

University of Waterloo
SENATE EXECUTIVE COMMITTEE
Notice of Meeting

Date: Monday 3 April 2023

Time: 3:30 p.m. – 4:30 p.m.

Place: Via Microsoft Teams (see meeting invitation for link)

AGENDA	Action
1. Minutes of the 6 March 2023 Meeting*	Decision
2. Business Arising from the Minutes	Information
3. Elections to Senate Committees and Councils and to the Board of Governors*	Recommendation to Senate
4. Delegation of Authority - Roster of Graduands* [Goel]	Recommendation to Senate
5. Proposal to Amend Ex-officio Membership of Senate for Considerations of Equity, Diversity, And Inclusion in Senate membership* [Goel]	Recommendation to Senate
6. Timing of Senate Meetings* [Goel]	Discussion/Input
7. Draft Senate Self-Evaluation Survey* [Goel]	Discussion/Input
8. Draft 17 April 2023 Senate Agenda*	Decision
9. Other Business	

Note to SEC members: the Chancellor Nominating Committee meeting will immediately follow this meeting.

28 March 2023

Mike Grivicic
Associate University Secretary

University of Waterloo
SENATE EXECUTIVE COMMITTEE
Minutes of the 6 March 2023 Meeting
[in agenda order]

Present: Michael Beauchemin, Jeff Casello, Joan Coutu, Vivek Goel (chair), Mike Grivicic (secretary), Christiane Lemieux, Carol Ann MacGregor, Graham Murphy, Mary Robinson, James Rush, Julian Surdi, Stephanie Ye-Mowe

Regrets: Catherine Dong, Mary Hardy, Luke Potwarka, Clarence Woudsma

Guests: Jenny Flagler-George, Diana Gonçalves, Andrea Kelman

1. MINUTES OF THE 6 FEBRUARY 2023 MEETING

A motion was heard to approve the minutes as presented. Beauchemin and Coutu. Carried.

2. BUSINESS ARISING FROM THE MINUTES

- a. Goel observed that following the recommendation from the previous cycle, Senate has appointed this committee as the nominating committee to search for the next chancellor. A work plan will be developed and brought forward to an upcoming meeting.
- b. Item 4 on today's agenda aligns with the February discussion on representation within the governance structure of the University

3. PROPOSAL TO AMEND SENATE MEETING SCHEDULE, AND THE TIMING OF SENATE MEETINGS

Goel provided an overview of the report and proposal: aim to formally remove the December meeting and to condense the six meetings from January to June down to five; would continue to hold meetings on Mondays; need to ensure that key items for approval can be approved in a timely fashion, including for the budget and academic plans; bylaw changes are approved in two readings over two Senate meetings; proposed change to the timing of Senate meeting to occur between 9:00a.m.-4:30p.m., with an initial aim for meetings to be held 2-4p.m.

Members discussed:

- Students expressed concern that moving the meeting time to an earlier timeslot would adversely impact student senators' academic lives, and would result in reduced availability for senators from other constituencies e.g. alumni; faculty and staff likely have greater resources to adapt to scheduling complications in comparison to students
- Starting Senate at 2:30 p.m. could be more congruent with class scheduling, as this is a common start/end time for classes
- Whatever the timing for the meetings, the schedule should be communicated well in advance to facilitate senators being able to reserve their availability

Goel indicated that this is a topic where Senate would be able to provide input, possibly via the upcoming Senate effectiveness survey. Casello suggested that the matter could be discussed further at the student relations committees (both graduate and undergraduate).

A motion was heard to recommend that Senate gives first reading to the amendments to the Senate By-Law 1 as presented in this report, with said amendments to effect:

- a. Reducing the normal number of general Senate meetings from 10 to 8 annually
- b. Adding provision for holding meetings electronically as well as in hybrid format (e.g. with simultaneous in-person and electronic participation)

And to recommend that Senate endorse the following general guidelines for the annual schedule of meetings of Senate, for consideration by the chair of Senate in setting their approval of the annual schedule, subject to passage of the recommended bylaw amendments as presented in this report:

- a. Meetings approximately evenly spaced as follows: five (5) regular meetings of Senate between 1 January and 30 June and three (3) regular meetings of Senate between 1 September and 30 November

And to further recommend that Senate approve the recommended amendments to the annual work plan (attached to this report) which is congruent with the reduced number of general Senate meetings to be held annually, subject to passage of the recommended bylaw amendments as presented in this report.

Murphy and Beauchemin. Carried with two abstentions.

4. PROPOSAL TO AMEND EX-OFFICIO MEMBERSHIP OF SENATE FOR CONSIDERATIONS OF EQUITY, DIVERSITY, AND INCLUSION IN SENATE MEMBERSHIP

Goel spoke to the report and proposal: aim to have Senate's membership to be more reflective of the community it serves; those appointed under this proposal would be full senators and would be expected to take an interest in all of Senate's business; proposal maintains the faculty majority representation required under the *University of Waterloo Act*; suggestion of a friendly amendment to the recommendation to change "Executive Council" to "university administration".

Members discussed:

- Relative merits of appointing positions by title via by-law, versus providing five positions for the president to appoint
- More flexible language in such an appointment would be helpful, as the president may exercise judgment on how best to appoint senators in that category
- It may be helpful to include text with the by-law to indicate the objective of these appointed positions

By consensus members agreed that some guidance for appointments under this category shall be provided along with the formal recommendation to Senate.

A motion was heard to recommend that Senate gives first reading to the amendments to Senate Bylaw 4 as presented in this report, with said amendments to effect:

- a. Removal of five (5) named *ex-officio* members, items (a)-(e) in the bylaw
- b. Addition of five *ex-officio* members drawn from university administration, designated by the president

Beauchemin and Coutu. Carried.

5. DRAFT 27 MARCH 2023 SENATE AGENDA

Members noted amendments to the agenda:

- Deferral of item 6(b), user panel discussion, to the April meeting
- Removal of leadership updates under item 7 for this meeting, with any urgent matters to come forward under item 6, Report of the President (~10 minutes to be allocated)
- Item 8(d) to be moved to confidential session
- Condense the items reported by the Senate Long Range Planning Committee in item 14(c) into the report under 8(a)
- Rearrange item 8 such that the Waterloo at 100 and the budget items will follow the SGRC report
- Item 16(a) may be deferred to the April cycle

A motion was heard to approve the 27 March 2023 Senate agenda as amended. Casello and Ye-Mowe. Carried.

6. OTHER BUSINESS

a. Goel observed that the Senate Governance Review recommended the implementation of an annual assessment by Senators of Senate performance, and toward that end the University has engaged WATSON Inc. to develop and deliver the inaugural survey. The draft survey questions will be brought to SEC in April for comment/input.

b. Members heard that a Senate orientation module is under development with support from the Centre for Extended Learning.

c. Goel indicated that options are being examined to recognize/certify student service on governance bodies, possibly through a module on LEARN or another form of microcredential.

With no other business, the meeting was adjourned at 4:15 p.m.

11 March 2023

Mike Grivicic
Associate University Secretary

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University of Waterloo
SENATE EXECUTIVE COMMITTEE
Report to Senate
17 April 2023

FOR APPROVAL

Elections to Senate Committees and Councils and to the Board of Governors

Motion 1: To acclaim the membership of Senate committees and councils and the Board of Governors as provided on the list of nominees (see attached).

Background: The deans and the chair of the heads of the affiliated and federated institutions of Waterloo have been asked to recommend names of faculty member nominees, and the presidents of the Waterloo Undergraduate Student Association and Graduate Student Association have been asked to recommend names of student nominees to fill vacant seats on Senate committees and councils and the Board of Governors. At the meeting further nominations will be accepted from the floor. Where there is more than one name for a position, an electronic election will follow the meeting.

Motion 2: To delegate approval to the Senate Executive Committee for any vacancies which exist.

Background: Senate Executive Committee's approval of recommendations received after the 17 April 2023 Senate meeting will ensure that all committees have complete memberships prior to the beginning of the governance year on 1 May 2023. This approval will be completed by electronic ballot.

Senate Executive Committee - Terms 1 May 2023 to 30 April 2024

Faculty – One from each Faculty

Faculty of Arts – Joan Coutu
Faculty of Engineering – Mary Robinson
Faculty of Environment – Clarence Woudsma
Faculty of Health – Luke Potwarka
Faculty of Mathematics – Christiane Lemieux
Faculty of Science – Laura Deakin

Faculty from affiliated and Federated Institutions of Waterloo – one

Carol-Ann MacGregor

Undergraduate Students - two

Vacancy
Vacancy

Graduate Student - one

Vacancy

Alumni - one

Vacancy

Finance Committee - Terms 1 May 2023 to 30 April 2024

Faculty – One from each Faculty

Faculty of Arts – David Ha
Faculty of Engineering – Marc Aucoin
Faculty of Environment – Erin O’Connell
Faculty of Health – Ellen MacEachen
Faculty of Mathematics – Martin Karsten
Faculty of Science – Stanley Woo

Faculty from affiliated and Federated Institutions of Waterloo – one

Scott Kline

Undergraduate Students - two

Vacancy
Vacancy

Graduate Student - one

Vacancy

Alumni - one

Vacancy

Senate Long Range Planning Committee - Terms 1 May 2023 to 30 April 2024

Faculty – One from each Faculty

Faculty of Arts – Shana MacDonald
Faculty of Engineering – Siva Sivoththaman
Faculty of Environment – Rob Gorbet
Faculty of Health – Narveen Jandu
Faculty of Mathematics – Kevin Hare
Faculty of Science – Trevor Charles

Faculty from affiliated and Federated Institutions of Waterloo – one

Kristiina Montero

Undergraduate Students - two

Vacancy
Vacancy

Graduate Student - one

Vacancy

Alumni - one

Vacancy

Honorary Degrees Committee - Terms 1 May 2023 to 30 April 2024

Faculty – One from each Faculty

Faculty of Arts – Veronica Kitchen
Faculty of Engineering – Nasser Abukhdeir
Faculty of Environment – James Nugent
Faculty of Health – Peter Hall
Faculty of Mathematics – Changbao Wu
Faculty of Science – Natalie Hutchings

Faculty from affiliated and Federated Institutions of Waterloo – one

Troy Osborne

Undergraduate Students - two

Vacancy
Vacancy

Graduate Student - one

Vacancy

Alumni - one

Vacancy

Graduate and Research Council - Terms 1 May 2023 to 30 April 2025

Faculty from affiliated and Federated Institutions of Waterloo – one
Steven Bednarski

Graduate Student - two

Vacancy - Engineering

Vacancy - Mathematics

Senate Undergraduate Council - Terms 1 May 2023 to 30 April 2025

Faculty – One from each Faculty

Faculty of Arts – Vacancy

Faculty of Health – Chris Vigna

Faculty from affiliated and Federated Institutions of Waterloo – one
Alysia Kolentis

University Committee on Student Appeals - Terms 1 May 2023 to 30 April 2025

Faculty – One from each Faculty

Faculty of Arts – Vacancy

Faculty of Engineering – Vacancy

Faculty of Environment – Erin O’Connell

Faculty of Health – John Mielke

Faculty of Mathematics – Carmen Bruni

Faculty of Science – Rick Marta

Staff – Two

Vacancy

Vacancy

Undergraduate Students - two

Vacancy

Vacancy

Vacancy

Vacancy

Graduate Student - two

Vacancy

Vacancy

Board of Governors – Terms 1 May 2023 – 30 April 2025

Faculty – three

Vacancy

Vacancy

Vacancy

Undergraduate Students – Two

Vacancy

Vacancy

Graduate Student – One

Vacancy

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For Recommendation

Open Session

To: Senate

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

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

Date of Meeting: April 17, 2023

Item Identification:

Delegation of Authority for the Roster of Graduands

Recommendation/Motion:

That Senate approve the delegation of its authority for the approval of the roster of graduands jointly to the chair and vice-chair of Senate, for convocation ceremonies scheduled in June 2023 and October 2023

And that Senate directs that a full report on the complete roster of graduands be presented for information to the Senate meeting following the relevant convocation.

