

Regrets: Hans De Sterck

1. Co-Chair's Remarks and Meeting Notes from the November 26, 2025 Meeting

- Deakin welcomed members to the second Senate Engagement Working Group meeting and reviewed the agenda. It was noted that the planned topics might be explored in a different order than the list provided in the Terms of Reference for the working group.
- Members discussed and provided revisions for the meeting notes from the November 26, 2025 meeting. The meeting notes were amended accordingly.

2. Environmental Scan Data

- Gauthier-Chalifour and Day highlighted information from the top 4 exemplars in the environmental scan data (University of Calgary, Dalhousie University, University of Manitoba, University of Windsor).
- Deakin and Shantz shared insights from a consultation with Jean Becker. The Seven Grandfathers Teachings were mentioned. She suggested that the first Senate meeting each year could be held at the Pavilion. The territorial acknowledgement should be a simple land acknowledgement about where the University of Waterloo is situated.
- Members reviewed different choices other institutions have made in their articulation of roles and responsibilities, as well as rules of order.
- **Key discussion points – environmental scan data:**
 - o Documentation is needed to clarify the Senate agenda planning process and how Senators can bring motions forward at each meeting.
 - o Most examples contained institutional values. The documentation from the University of Manitoba was mentioned by several members as noteworthy.
 - o Members agreed that there should be some sort of documentation to outline either role and responsibilities and/or rules of order.
 - o Senators might not be receptive to having a code of conduct and time limitations at Senate meetings.

3. Consultation and Engagement

- Members noted that each Senator could engage differently such as reading the materials ahead of each meeting and emailing people outside of the meeting.
- Members discussed different methods of conducting consultations with Senators (surveys, focus groups, live polls, emails, mini breakout groups, etc.). In-person consultation is preferable. A web form with a QR code should be created to collect feedback. This is an opportunity to see how experienced versus new senators feel about Senate. Newer Senators might be more hesitant to participate in the consultations and engagement activities.
- Members decided on presenting a summary of the general work of the committee at the next Senate meeting. A communication should be sent prior to the meeting to notify Senators about the consultations and engagement activities.

4. Next Steps

- Members to decide questions and engagement activities at the next working group meeting.
- The next Senate Engagement Working Group meeting is scheduled on January 15 from 2:30 - 4:00 p.m. in NH 3308.