor of the University, will conclude on 30 June 2024. By custom, the role of nominating committee for the Chancellor of the University has been entrusted to the Senate Executive Committee, and it is recommended that Senate repeat this approach for the upcoming chancellor search.

Governance Path:

Senate Executive Committee: 6 February 2023

Senate: 27 February 2023

Senate

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Senate Undergraduate Council

For Information

Public

Open Session

To: Senate

Sponsor: David DeVidi, Associate Vice-President, Academic
Contact Information: david.devidi@uwaterloo.ca

Presenter: David DeVidi, Associate Vice-President, Academic
Contact Info: david.devidi@uwaterloo.ca

Date of Meeting: February 27, 2023

Senate Undergraduate Council met on January 10, 2023 and agreed to forward the following items to Senate for information as part of the consent agenda.

Jurisdictional Information:

As provided for in [Senate Bylaw 2](#), section 5.03, council is empowered to make approvals on behalf of Senate for a variety of operational matters:

- (c) On behalf of Senate, consider and approve all new undergraduate courses, the deletion of undergraduate courses, and proposed changes to existing undergraduate courses and minor changes to programs and/or plans, and provide Senate with a summary of council's deliberations in this regard. Any matter of controversy that might arise may be referred to Senate.
- (e) Consider, study and review briefs on any aspect of undergraduate studies from members of the university.

Item Identification

On behalf of Senate, the following items were approved:

Academic Program Reviews

Council approved the following reports:

- [Two-Year Progress Report \(PR\) Science and Business, Biotechnology-Economics, and Biotechnology-CPA](#)
- [Two-Year Progress Report \(PR\) Studies in Islam and Arabic Language](#)

Minor Plan & Curricular Modifications

Council approved minor plan changes, new courses, course changes and course inactivations for:

- a. [Faculty of Arts](#) (Renison university college)
- b. [Faculty of Science](#) (earth sciences; environmental sciences; school of pharmacy; water science specialization)

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Senate Long Range Planning Committee

For Information

Public

Open Session

To: Senate

Sponsor: James Rush
Contact Information: Vice-President Academic and Provost

Presenter: James Rush
Contact Information: Vice-President Academic and Provost

Date of Meeting: **February 27, 2023**

Item Identification:

Senate Long Range Planning Committee Report to Senate for the Consent Agenda

Summary:

The Senate Long Range Planning Committee met on 26 January 2023 and has provided a summary of the following items to Senate for information as part of the consent agenda.

Jurisdictional Information:

- 3.04 The Long Range Planning Committee shall have the following powers and duties:
- a. To make recommendations to Senate in all matters pertaining to the co-ordination of the planning of the academic, physical, and operational development of the university and the achievement of a planned rate and scope of such development.
 - b. To receive from the president, for consideration, study and review, on behalf of Senate, plans for the development of the university and to make recommendations to Senate thereon.
 - c. To undertake such studies as Senate may designate from time to time.
 - d. To report to Senate, as expeditiously as possible, with respect to the conduct of such matters as shall be delegated by Senate to the committee from time to time.

Governance Path:

The Senate Governance Review report was endorsed by Senate at its meeting on 20 June 2022.

The remaining agenda items were brought to SLRP for information.

Highlights:

The following matters were discussed at the Senate Long-Range Planning Committee:

- 1. Senate Governance Review – Committee Terms of Reference.**

Senate Long Range Planning Committee

The Committee began its review of its Terms of Reference, as recommended in the Senate Governance Review (Recommendation 28 and 31), noting the length of time since the terms of reference were last updated; membership considerations for the group; opportunity to operate more strategically; increased communication between the Committee and Senate; need for greater specificity in mandate; context of the Committee in the early days of the University versus present day; opportunity for Committee's input on key strategic priorities; need to ensure perspective of Committee is elevated for strategic initiatives; identification of areas for deep dives; and coordination of Senate committees focusing on short-term and long-term initiatives and associated workflows. The Committee agreed to further discussion on the topic at its next meeting and for members to share reflections with the Chair in the meantime.

2. Auditor General's Special Report on Laurentian University and Auditor General's Annual Report – Value for Money Audit of Universities

The Committee discussed the Auditor General's recent reports, noting the impact of shadow boards on decision making and appropriate delegation of authority; Waterloo's ranking in the Value for Money Audit; audit processes and timelines; and impact of the reports on the sector and Ministry of Colleges and Universities.