Summary:

It is customary practice for Senate to delegate its authority to approve the roster of graduands, considering that timing constraints and incongruences with the Senate meeting schedule do not allow for timely approval in line with operational requirements. In recent years, this delegation has been made to the Senate Executive Committee following a report and recommendation from the vice-president, academic and provost.

The recommendation aims to provide even greater agility by empowering the Senate chair and vice-chair (the president and the provost, respectively) to handle said approval, to ensure adequate time is given to the Registrar's Office and Community Relations and Events in planning convocation ceremonies. As a mechanism for accountability in approving the delegation of authority, Senate will require a report on the complete roster of graduands at the Senate meeting which follows the relevant convocation.

It is proposed that this delegation of authority be provided on an annual basis, for the convocation ceremonies schedule in the upcoming twelve-month period.

The recommended delegation of authority maintains Senate's empowerments to "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" as provided in section 22(g) of the *University of Waterloo Act*.

Jurisdictional Information:

Excerpt from *University of Waterloo Act, 1972*:

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,

...

(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;

Governance Path:

Senate Executive Committee, 3 April 2023

Senate, 17 April 2023

Previous Action Taken:

Not applicable.

Highlights:

Not applicable.

Next Steps:

Not applicable.

Documentation Provided:

None

For Recommendation

Public

Open Session

To: Senate

Sponsor: Vivek Goel, President and Vice-Chancellor, and Chair of Senate
Contact Information: Office of the President

Presenter: Vivek Goel, President and Vice-Chancellor, and Chair of Senate
Contact Info: Office of the President

Date of Meeting: April 17, 2023

Item Identification:

Proposal to amend the *ex-officio* membership of Senate to reflecting requirements for Senate operations and considerations for equity, diversity, and inclusion in the membership of Senate

Summary:

The University has made clear commitments toward positive action in the space of equity, diversity, inclusion and anti-racism (EDI-R), as well as having made a full commitment to decolonization, Indigenization and reconciliation. In the context of these commitments, and in line with the President's Anti-Racism Taskforce (PART) recommendation 78, it is important that the membership of Senate be reflective of the community that it serves. Currently there are five *ex-officio* members of Senate designated in Senate Bylaw 4 that are specific members of Executive Council. It is proposed that the Associate Vice-President, Human Rights, Equity & Inclusion and Anti-Racism, the Associate Vice-President, Indigenous Relations, and the Associate Vice-President, Academic Operations are added as *ex-officio* members of Senate, and that the Vice-President, Advancement, the Vice-President, University Relations, and the Deputy Provost, Integrated Planning and Budgeting are removed.

With this amendment the University will fill specific gaps in representation on Senate in congruence with the University's commitments. It is emphasized that those appointed under this provision are full-fledged members of Senate and will take a broad interest in all matters brought forward to that body, as is expected for all Senators.

The proposed bylaw amendments as presented will effect no change to overall number of Senate members (92), and will keep intact the majority membership of faculty representatives on Senate as well as the present ratios of representation between the elected members of Senate from the Board of Governors, the undergraduate students, the graduate students and the alumni.

Recommendation/Motion:

That Senate gives first reading to the amendments to Senate Bylaw 4 as presented in this report, with said amendments to effect:

- a. Removal of the Vice-President, Advancement, the Vice-President, University Relations, and the Deputy Provost, Integrated Planning and Budgeting as *ex-officio* members of Senate
- b. Addition of the Associate Vice-President, Human Rights, Equity & Inclusion and Anti-Racism, the Associate Vice-President, Indigenous Relations, and the Associate Vice-President, Academic Operations as *ex-officio* members of Senate

Jurisdictional Information:

Senate is empowered under section 22(o) of the *University of Waterloo Act, 1972*:

“...to enact by-laws and regulations for the conduct of its affairs.”

Section 18(a) of the *University of Waterloo Act, 1972* describes the *ex-officio* membership of Senate, including article 9 of the section:

“9. Such other *ex-officio* members as the Senate by by-law may, from time to time, designate.”

Under Senate Bylaw 1, section 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.

Highlights:

Recommended amendments to Senate Bylaw 4 are as follows:
(strikethrough = deleted text, underline = new text)

“...

BE IT THEREFORE enacted as a bylaw of Senate of the University of Waterloo as follows:

That the following be named as *ex-officio* members of Senate:

Senate

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- a. ~~The vice-president, advancement.~~ The associate vice-president, human rights, equity & inclusion and anti-racism.
- b. ~~The vice-president, university relations.~~ The associate vice-president, Indigenous relations.
- c. The vice-president, research and international.
- d. The associate vice-president, academic.
- e. ~~The deputy provost, integrated planning and budgeting.~~ The associate vice-president, academic operations.
- f. The president of the Faculty Association of the University of Waterloo.
- g. The president of the Federation of Students, University of Waterloo.
- h. The president of the Graduate Student Association - University of Waterloo.

...”

Previous Action Taken:

Not applicable.

Governance Path:

Senate Executive Committee, 3 April 2023
Senate, 17 April 2023 (planned first reading)
Senate, 15 May 2023 (planned second reading)

Next Steps:

Not applicable.

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For Discussion

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 Information: president@uwaterloo.ca

Date of Meeting: April 3, 2023

Item Identification:

Timing of Senate meetings

Summary:

At the 6 March 2023 meeting, Senate Executive Committee (SEC) discussed proposed changes to the timing of Senate meetings to occur between 9:00a.m.-4:30p.m., with an initial aim for meetings to be held 2-4p.m. To address concerns that moving the meeting time to an earlier timeslot would adversely impact student senators' academic lives, and would result in reduced availability for senators from other constituencies, the proposal was discussed at the 7 March 2023 Graduate Student Relations Committee (GSRC) and the 15 March 2023 Undergraduate Student Relations Committee (USRC). A summary of the discussion is provided below.

In addition, an analysis was requested from the Registrar's Office of affected courses based on various timing adjustments to Senate, also provided below.

Summary of GSRC discussion:

- The students felt that graduate students would be less adversely affected than undergraduate students and it would be beneficial to the graduate student Senators with family commitments, but they also wanted to be supportive of the undergraduate students.
- The students felt that being a senator is similar to serving on a Board and that elected senators have committed to the current times.
- Suggestions:
 - Offer support and accommodations for student senators.
 - Move Senate to Friday afternoon when less classes are scheduled or move Senate to the evening.

Summary of USRC discussion:

- The students sympathised with senators with family commitments but had the following concerns:
 - Scheduling Senate earlier would adversely affect student Senators.
 - Student senators are volunteers and already have existing barriers for them participating such as classes and co-op jobs.
 - The optics that Senate is signalling they are prioritizing certain members over teaching and student involvement.
- The students discussed not wanting to pit types of senators against each other and, while it might not be possible to accommodate everyone, there might be the alternative of making Senate more family friendly by having babies/children be welcome to attend or by offering childcare for Senators.
- An official motion was heard: USRC recommends that if Senate Executive Committee (SEC) opts to move forward with this proposal that it identify and subsequently implement methods that reduce barriers of access and meaningful participation for student senators. Carried with 1 abstention.
- Some of the ideas discussed to reduce barriers included:
 - Provide accommodations for class scheduling, or for rescheduling mid-terms and labs.
 - Allow for participation and voting virtually for students on co-op.
 - Allow for proxy voting or change how students are elected (ie: a pool of elected students that can coordinate filling the student seats at a given meeting).
 - A letter to be provided by the University to student senators on co-op, asking that their employers allow them time to attend Senate meeting.

Analysis by Registrar's Office:

- Senate Meetings, Mondays 3:30pm-5:30pm - Using Fall 2022 data, there were 341 course sections (271 unique courses) with scheduling between 3:30pm and 5:30pm.
- Senate Meetings, Mondays 1:00pm-3:00pm - Using Fall 2022 data, there were 494 course sections (374 courses) with scheduling between 1:00pm and 3:00pm.
- Senate Meetings, Mondays 2:30pm-4:30pm - Using Fall 2022 data, there were 364 course sections (287 courses) with scheduling between 2:30pm and 4:30pm.
- Senate Meetings, Fridays 1:00pm-3:00pm – Using Fall 2022 data, there were 362 course sections (243 courses) with scheduling between 1:00pm and 3:00pm.

Office of the President

- Senate Meetings, Fridays 2:30pm-4:30pm – Using Fall 2022 data, there were 227 course sections (171 courses) with scheduling between 2:30pm and 4:30pm
- Senate Meetings, Fridays 3:30pm-5:30pm – Using Fall 2022 data, there were 189 course sections (151 courses) with scheduling between 3:30pm and 5:30pm. There are also 16 test slots scheduled during this time.

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TO: University of Waterloo, Senate
FROM: WATSON Advisors Inc. (WATSON)
DATE: March 23, 2023
SUBJECT: Senate Self-Evaluation Survey

SENATE SELF-EVALUATION SURVEY

The University of Waterloo (the University) Board and Senate recently underwent a comprehensive review process that resulted in several recommendations to modernize governance practices. The University has engaged WATSON Advisors Inc. (WATSON) to support the Board's implementation of these recommendations.

As part of this engagement, WATSON has reviewed and revised the Board and Committee Self-Evaluation Surveys in line with modern governance practice and to reflect the Board Mandate. We have also developed a Senate Self-Evaluation Survey, similar to the Board Self-Evaluation Survey but adapted to the Senate's context. Recognizing that this is the first time Senate is conducting a self-evaluation process, we have tried to focus on the most important areas, including those highlighted in the recent governance review.

We have strived to ensure the survey solicits feedback on the most important elements of University governance, balanced with keeping the survey length reasonable so as to encourage participation. The survey seeks feedback on the 2022 Senate cycle of meetings. With full, or near full, participation we believe this survey will solicit meaningful feedback to help Senate reflect on and improve its effectiveness.

This package includes a memo outlining the evaluation process (to be shared with members of Senate), and a draft Senate Self-Evaluation Survey. The survey is in draft form and is included for discussion and feedback – we are seeking your high-level reactions and look forward to hearing your thoughts.

TO: University of Waterloo, Senate
FROM: WATSON Advisors Inc. (WATSON)
DATE: March 23, 2023
SUBJECT: Senate Self-Evaluation Process

EVALUATION PROCESS

Members of Senate will soon receive a link to the University of Waterloo Senate Self-Assessment survey.

The purpose of the survey is to identify strengths and opportunities for improvement with respect to the University of Waterloo Senate. The survey is an important opportunity for Senate members to provide feedback on their experience on Senate. This is the first time Senate has conducted a self-assessment process, and it is a timely opportunity to understand perspectives and help make Senate governance more effective.

Your responses will be anonymous. Your name is only requested for the purposes of following up with those who have not completed the survey as the deadline approaches. Your name will not be associated with your responses. All responses will be reported in the aggregate. Any specific feedback that is referenced in the reporting of the results will not be attributed to any particular participant.

Your feedback is essential to understanding the strengths of Senate, as well as areas for improvement. You are encouraged to set aside sufficient preparation time to offer robust, specific, and candid feedback. We are aiming for 100% participation.

WATSON Advisors will be administering the survey on behalf of the University of Waterloo Senate. WATSON has been engaged by the University of Waterloo to implement the recommendations arising out of the prior comprehensive review of the University's governance. You can expect to be emailed the link to the online survey from a WATSON account. WATSON will provide a summary report to Senate.

Thank you in advance for your thoughtful consideration of the survey questions and for providing us with your feedback. Effective governance is the product of a commitment to continuous improvement. Your responses to this survey are a key tool in our journey of continuous improvement and to achieving effective governance.

UW Senate Self-Assessment Survey

This self-assessment survey is designed for Senate members to provide feedback on their experience. Your feedback is essential to understanding the strengths of Senate, as well as to identify specific areas where improvement can be made.

This survey is designed for Senate Members to provide feedback on their experience with the Senate. Your feedback is essential to understanding the strengths of the Senate, as well as to identify specific areas where improvement can be made. The survey is intended to be anonymous. We are only requesting your name to keep track of nonrespondents. Your name won't be tied to your answers.

Data from respondents will be compiled and aggregated to provide Senate with a high-level overview of how members as a group view Senate governance at the University of Waterloo.

For all questions, please indicate your response by selecting a value on the corresponding rating scale:

- 5 = I strongly agree
- 4 = I agree
- 3 = Neutral
- 2 = I disagree
- 1 = I strongly disagree
- N/A / not enough information to evaluate

You will also have the opportunity to offer comments to support your rating.

1. What is your full name? *Note: we ask this question solely to track survey completion. Your responses will not be attributed.* [required response]
2. How long have you been on the Senate? [required response, multiple choice]
 - Less than 1 year
 - 1-3 years
 - 3 or more years
3. **Meeting preparation and logistics** – Senate meetings are intended to operate effectively and efficiently. This section examines how members prepare for and operate within meetings. [required response, matrix]
 - The pre-meeting information package and other information provided for Senate decision-making are timely.
 - The pre-meeting information package and other information provided for Senate decision-making frame the issues at the right level with sufficient detail.
 - Meeting materials are effective in helping me prepare for Senate meetings.
 - Senate meetings have an appropriate division of time between presentation and discussion.
 - Senate focuses its time together on the right topics, aligned with its role and mandate.

-
- Senate meetings are appropriately focused on strategic topics.
 - Senate meetings address issues of substance.
 - Senate meeting practices (e.g., meeting times, venues, facilitation, etc.) help foster inclusion.
 - The number, length, and frequency of Senate meetings is appropriate.
 - Staff support before, during, and after meetings is effective.
4. Please offer suggestions relating to any areas of concern you have identified above. [short text entry]
5. **Group dynamics and relationships** – Relationship dynamics influence Senate’s effectiveness. This section explores your perception of how members relate to each other. [required response, matrix]
- Meeting dynamics encourage critical dialogue and discussion.
 - Member disagreement is viewed as a search for solutions rather than a “win/lose”.
 - Meetings are conducted in a respectful manner that ensures open communication and meaningful participation.
 - Members of Senate bring a DEI lens to discussion and decision-making.
 - At Senate meetings, I ask questions and provide input based on my knowledge, experience, analytical skills, and common sense.
 - Members of Senate ask tough questions when the need arises.
 - At Senate meetings, I have the freedom to express a dissenting opinion in a constructive matter.
 - At Senate meetings, I feel heard.
 - At hybrid Senate meetings, I feel appropriately engaged (e.g., my feedback is actively solicited and/or I am encouraged to participate as if I were there in person).
6. Please offer suggestions relating to any areas of concern you have identified above. [short text entry]
7. **Overall experience** – Please provide your observations on your overall experience as a member of Senate, as well as any other observations you would like to share. [required response, matrix]
- Senate is a place for meaningful conversations about the future of the University.
 - I find my responsibilities as a Senate member stimulating and rewarding.
 - Involvement in Senate provides a connection between my efforts and the success of the University.
8. Please offer suggestions relating to any areas of concern you have identified above. [short text entry]
9. What does Senate do particularly well? [short text entry]
10. What would help Senate function more effectively? [short text entry]
11. Please provide any additional comments you would like to offer. [short text entry]

**SENATE
Notice of Meeting**

Date: Monday 17 April 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 27 March 2023 Meeting	Decision	
	4. Business Arising from the Minutes	Decision	
	5. Senate Workplan	Information	29
3:35 [40]	6. Report of the President	Oral/Information	
	a. President's Update	Oral/Information	
	b. Strategic Plan Thematic Session – Communities (Sustainability) User Panel	Oral/Information	
4:15 [30]	7. Presentations from the Presidents of the Faculty Association, the Waterloo Undergraduate Student Association, and the Graduate Student Association	Oral/Information	
4:45 [10]	8. Reports from Committees and Councils		
	a. Senate Graduate & Research Council <i>To approve revisions to the Grading scheme text in the Grades and grading section of the Graduate Studies Academic Calendar, as presented and effective Spring 2023.</i>	Decision	31
	b. Senate Executive Committee <i>To acclaim the membership of Senate committees and councils and the Board of Governors as provided on the list of nominees (see attached).</i> <i>To delegate approval to the Senate Executive Committee for any vacancies which exist.</i>	Decision	39
	c. University Appointments Review Committee	Information	45
4:55 [10]	9. Proposal to Amend Senate Meeting Schedule, and the Format of Senate Meetings* (Goel) <i>That Senate gives second and final reading to the amendments to Senate Bylaw 1, and endorse the guidelines for the annual schedule of meetings, and approve the changes to the annual work plan, all as presented in the report's recommendation/motion</i>	Second Reading Approval	51

¹ A link to the Microsoft Teams meeting will be provided to Senators unable to attend in person
SENATE

5:05 [10]	<p>10. Proposal to Amend Ex-officio Membership of Senate for Considerations of Equity, Diversity, And Inclusion in Senate membership* (Goel) <i>That Senate gives first reading to the amendments to Senate Bylaw 4 as presented in this report, with said amendments to effect:</i></p> <p><i>a. Removal of the Vice-President, Advancement, the Vice-President, University Relations, and the Deputy Provost, Integrated Planning and Budgeting as ex-officio members of Senate</i></p> <p><i>b. Addition of the Associate Vice-President, Human Rights, Equity & Inclusion and Anti-Racism, the Associate Vice-President, Indigenous Relations, and the Associate Vice-President, Academic Operations as ex-officio members of Senate</i></p>	Decision/ First Reading	57
5:15 [5]	<p>11. Other Business</p> <p>CONSENT Agenda Motion: To approve or receive for information the items on the consent agenda, listed as items 13-16 of the Senate agenda</p>	Information	
	<p>12. Reports from Committees and Councils</p> <p>a. Senate Graduate & Research Council</p> <p>b. Senate Undergraduate Council</p>	Information Information	61 64
	13. Reports from Teaching Awards Committees	Information	
	<p>14. Report of the Vice-President, Research & International</p> <p>a. Research outputs and outcomes: Awards, Distinctions, Successful Grants, Waterloo International Engagements</p>	Information	
	15. Reports from the Faculties	Information	65
5:20 [5]	<p>CONFIDENTIAL Session <u>Note on attending confidential session:</u> Only members, support staff (Secretariat and technical staff) and invited guests may remain in the meeting room. Thank you for your co-operation</p>		
	16. Minutes of the 27 March 2023 Meeting	Decision	
	17. Business Arising from the Minutes		
	18. Report of the President	Oral/Information	
	19. Other Business		

10 April 2023

Mike Grivicic
Associate University Secretary
Secretary to Senate

Senate Agenda Items · expected *as needed	17 April 2023 <i>Strategic Plan – Communities - Sustainability</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	19 February 2024	18 March 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	17 April 2023 <i>Strategic Plan - Communities - Sustainability</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	19 February 2024	18 March 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"> To be determined 	<ul style="list-style-type: none"> To be determined

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.

Senate Graduate and Research Council

For Approval

Open Session

To: Senate

Sponsor: Charmaine Dean
Contact Information: Vice-President, Research & International

Sponsor: Jeff Casello
Contact Information: Associate Vice-President, Graduate Studies and Postdoctoral Affairs

Presenter: Jeff Casello
Contact Info: jcasello@uwaterloo.ca

Date of Meeting: April 17, 2023

[Senate Graduate & Research Council](#) met on 6 March 2023 and agreed to forward the following items to Senate for approval as part of the Regular agenda.

Item Identification:

Graduate Studies Academic Calendar (GSAC) revisions.

Recommendation/Motion:

To approve revisions to the Grading scheme text in the Grades and grading section of the Graduate Studies Academic Calendar, as presented and effective Spring 2023.