3. New Interdisciplinary Networks, Programs, and Initiatives

The Committee heard updates from the Deans on the recently approved project associated with the New Interdisciplinary Networks, Programs and Initiatives Funds, including:

- Bachelor of Sustainability and Financial Management (BSFM)
- Interdisciplinary Programming in Climate Change (Type II Diploma)
- Waterloo Genomics Surveillance Centre
- Cross-Faculty Master's Co-Supervision Initiative in Data and Computation (CMDC)
- Network for Aging and Society (NAS)
- STEM Entrepreneurial PhD Fellowships
- Trust in Science and Technology Research Network

Next Steps:

The Committee will continue its discussions on considering its terms of reference in relation to the Senate Governance Review recommendations.

Documentation Provided:

- [Office of the Auditor General of Ontario – Special Report on Laurentian University](#)
- [Office of the Auditor General of Ontario – Value-for-Money Audit: Financial Management in Ontario Universities](#)

For Approval

Public

Open Session

To:**Senate****Sponsor/Presenter:
Contact Information:**Jeff Casello, Associate Vice-President, Graduate Studies and
Postdoctoral Affairs
jcasello@uwaterloo.ca**Sponsor/Presenter:
Contact Information:**David DeVidi, Associate Vice-President, Academic
david.devidi@uwaterloo.ca**Date of Meeting:****February 27, 2023****Item Identification:**

Committee Appointments – Teaching Awards

Recommendation/Motion:**Motion:** To approve the committee appointments for the Distinguished Teacher Awards and for the Amit & Meena Chakma Award for Exceptional Teaching by a Student, as presented in this report.**Summary:**

Senate appoints the membership of the two awards committees. Per past precedent, staff in the Centre for Teaching Excellence have formed a recommended committee membership based on the terms of the awards; owing to the difficulty in securing faculty members to serve, this year's recommendation for each committee has one fewer faculty member than is formally called for. Senate has previously approved the memberships with similar minor shortfalls and may feasibly do so again in this instance.

Jurisdictional Information:

Not applicable.

Governance Path:

Senate Executive Committee, 6 February 2023

Senate, 27 February 2023

Previous Action Taken:

None.

Highlights:

The **Distinguished Teacher Awards (DTA)** are awarded to exemplary instructors at the University of Waterloo. The awards are open to all who teach at the University, and the main criterion of the award is a record of excellent teaching at Waterloo of usually at least five years' time. The committee considers: evidence of intellectual vigour and communication skills in the interpretation and presentation of subject matter; evidence of educational impact beyond the classroom; the instructor's concern for and sensitivity to the needs of students; and a clear indication that the nominee has a favorable and lasting influence on students, and, where relevant, on colleagues. The DTA is awarded to four instructors annually and individuals are announced at the March meeting of Senate. The committee is appointed by Senate and consists of three undergraduate students (nominated by Waterloo Undergraduate Student Association), two graduate students (nominated by the Graduate Student Association), one alumni representative, four members of faculty (typically previous winners of the award), and the associate vice-president, academic as chair.

The **Amit & Meena Chakma Award for Exceptional Teaching by a Student (AETS)** awards are open to all students who have a formal teaching role at the University of Waterloo. Up to four awards are given annually in recognition of excellence in teaching of all kinds by registered students (e.g., teaching assistant, laboratory demonstrator, sessional lecturer). The selection committee considers intellectual vigour and communication skills in the interpretation and presentation of subject matter. Concern for and sensitivity to the academic need of the students is an important criterion. The committee is appointed by Senate and consists of three undergraduate students (nominated by Waterloo Undergraduate Student Association), two graduate students (nominated by the Graduate Student Association), two members of faculty, and the associate vice-president, graduate studies and postdoctoral affairs as chair.

The recommended committee memberships are as follows:

Distinguished Teacher Awards (note, only part of the membership changes each year):

Faculty: Cynthia Richard (pharmacy); Greta Kroeker (history); Suzanne Kearns (geography & environmental management)

Undergraduate: Rachel Lam (psychology); Catherine Dong (mathematics); Arsema Teka (arts and business)

Graduate: Giuseppe Femia (English language & literature); Emma McDougall (planning)

Alumni: Tiffany Bradley

Chair (AVPA): David DeVidi

Amit & Meena Chakma Award for Exceptional Teaching by a Student (note, only part of the membership changes each year):

Undergraduate: Mariam Mazen (psychology); Bella McKenzie (psychology); Brent McCready-Branch (health sciences)

Graduate: Urja Nandivada (physics and astronomy); Bara' Abdallah AlShurman (public health sciences)

Faculty: Anindya Sen (economics)

Chair (AVP, GSPA): Jeff Casello

Next Steps: Not applicable.

Documentation Provided: None.