Jurisdictional Information:

This item is being submitted to Senate in accordance with [Senate Bylaw 2](#); section 4.03(a): “Make recommendations to Senate with respect to the governance, direction and management of, or any changes in rules, regulations or policies for graduate studies and research in the University”

Governance Path:

Graduate Operations Committee review date (mm/dd/yy):09/20/22

Senate Graduate and Research Council

Highlights/Rationale:

The grading scheme text in the GSAC is being revised to provide greater clarity on what is considered a failed grade at the graduate level. The current language only speaks to the grading scale prior to 2001 and this revision clarifies current practice. There is no change to the grading scale as a result of this revision. This revision is being made in response to requests for clarification from departments/schools and in reviewing the language it was clear that there was ambiguity in the text.

Documentation Provided:

Program Revision Template - Appendix A.

February 17, 2023

TO: Kathy Winter, Privacy Officer and Assistant University Secretary,
Senate Graduate and Research Council

FROM: Jeff Casello, Associate Vice-President, Graduate Studies and Postdoctoral Affairs and
Marianne Simm, Director, Graduate Studies and Postdoctoral Affairs

RE: Graduate Studies Academic Calendar (GSAC) revisions

Items for approval:

- 1) Revisions to “Grading scheme” text in the “Grades and grading” section.
- 2) Revisions to the inactive status definition to include information about medical leave and the inactive status process for the Mathematics for Teachers (MMT) program.

1) Revisions to “Grading scheme” text in the “Grades and grading” section.

Description and rationale for proposed changes:

The grading scheme text in the GSAC is being revised to provide greater clarity on what is considered a failed grade at the graduate level. The current language only speaks to the grading scale prior to 2001 and this revision clarifies current practice. There is no change to the grading scale as a result of this revision. This revision is being made in response to requests for clarification from departments/schools and in reviewing the language it was clear that there was ambiguity in the text.

Proposed effective date: Term: Spring Year: 2023

Current [Graduate Studies Academic Calendar \(GSAC\)](#) page (include the link to the web page where the changes are to be made):

<https://uwaterloo.ca/graduate-studies-academic-calendar/general-information-and-regulations/grades-and-grading>

Current Graduate Studies Academic Calendar content:	Proposed Graduate Studies Academic Calendar content:
<p>Grading scheme</p> <p>The grading system of the University changed in Fall 2001. Grades for all courses taken prior to Fall 2001 appear on grade reports and transcripts either as one of 15 letter grades from A+ through F, or as numeric marks on a percentage scale depending upon the Faculty of enrolment.</p> <p>Effective Fall 2001, numeric grades on a scale from 0 - 100 are used by all Faculties.</p>	<p>Grading scheme</p> <p>The grading system of the University changed in Fall 2001. Grades for all courses taken prior to Fall 2001 appear on grade reports and transcripts either as one of 15 letter grades from A+ through F, or as numeric marks on a percentage scale depending upon the Faculty of enrolment.</p> <p>Effective Fall 2001, numeric grades on a scale from 0 - 100 are used by all Faculties.</p>

Current Graduate Studies Academic Calendar content:	Proposed Graduate Studies Academic Calendar content:																																																																								
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<p>The following conversion scale applies to courses taken prior to Fall 2001.</p>	<p>The following conversion scale applies to courses taken prior to Fall 2001. <u>In alignment with this conversion scale, effective Fall 2001, numeric grades on a scale from 0 - 100 are used by all Faculties. Any course with a numeric grade below 60% will not be counted for credit and is considered a failure. In some programs a higher than 60% grade is required for the course to count towards degree completion.</u></p>																																																																								
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2) Revisions to the inactive status definition to include information about medical leave and the inactive status process for the Mathematics for Teachers (MMT) program.

Description and rationale for proposed changes:

The inclusion of medical leave as a possible reason to go inactive is being added to the GSAC to ensure greater clarity for students and to align with other types of leaves permitted for graduate

students as noted in the GSAC. The information reflects current practice but only currently appears on the AccessAbility Services website and as an inactive reason on the Change of enrolment of status form.

The MMT inactive process information is being added to support current practice within the department and to support the different needs of the MMT cohorts of students.

Proposed effective date: Term: Spring Year: 2023

Current [Graduate Studies Academic Calendar \(GSAC\)](#) page (include the link to the web page where the changes are to be made):

<https://uwaterloo.ca/graduate-studies-academic-calendar/general-information-and-regulations/enrolment-and-time-limits#Inactive%20status>

Current Graduate Studies Academic Calendar content:	Proposed Graduate Studies Academic Calendar content:
<p>Inactive status</p> <p>Students may request up to two consecutive terms of Inactive status by completing a Change of enrolment status form, which must be approved by the Associate Dean (Graduate Studies) of their Faculty.</p> <p>Valid reasons for Canadian citizens or permanent residents to request Inactive status include illness, limited external research or work opportunity which is not related to their University of Waterloo program, personal or family obligations, lack of suitable courses (for students in coursework-only programs), or temporary financial difficulties for which the University cannot provide funds.</p> <p>Valid reasons for international graduate students to request Inactive status include illness, personal or family obligations, lack of suitable courses (for students in coursework-only programs), or temporary financial difficulties for which the University cannot provide funds.</p> <p>International students must consider the immigration regulations/conditions (R220.1 (1)) pertaining to their Study Permit and eligibility for the Post Graduation Work Permit Program when requesting Inactive status. Individual circumstances may vary. International students</p>	<p>Inactive status</p> <p>Students may request up to two consecutive terms of Inactive status by completing a Change of enrolment status form, which must be approved by the Associate Dean (Graduate Studies) of their Faculty. <u>Inactive status for Parental leave or Medical leave is not restricted to two consecutive terms.</u></p> <p>Valid reasons for Canadian citizens or permanent residents to request Inactive status include illness, limited external research or work opportunity which is not related to their University of Waterloo program, personal or family obligations, lack of suitable courses (for students in coursework-only programs), or temporary financial difficulties for which the University cannot provide funds.</p> <p>Valid reasons for international graduate students to request Inactive status include illness, personal or family obligations, lack of suitable courses (for students in coursework-only programs), or temporary financial difficulties for which the University cannot provide funds.</p> <p>International students must consider the immigration regulations/conditions (R220.1 (1)) pertaining to their Study Permit and eligibility for the Post Graduation Work Permit Program when requesting Inactive status. Individual circumstances may vary. International students</p>

Current Graduate Studies Academic Calendar content:	Proposed Graduate Studies Academic Calendar content:
<p>should meet with an Immigration Consultant in the Student Success Office for advice.</p> <p>Students should not request Inactive status to work on their thesis or any other activity related to their graduate program. Normally, Inactive status is approved for a maximum of two consecutive terms. Students who request more than two consecutive terms of leave because they have other commitments such as a full-time job or travel plans, should voluntarily withdraw from their program and may reapply when they are prepared to resume their studies. Normally, students who have incomplete courses on their record are not eligible for Inactive status.</p> <p>Students who have been granted Inactive status for a term are not expected to study or conduct research while on leave, and thus should not expect access to their supervisor.</p>	<p>should meet with an Immigration Consultant in the Student Success Office for advice.</p> <p>Students should not request Inactive status to work on their thesis or any other activity related to their graduate program. Normally, Inactive status is approved for a maximum of two consecutive terms (<u>Parental leave and Medical leave are not restricted to two consecutive terms</u>). Students who request more than two consecutive terms of leave because they have other commitments such as a full-time job or travel plans, should voluntarily withdraw from their program and may reapply when they are prepared to resume their studies. Normally, students who have incomplete courses on their record are not eligible for Inactive status.</p> <p>Students who have been granted Inactive status for a term are not expected to study or conduct research while on leave, and thus should not expect access to their supervisor.</p> <p><u>Exceptions to inactive status process</u></p> <p><u>Students in the Mathematics for Teachers (MMT) program who do not enroll in a course by the end of the third week of classes will be considered to be taking an inactive term and will automatically be changed to inactive status for a maximum of two consecutive terms. Students who have not enrolled in at least one course for three or more consecutive academic terms will be discontinued from their program and must apply for readmission to continue studies in their academic program. Note: students who need to take a third inactive term for one of the permitted reasons (e.g. medical leave or parental leave) must complete a Change of enrolment status form prior to the third week of classes.</u></p> <p><u>Medical leave</u></p> <p><u>Students who require a medical leave (as a result of their physical or mental health) must follow the process outlined on the Graduate Student Medical Leave web page. The process will involve:</u></p>

Current Graduate Studies Academic Calendar content:	Proposed Graduate Studies Academic Calendar content:
	<p><u>a) requesting a change of enrolment status to Inactive by completing the Change of enrolment status form, and</u> <u>b) submitting a Graduate Student Medical Leave Verification Form.</u></p> <p><u>Students should discuss any possible effects to funding, TA/RA appointments and academic progress with their supervisor(s) and/or department/school/program.</u></p> <p><u>Eligible research-based master's and doctoral students who go inactive for medical reasons will be automatically considered for the Graduate Student Medical Leave Award.</u></p>

GradOps review date (mm/dd/yy): 09/20/22

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University of Waterloo
SENATE EXECUTIVE COMMITTEE
Report to Senate
17 April 2023

FOR APPROVAL

Elections to Senate Committees and Councils and to the Board of Governors

Motion 1: To acclaim the membership of Senate committees and councils and the Board of Governors as provided on the list of nominees (see attached).

Background: The deans and the chair of the heads of the affiliated and federated institutions of Waterloo have been asked to recommend names of faculty member nominees, and the presidents of the Waterloo Undergraduate Student Association and Graduate Student Association have been asked to recommend names of student nominees to fill vacant seats on Senate committees and councils and the Board of Governors. At the meeting further nominations will be accepted from the floor. Where there is more than one name for a position, an electronic election will follow the meeting.

Motion 2: To delegate approval to the Senate Executive Committee for any vacancies which exist.

Background: Senate Executive Committee's approval of recommendations received after the 17 April 2023 Senate meeting will ensure that all committees have complete memberships prior to the beginning of the governance year on 1 May 2023. This approval will be completed by electronic ballot.

Senate Executive Committee - Terms 1 May 2023 to 30 April 2024

Faculty – One from each Faculty

Faculty of Arts – Joan Coutu
Faculty of Engineering – Mary Robinson
Faculty of Environment – Clarence Woudsma
Faculty of Health – Luke Potwarka
Faculty of Mathematics – Christiane Lemieux
Faculty of Science – Laura Deakin

Faculty from affiliated and Federated Institutions of Waterloo – one

Carol-Ann MacGregor

Undergraduate Students - two

Vacancy
Vacancy

Graduate Student - one

Vacancy

Alumni - one

Vacancy

Finance Committee - Terms 1 May 2023 to 30 April 2024

Faculty – One from each Faculty

Faculty of Arts – David Ha
Faculty of Engineering – Marc Aucoin
Faculty of Environment – Erin O’Connell
Faculty of Health – Ellen MacEachen
Faculty of Mathematics – Martin Karsten
Faculty of Science – Stanley Woo

Faculty from affiliated and Federated Institutions of Waterloo – one

Scott Kline

Undergraduate Students - two

Vacancy
Vacancy

Graduate Student - one

Vacancy

Alumni - one

Vacancy

Senate Long Range Planning Committee - Terms 1 May 2023 to 30 April 2024

Faculty – One from each Faculty

Faculty of Arts – Shana MacDonald
Faculty of Engineering – Siva Sivoththaman
Faculty of Environment – Rob Gorbet
Faculty of Health – Narveen Jandu
Faculty of Mathematics – Kevin Hare
Faculty of Science – Trevor Charles

Faculty from affiliated and Federated Institutions of Waterloo – one

Kristiina Montero

Undergraduate Students - two

Vacancy
Vacancy

Graduate Student - one

Vacancy

Alumni - one

Vacancy

Honorary Degrees Committee - Terms 1 May 2023 to 30 April 2024

Faculty – One from each Faculty

Faculty of Arts – Veronica Kitchen
Faculty of Engineering – Nasser Abukhdeir
Faculty of Environment – James Nugent
Faculty of Health – Peter Hall
Faculty of Mathematics – Changbao Wu
Faculty of Science – Natalie Hutchings

Faculty from affiliated and Federated Institutions of Waterloo – one

Troy Osborne

Undergraduate Students - two

Vacancy
Vacancy

Graduate Student - one

Vacancy

Alumni - one

Vacancy

Graduate and Research Council - Terms 1 May 2023 to 30 April 2025

Faculty from affiliated and Federated Institutions of Waterloo – one
Steven Bednarski

Graduate Student - two

Vacancy - Engineering

Vacancy - Mathematics

Senate Undergraduate Council - Terms 1 May 2023 to 30 April 2025

Faculty – One from each Faculty

Faculty of Arts – Vacancy

Faculty of Health – Chris Vigna

Faculty from affiliated and Federated Institutions of Waterloo – one
Alysia Kolentis

University Committee on Student Appeals - Terms 1 May 2023 to 30 April 2025

Faculty – One from each Faculty

Faculty of Arts – Vacancy

Faculty of Engineering – Vacancy

Faculty of Environment – Erin O’Connell

Faculty of Health – John Mielke

Faculty of Mathematics – Carmen Bruni

Faculty of Science – Rick Marta

Staff – Two

Vacancy

Vacancy

Undergraduate Students - two

Vacancy

Vacancy

Vacancy

Vacancy

Graduate Student - two

Vacancy

Vacancy

Board of Governors – Terms 1 May 2023 – 30 April 2025

Faculty – three

Vacancy

Vacancy

Vacancy

Undergraduate Students – Two

Vacancy

Vacancy

Graduate Student – One

Vacancy

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UNIVERSITY OF WATERLOO
UNIVERSITY APPOINTMENT REVIEW COMMITTEE (UARC)
REPORT TO SENATE
17 April 2023

FOR INFORMATION

This report is provided under Policy 76 – Faculty Appointments. From September 2021 to August 2022 (numbers in brackets in this report are from 2020-21), UARC reviewed a total of 135 proposals for regular faculty appointments. For comparison purposes, the total number of proposals reviewed in recent years was 58 (2009-10), 79 (2010-11), 87 (2011-12), 68 (2012-13), 70 (2013-14), 85 (2014-15), 69 (2015-16), 90 (2016-17), 102 (2017-18), 87 (2018-19), 50 (2019-20) and 66 (2020-21).

Of the files reviewed 63 (27) females, 68 (39) males, 4 of unknown gender (0), 17 (10) were tenured, 93 (34) were for probationary, and 25 (22) were for definite-term appointments.

Per rank, the percentage of females hired were: assistant research professor 0% (0%), lecturer 21% (20%), assistant professor 71% (21%), associate professor 4% (2%) and professor were 4% (0%). More detail is provided in the tables contained within this report.

Length of the Review Process

Appointment proposals from academic units and faculties generally were very good, and department chairs/schools directors have been very helpful in providing any additional information requested. Advance notice of proposals continues to be important to ensure speedy turnaround. Policy 76 specifies five working days for the review process. During the past year, UARC members were able to complete most reviews within five working days unless there was some missing information and discussions with the chair/director or dean were required.

Administration

Administrative information concerning UARC can be found at:

<https://uwaterloo.ca/secretariat/university-appointments-review-committee>

Documents include: Summary of Recruiting Efforts for UW Faculty positions form, which chairs/directors are required to complete; Overview of Chair's Memo to the Dean; Conflict of Interest in Hiring Committees; UARC Presentation 2018; link to VPAP Forms and Templates.

UARC Membership

Arts: Anna Esselment (until May 2024), Julia Roberts (until May 2025)

Engineering: Maria Anna Polak (until May 2025), Catherine Rosenberg (until May 2024)

Environment: Prateep Nayak (until May 2024), Johanna Wandel (until May 2024)

Health: Lora Giangregorio (until May 2025), Scott Leatherdale (until May 2025)

Mathematics: Jason Bell (until May 2025), Pengfei Li (until May 2025)

Science: Brian Dixon (until May 2024), Shaun Frape (until May 2025)

Chair: Gerry Schneider (ENG) (until May 2025)

Summary of Proposals for Regular Faculty Appointments for Two Years or More

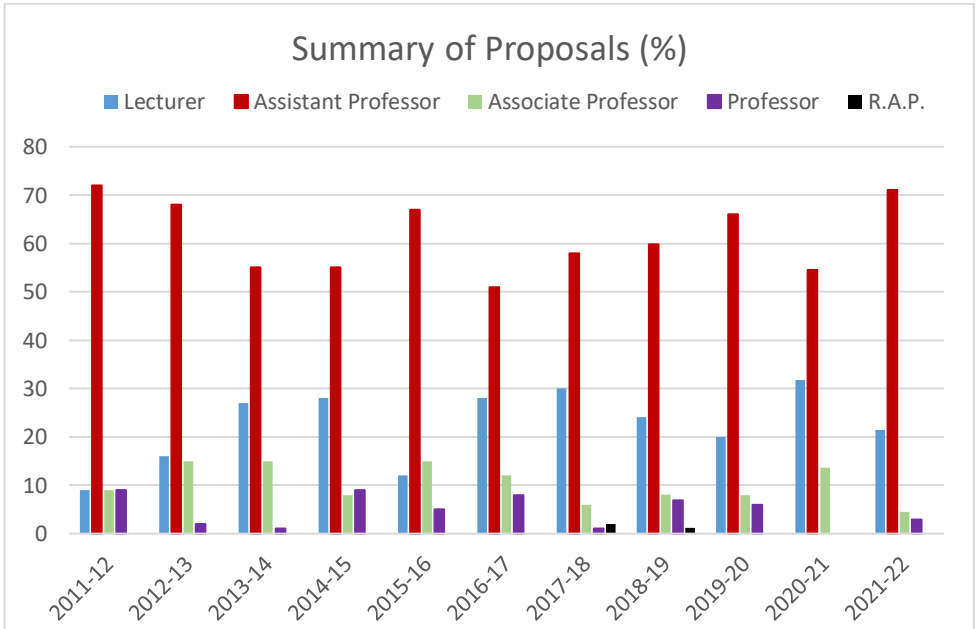
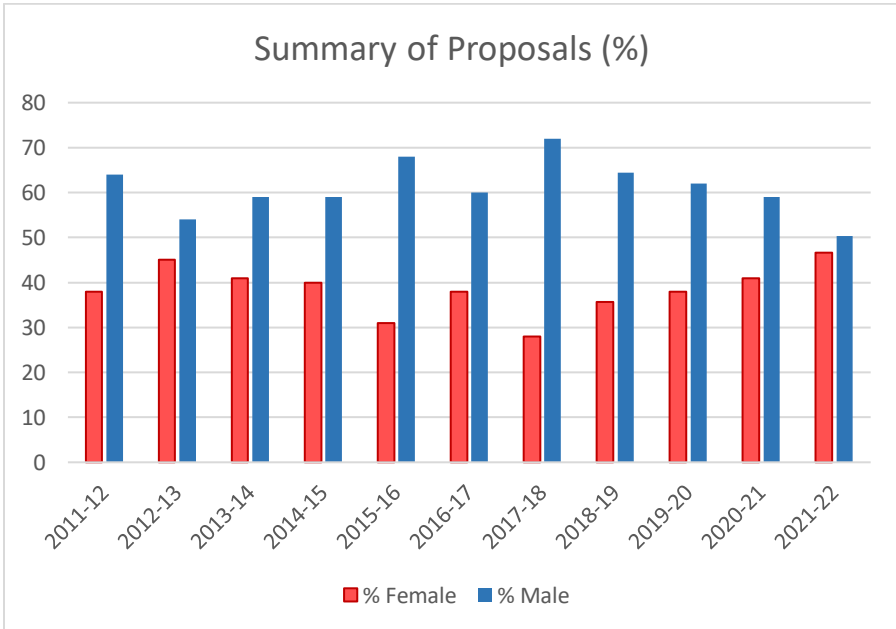
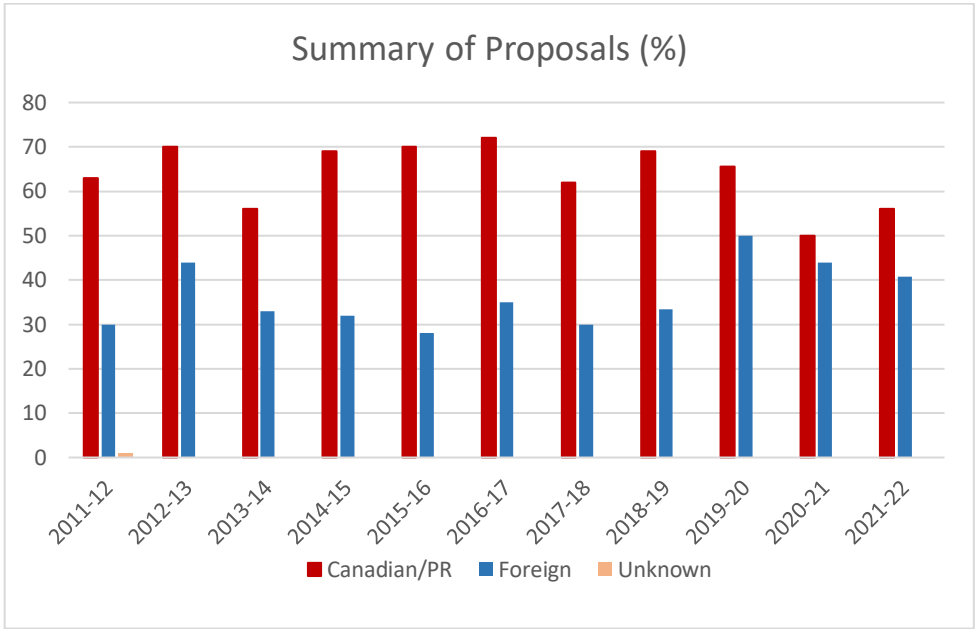
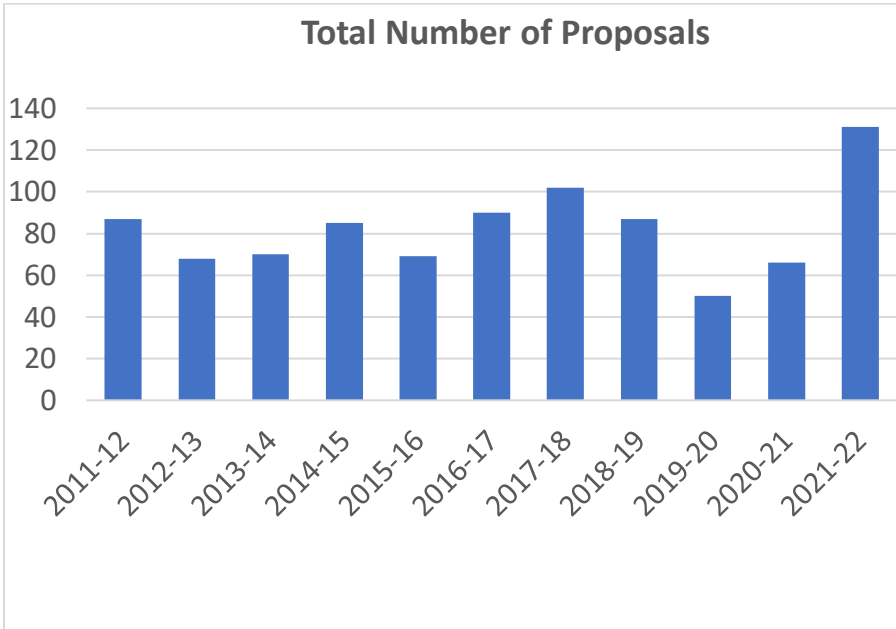
Reviewed by UARC