University of Waterloo
REPORT TO SENATE FROM THE FACULTIES
27 February 2023

FOR INFORMATION

The Faculty Reports for Senators' information regarding the variety of appointments, reappointments, special appointments, leaves, and other matters of interest about individuals in the Faculties are available at the [Senate agenda page](#)¹.

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<https://uwaterloo.ca/secretariat/sites/default/files/uploads/documents/all-faculty-february-2023.pdf>

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CONFIDENTIAL MINUTES

The Confidential Session Minutes have been removed

With no further business the meeting was adjourned at 5:25 p.m.

17 January 2023
/dg

Mike Grivicic
Associate University Secretary
Secretary to Senate

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MEMORANDUM

TO: Senate Executive Committee

FROM: Andrea Kelman, Acting University Secretary

DATE: 6 February 2023

SUBJECT: Senate Governance Review Recommendations

Senate endorsed the recommendations of the [Senate Governance Review](#) at its meeting on June 20, 2022, and you will be aware the recommendations were broad and will impact many aspects of the work of Senate and Senators.

Each of the Senate Committees and Councils will be working in a coordinated fashion, supported by the Secretariat, to review their terms of reference concurrently, with recommendations being brought forward as they are ready through the two-step Senate review and approval process.

Each Committee/Council will be provided with key documents (e.g., terms of reference) and a series of guiding questions will be provided to encourage strategic discussion, streamline conversations and create consistency between and amongst recommendations. Selected excerpts have been included as an appendix to this memo for ease of reference and in support of the questions provided, however, the complete original documents are hyperlinked as well.

The following guiding questions are provided to encourage strategic conversation and similar conversations between Committees; however, discussion is not limited to these questions. Additionally, the questions may also solicit discussion around guiding governance principles for Senate at the University of Waterloo.

- How would you describe the current level of engagement within the Senate Executive Committee?
- Is the current timing, cadence and length of meetings appropriate? Could improvements be expected from changing one or more of these elements?
- Does the Committee's agenda accurately reflect its mandate? Is the Committee appropriately engaged on matters in its mandates? What examples support this (if any)? Are there any changes required to the mandate of the Committee?
- Do members observe any inappropriate overlap (whether minor or significant) in the mandate, membership or responsibilities with other Senate Committees and Councils? Are there committees with similar mandates that could be combined?

- Are the Senate-delegated powers of the Committee appropriate? Are there any matters/powers that could be delegated from Senate to this Committee or from this Committee to a subcommittee or other university committee?
- How does this Committee communicate with Senate? How might the Committee communicate differently with Senate?

The Secretariat is also exploring implementation of an annual orientation for each of the Senate Committees and Councils. Please provide feedback on those topics you would like covered in an orientation.

Finally, the Secretariat is proposing that all Committees/Councils undertake regular reviews of the respective terms of reference (on a five-year staggered cycle), with monitoring and accountability to Senate (or an appropriate Senate Committee). This cycle ensures regular review without assigning any obligation to amend the terms of reference.

Request:

Committees and Councils of Senate may provide their observations and input through the chair and secretary, for inclusion within the suite of changes under contemplation in the implementation of the Senate Governance Review.

- [University of Waterloo Act](#)

POWERS OF THE SENATE

22. The Senate has the power to establish the educational policies of the University and to make recommendations to the Board of Governors with respect to any matter relative to the operation of the University and without restricting the generality of the foregoing, this includes the power,

- (a) to make recommendations to the Board of Governors relative to the creation, establishment, maintenance, modification, or removal of organizational structures such as faculties, schools, institutes, departments or chairs within the University;
- (b) subject to the approval of the Board of Governors, in so far as the expenditure of funds is concerned, to establish, maintain, modify or remove, curricula of all courses of instruction including extension courses;
- (c) to determine policies concerning the qualifications of faculty members within the University with respect to appointments or promotions in rank, or to the granting of tenure, in connection with research or teaching or academic administration;
- (d) to determine standards of admission of students to the University;
- (e) to consider and determine the conduct and results of examinations in all faculties or academic units;
- (f) to hear and determine appeals from the decisions of the faculty councils on applications and examinations by students;
- (g) to confer degrees, diplomas and certificates or other awards in any and all branches of learning and in any subject taught in the University or its federated or affiliated colleges;
- (h) to confer honorary degrees in Divinity, without fees, upon the recommendation of any theological college federated or affiliated with the University;
- (i) to confer honorary degrees in any department of learning;
- (j) to undertake, consider and co-ordinate long-range academic planning;
- (k) to consider and to recommend to the Board of Governors policies concerning the internal allocation or use of University resources;
- (l) to consider and to recommend to the Board of Governors the federation or affiliation of the University with any college for teaching any branch of learning;
- (m) to create councils and committees to exercise its powers;
- (n) to provide, if considered necessary, for an executive committee which shall act in the name and on behalf of the Senate between regular meetings of the Senate; and
- (o) to enact by-laws and regulations for the conduct of its affairs.