September 2021 – August 2022

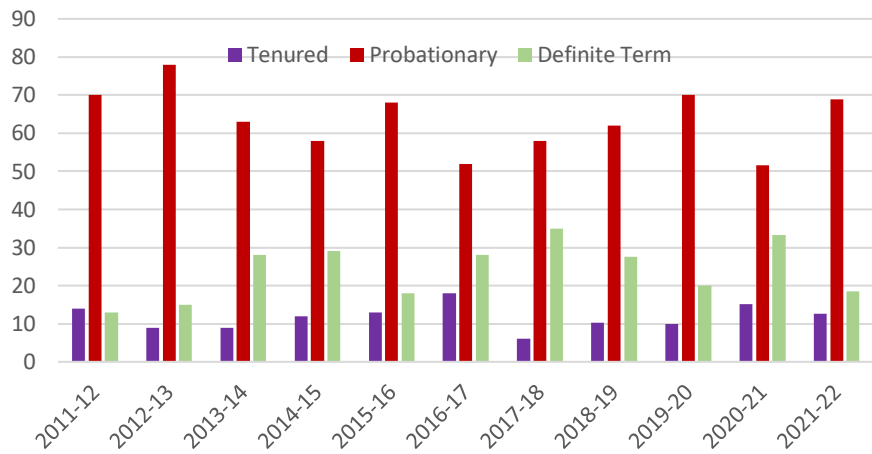
Faculty	Files	Gender			Residency				Appointment Type										
		Female	Male	Unknown	Canadian	Permanen t Resident	Foreign Academic	Unknown	Tenure			Probationary			Definite Term				
										F	M		F	M	U		F	M	U
ARTS	44	26	15	3	31	0	12	1	8	5	3	24	16	6	2	12	6	5	1
ENG	24	11	13	0	14	3	7	0	4	0	4	20	11	9	0	0	0	0	0
ENV	5	4	1	0	4	0	0	1	0	0	0	3	3	0	0	2	1	1	0
HEALTH	9	4	5	0	8	1	0	0	1	0	1	5	3	2	0	3	1	2	0
MATH	45	14	30	1	9	1	35	0	3	1	2	39	12	27	0	3	1	1	1
SCIENCE	8	4	4	0	6	1	1	0	1	0	1	2	1	1	0	5	3	2	0
TOTAL	135	63	68	4	72	6	55	2	17	6	11	93	46	45	2	25	12	11	2

Faculty	Professorial Rank														Results			
	Lecturer				Assistant Professor				Associate Professor			Full Professor			Offers	Accepted	Declined	Pending
		F	M	U		F	M	U		F	M		F	M				
ARTS	15	8	6	1	28	18	8	2	0	0	0	1	0	1	44	37	7	0
ENG	0	0	0	0	19	11	8	0	4	0	4	1	0	1	24	21	3	0
ENV	1	1	0	0	4	3	1	0	0	0	0	0	0	0	5	5	0	0
HEALTH	3	1	2	0	6	3	3	0	0	0	0	0	0	0	9	7	2	0
MATH	5	1	3	1	37	11	26	9	2	0	2	1	1	0	45	20	25	0
SCIENCE	5	3	2	0	2	1	1	0	0	0	0	1	0	1	8	7	1	0
TOTAL	29	14	13	2	96	47	47	11	6	0	6	4	1	3	135	97	38	0

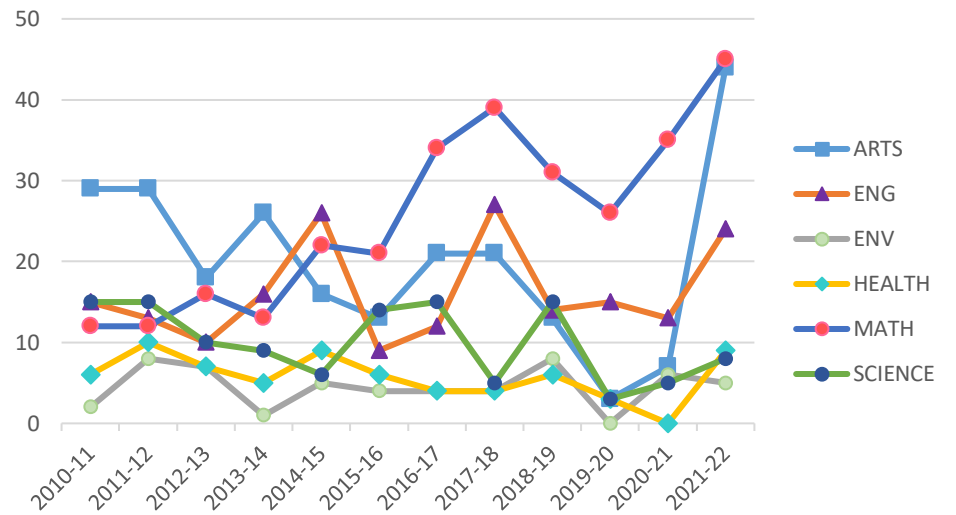
Of the 96 who accepted offers: 28 (50%) were female, 44 (46%) were male, 2 were of unknown gender (4%). Of the 37 who declined offers: 15 were female (41%), 22 were male (59%), 0 were of unknown gender (0%).



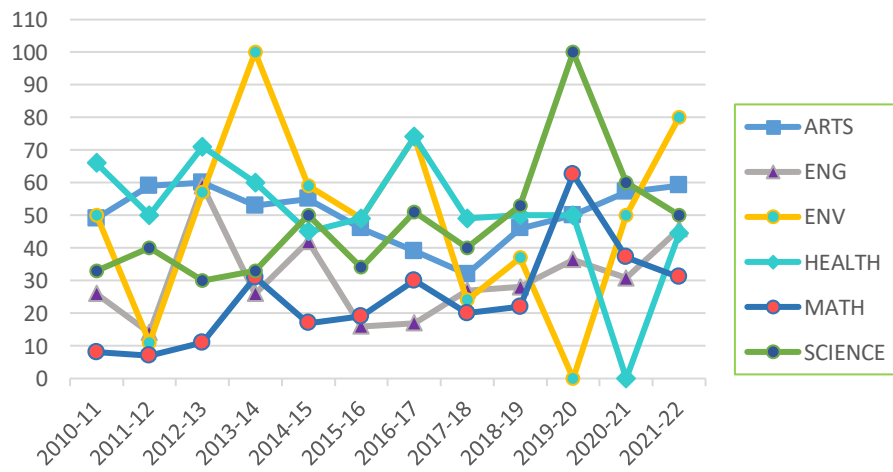
Proposals by Type (%)



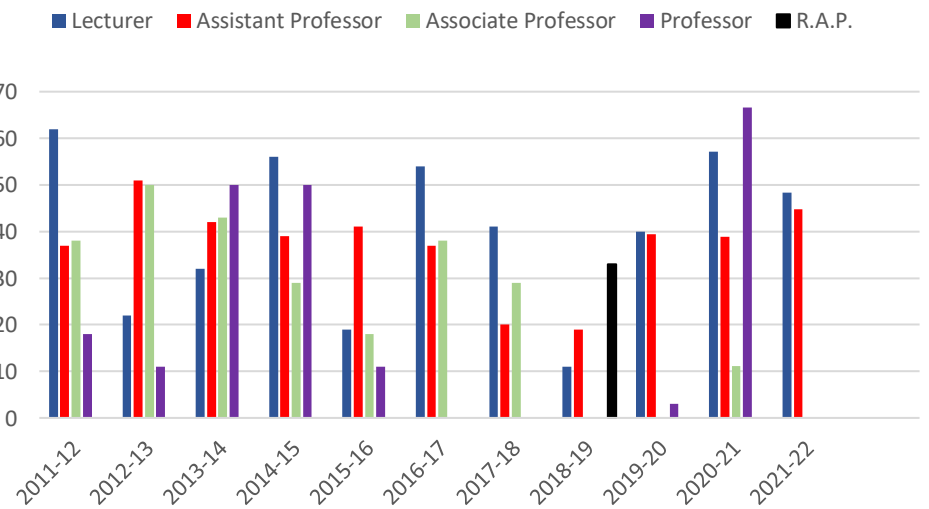
Total Proposals by Faculty



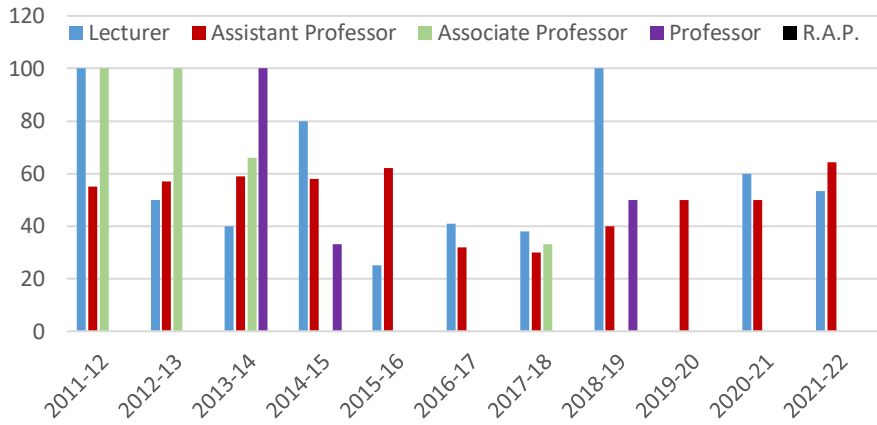
Female Proposals by Faculty (% of Faculty Proposals)



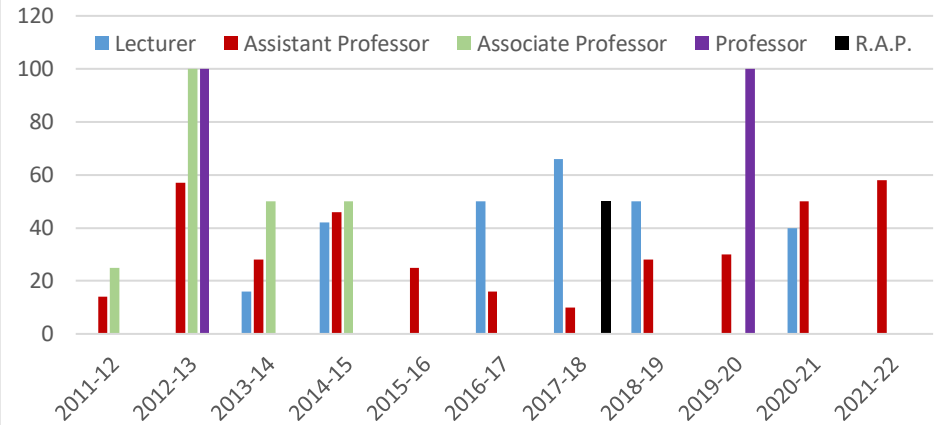
Female Appointments by Rank (% of Rank)



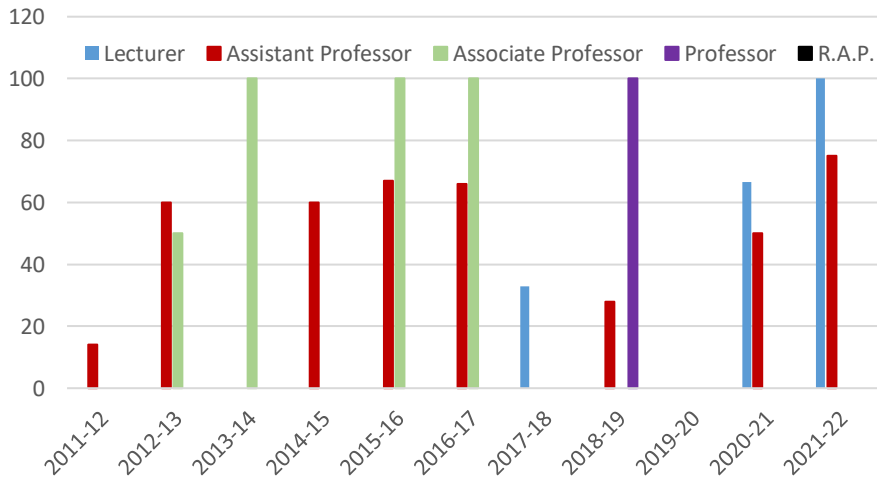
Female Appointments in ARTS (% of Rank)



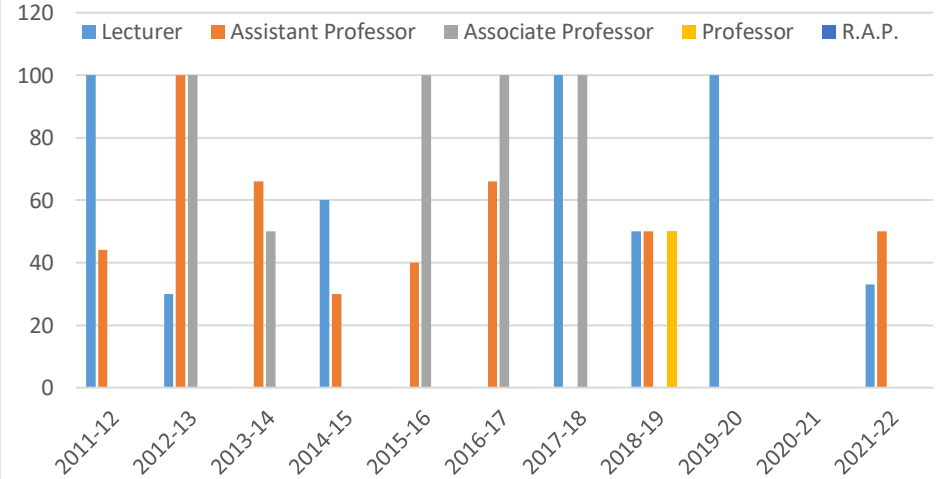
Female Appointments in ENG (% of Rank)

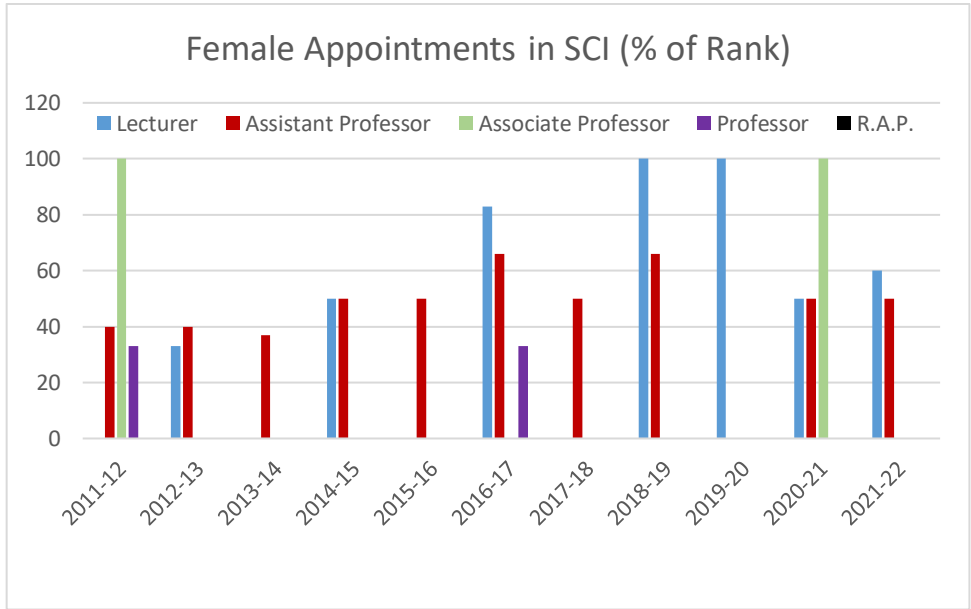
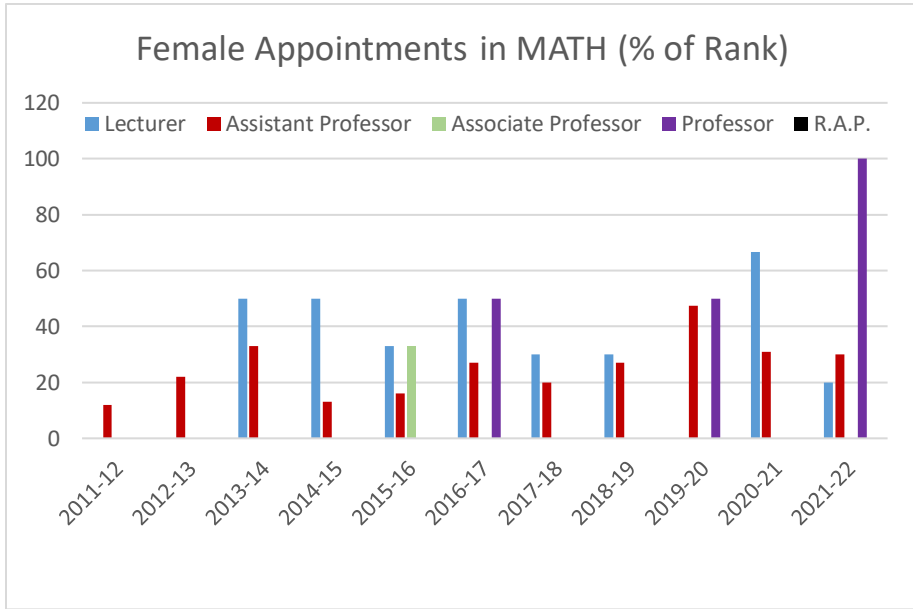


Female Appointments in ENV (% of Rank)



Female Appointments in HEALTH (% of Rank)





Gerry Schneider
 Chair, University Appointments Review committee

For Recommendation

Open Session

To: Senate

Sponsor: Vivek Goel, President and Vice-Chancellor, and Chair of Senate
Contact Information: Office of the President

Presenter: Vivek Goel, President and Vice-Chancellor, and Chair of Senate
Contact Info: Office of the President

Date of Meeting: April 17, 2023

Item Identification:

Proposal to amend the annual meeting schedule of Senate, and the formats for meetings of Senate.

Summary:

The final report of the Senate Governance Review was submitted to and endorsed by Senate at its June 2022 meeting. This report addresses elements of recommendations 13 of the review.

13. Revise the annual Senate meeting schedule to reflect the rationalized annual work plan. (Key considerations: ensuring transparency; enabling substantive strategic discussions; respecting essential academic practices and schedules, and key matters requiring approval or endorsement by Senate (e.g., budget); the potential for alignment with the Board of Governors' cycle of meetings; in discussion with the Board, potential reconsideration of the start of the governance year to align with academic cycles; how meetings may be held (in-person, virtual, and hybrid).

In recognition of the general pattern of cancelling the regular December meeting (often scheduled 15-20 December) as well as the possibility of condensing regular Senate meetings in the January-June period, this report proposes a revised schedule with the aim to complete the same amount of regular business annually with fewer regular meetings.