- [Senate Bylaw 1 – Business and affairs of Senate](#)

4. Committees and councils - agenda and background material to be available

4.01 Notice in writing of each general meeting of any committee or council shall be available at least seven (7) days prior to the date of each such meeting.

4.02 The agenda and available background material for any general meeting of any committee or council shall be available at least seven (7) days prior to the date of each such meeting.

12. Limit on service on committees

12.01 An elected member of Senate shall not serve on more than one of the Executive, Finance or Long Range Planning Committees.

14. Bylaws - general

14.01 The passage of a new bylaw or amendment(s) to an existing bylaw is accomplished in two readings by Senate. At the first reading, such discussion as is deemed appropriate by Senate shall take place. At the second reading, further discussion may take place and the vote on the document shall be taken. The two readings shall take place at different, but not necessarily consecutive, meetings of Senate.

14.02 No proposed bylaw or amendment(s) will be given reading unless it has been bound into or accompanies the agenda portfolio distributed in advance of the meeting.

14.03 Any proposed bylaw or amendment(s) shall include the proposed wording of the bylaw or amendment(s), and where appropriate, a summary of the reasons for such bylaw or amendment(s).

14.04 In order to be approved by Senate, any new bylaw or amendment(s) to bylaws must receive the affirmative vote of at least two-thirds of the members of Senate present and voting at the meeting.

- [Senate Bylaw 2 – Committees and councils of Senate](#)

1.01 There shall be a standing committee of Senate called the Executive Committee.

1.02 **Executive Committee Membership**

The membership of this committee shall consist of the following:

a. *Ex Officio*

- i. The president of the university, who shall chair this committee.
- ii. The vice-president, academic & provost.
- iii. The associate vice-president, graduate studies and postdoctoral affairs.
- iv. The president of the Faculty Association of the University of Waterloo.

b. Elected

- i. One faculty member of Senate from each faculty of the university.
- ii. Three members from the student members of Senate, at least one of whom shall be an undergraduate student and at least one of whom shall be a graduate student.
- iii. One member of Senate from among the community-at-large members of the Board of Governors.
- iv. One faculty member of Senate from the affiliated and federated institutions of Waterloo.
- v. One member from among the alumni members of Senate.

1.03 The term of office of members elected pursuant to paragraph 1.02.b shall be one year. Each member is eligible for re-election.

1.04 **Powers and duties of Executive Committee**

The Executive Committee shall have the following powers and duties:

- a. To request special meetings of Senate, in accordance with [Senate Bylaw 1](#).
- b. On those occasions when the agenda does not, in the estimation of the Executive Committee, warrant a meeting of Senate, to cancel any such meeting of Senate, and to exercise the powers of Senate, within the limits of [The University of Waterloo Act, 1972](#), on all matters considered by the Executive Committee in its discretion to be of sufficient urgency that they must be decided prior to the next regular meeting of Senate, provided that the Executive Committee shall have no power under any circumstances to repeal, amend or modify Senate bylaws, or to exercise Senate's responsibilities under Policies 45, 48, 50 and 68. All such actions are to be reported to Senate.
- c. To prepare the agenda for all regular and special meetings of Senate.
- d. To receive and review reports from the deans of the university prior to their submission to Senate at each regular meeting.
- e. To present to Senate, normally at the last regular meeting in the academic year in April, a list of nominations for the committees and councils of Senate.
- f. To make recommendations to Senate as may be necessary from time to time regarding the establishment of ad hoc committees of Senate, such recommendations to include the terms of reference of any such committee and a list of nominations for the membership thereof.

- g. To receive and review the reports and recommendations of all committees and councils, prior to their presentation to Senate and to make at its discretion recommendations to Senate thereon.
- h. To act on behalf of Senate on such matters as Senate may from time to time designate.
- i. To report to Senate, as expeditiously as possible, with respect to the conduct of such matters as shall be delegated by Senate to the committee from time to time.

1.05 **Meetings of the Executive Committee**

The committee shall normally hold ten (10) regular meetings during each academic year, each such meeting to be held approximately two weeks prior to the date of each general meeting of Senate. Special meetings of the committee shall be called by the chair of the committee.