The COVID-19 pandemic has adequately demonstrated that emergent modes of meeting (hybrid and/or fully via videoconference) are effective and here to stay. This report aims to codify this recognition for the ongoing benefits of Senate, senators, and the university community.

Recommendation/Motion:

That Senate gives second and final reading to the amendments to the Senate By-Law 1 as presented in this report, with said amendments to effect:

- a. Reducing the normal number of general Senate meetings from 10 to 8 annually
- b. Adding provision for holding meetings electronically as well as in hybrid format (e.g. with simultaneous in-person and electronic participation)

And that Senate endorse the following general guidelines for the annual schedule of meetings of Senate, for consideration by the chair of Senate in setting their approval of the annual schedule, subject to passage of the recommended bylaw amendments as presented in this report:

- a. Meetings approximately evenly spaced as follows: five (5) regular meetings of Senate between 1 January and 30 June and three (3) regular meetings of Senate between 1 September and 30 November

And further that Senate approve the recommended amendments to the annual work plan (attached to this report) which is congruent with the reduced number of general Senate meetings to be held annually, subject to passage of the recommended bylaw amendments as presented in this report.

Jurisdictional Information:

Senate is empowered under section 22(o) of the *University of Waterloo Act, 1972*:

“...to enact by-laws and regulations for the conduct of its affairs.”

Per Senate Bylaw 1, section 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.

Previous Action Taken:

See Governance Path below.

Highlights:

Recommended amendments to Senate Bylaw 1 are as follows:

(strikethrough = deleted text, underline = new text)

- 3.01 **General meetings**
Senate shall normally hold ~~ten (10)~~ eight (8) general meetings during each academic year. Notice of each meeting shall be communicated to the university community in such places and ways as may be designated from time to time by Senate.

3.02 **Place of meetings**

~~Meetings of Senate shall be held upon the campus of the university.~~

Meetings of Senate may be held:

- a. in-person upon the campus of the university, or
- b. via telephone, electronic or other communications facilities that permit all participants to communicate with each other during the meeting, or
- c. in-person upon the campus of the university with simultaneous participation via telephone, electronic or other communications facilities that permit all participants to communicate with each other during the meeting.

The specific place of any given meeting shall be at the sole approval of the chair of Senate and shall be communicated with the notice of agenda as in section 3.03 of this bylaw.

Governance Path:

Consultation with Senate Graduate & Research Council (13 February 2023), and Senate Undergraduate Council (14 February 2023)

Senate Executive Committee, 6 March 2023

Senate, 27 March 2023 (first reading)

Senate, 17 April 2023 (planned second reading)

Next Steps:

Until Senate approval of the recommended bylaw amendments, the current Senate calendar of meetings will remain in effect. The implementation of the amended calendar is anticipated to commence during the 2023-24 academic year.

Documentation Provided:

- Draft Revised Senate Work Plan (revised for eight meets/year)

2023-2024 Senate Work Plan (sample revised, eight meetings/year)

Senate Agenda Items · expected *as needed	Middle May	Late June	Early October	Early November	Early December	Late January	Early March	Middle April
REGULAR AGENDA (including items for information and discussion)								
Minutes	▪	▪	▪	▪	▪	▪	▪	▪
Business Arising	▪	▪	▪	▪	▪	▪	▪	▪
LEADERSHIP UPDATES⁶								
Report of the Vice-President Academic and Provost	▪	▪	▪	▪	▪	▪	▪	▪
Report of the Vice-President Research & International	▪	▪	▪	▪	▪	▪	▪	▪
REPORTS FROM COMMITTEES AND COUNCILS								
Executive Committee	*	*	*	*	*	*	*	*
Graduate & Research Council (GRC)	▪	▪	▪	▪	▪	▪	▪	▪
Undergraduate Council (UC)	▪	▪	▪	▪	▪	▪	▪	▪
Long Range Planning Committee	▪		▪		▪		▪	
Joint Report of GRC & UC on Academic Calendar Dates				▪				
University Committee on Student Appeals Annual Report (Policy 72)					▪			
University Appointment Review Committee Annual Report (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								▪
Strategic Plan Accountability Update			▪					
PART Annual Update		▪					▪	
Faculty Update			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	Middle May	Late June	Early October	Early November	Early December	Late January	Early March	Middle April
• expected *as needed								
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 and Convocation Speakers ⁴						▪		
Report of the COU Academic Colleague					▪			
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 (June)		•						

Joint SENATE/BOARD Strategic Plan Focus Sessions	Joint SENATE/BOARD Continuing Education Sessions
<ul style="list-style-type: none"> • [item] • [item] 	<ul style="list-style-type: none"> • [item] • [item]

Special Topics for 2023-2024 to be Scheduled:

- [item]
- [item]

For more information:

uwaterloo.ca/secretariat
secretariat@uwaterloo.ca
 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.

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For Recommendation

Public

Open Session

To: Senate

Sponsor: Vivek Goel, President and Vice-Chancellor, and Chair of Senate
Contact Information: Office of the President

Presenter: Vivek Goel, President and Vice-Chancellor, and Chair of Senate
Contact Info: Office of the President

Date of Meeting: April 17, 2023

Item Identification:

Proposal to amend the *ex-officio* membership of Senate to reflecting requirements for Senate operations and considerations for equity, diversity, and inclusion in the membership of Senate

Summary:

The University has made clear commitments toward positive action in the space of equity, diversity, inclusion and anti-racism (EDI-R), as well as having made a full commitment to decolonization, Indigenization and reconciliation. In the context of these commitments, and in line with the President's Anti-Racism Taskforce (PART) recommendation 78, it is important that the membership of Senate be reflective of the community that it serves. Currently there are five *ex-officio* members of Senate designated in Senate Bylaw 4 that are specific members of Executive Council. It is proposed that the Associate Vice-President, Human Rights, Equity & Inclusion and Anti-Racism, the Associate Vice-President, Indigenous Relations, and the Associate Vice-President, Academic Operations are added as *ex-officio* members of Senate, and that the Vice-President, Advancement, the Vice-President, University Relations, and the Deputy Provost, Integrated Planning and Budgeting are removed.

With this amendment the University will fill specific gaps in representation on Senate in congruence with the University's commitments. It is emphasized that those appointed under this provision are full-fledged members of Senate and will take a broad interest in all matters brought forward to that body, as is expected for all Senators.

The proposed bylaw amendments as presented will effect no change to overall number of Senate members (92), and will keep intact the majority membership of faculty representatives on Senate as well as the present ratios of representation between the elected members of Senate from the Board of Governors, the undergraduate students, the graduate students and the alumni.

Recommendation/Motion:

That Senate gives first reading to the amendments to Senate Bylaw 4 as presented in this report, with said amendments to effect:

- a. Removal of the Vice-President, Advancement, the Vice-President, University Relations, and the Deputy Provost, Integrated Planning and Budgeting as *ex-officio* members of Senate
- b. Addition of the Associate Vice-President, Human Rights, Equity & Inclusion and Anti-Racism, the Associate Vice-President, Indigenous Relations, and the Associate Vice-President, Academic Operations as *ex-officio* members of Senate

Jurisdictional Information:

Senate is empowered under section 22(o) of the *University of Waterloo Act, 1972*:

“...to enact by-laws and regulations for the conduct of its affairs.”

Section 18(a) of the *University of Waterloo Act, 1972* describes the *ex-officio* membership of Senate, including article 9 of the section:

“9. Such other *ex-officio* members as the Senate by by-law may, from time to time, designate.”

Under Senate Bylaw 1, section 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.

Highlights:

Recommended amendments to Senate Bylaw 4 are as follows:

(strikethrough = deleted text, underline = new text)

“...
BE IT THEREFORE enacted as a bylaw of Senate of the University of Waterloo as follows:

That the following be named as *ex-officio* members of Senate:

Senate

2

- a. ~~The vice-president, advancement.~~ The associate vice-president, human rights, equity & inclusion and anti-racism.
- b. ~~The vice-president, university relations.~~ The associate vice-president, Indigenous relations.
- c. The vice-president, research and international.
- d. The associate vice-president, academic.
- e. ~~The deputy provost, integrated planning and budgeting.~~ The associate vice-president, academic operations.
- f. The president of the Faculty Association of the University of Waterloo.
- g. The president of the Federation of Students, University of Waterloo.
- h. The president of the Graduate Student Association - University of Waterloo.

...”

Previous Action Taken:

Not applicable.

Governance Path:

Senate Executive Committee, 3 April 2023

Senate, 17 April 2023 (planned first reading)

Senate, 16 June 2023 (planned second reading)

Next Steps:

Not applicable.

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Senate Graduate and Research Council

For Information

Open Session

To: Senate

Sponsor: Charmaine Dean
Contact Information: Vice-President, Research & International

Sponsor: Jeff Casello
Contact Information: Associate Vice-President, Graduate Studies and Postdoctoral Affairs

Presenter: Jeff Casello
Contact Info: jcasello@uwaterloo.ca

Date of Meeting: April 17, 2023

[Senate Graduate & Research Council](#) met on 6 March 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 4.03, council is empowered to make approvals on behalf of Senate for a variety of operational matters:

(f) On behalf of Senate, consider and approve all new graduate courses, the deletion of graduate courses, and proposed minor changes to existing graduate courses and programs, and provide Senate with a brief summary of council's deliberations in this regard. Any matter of controversy that might arise may be referred to Senate.

(i) On behalf of Senate, consider and approve all new graduate scholarships and awards. Any matter of controversy that might arise may be referred to Senate.

Item Identification

On behalf of Senate, the following items were approved:

1. Graduate Awards

[Council approved](#) the GradFlix Award - operating.

2. Academic Program reviews

Council approved new courses, course revisions, course inactivation's, milestone revisions, and minor program revisions for:

- a. Final Assessment Report: [Business, Entrepreneurship and Technology](#)
- b. Final Assessment Report: [Recreational and Leisure Studies](#)
- c. Two-Year Progress Report: [Chemical Engineering](#)

Senate

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Senate Undergraduate Council

For Information

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: April 17, 2023

[Senate Undergraduate Council](#) met on [March 7, 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:

- [Final Assessment Report \(FAR\), Theatre and Performance](#)
- [Two-Year Progress Report \(PR\), History](#)
- [Two-Year Progress Report \(PR\), Liberal Studies](#)

Minor Plan & Curricular Modifications

Council approved course changes for:

- a. [Faculties of Environment and Science](#) (geography & environmental management; interdisciplinary studies)

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University of Waterloo
REPORT TO SENATE FROM THE FACULTIES
17 April 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 page¹](#).

¹ <https://uwaterloo.ca/secretariat/sites/default/files/uploads/documents/reports-all-faculty-abril-2023.pdf>