

**University of Waterloo**  
**SENATE EXECUTIVE COMMITTEE**  
**Minutes of the October 7, 2024 Meeting**  
**[in agenda order]**

Present: Judy Castaneda, Laura Deakin, Mark Ferro, Genevieve Gauthier-Chalifour (university secretary) Vivek Goel (chair), Christiane Lemieux, David Porreca, Mary Robinson, James Rush, Rida Sayed, James Skidmore, Sharon Tucker, Clarence Woudsma,

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

Regrets: Mike Grivicic (secretary), Carol Ann MacGregor, Avery Akkerman

The chair provided a brief update on the delegation of authority to Senate Executive Committee to elect members to committees and councils of Senate with vacancies. A report by email with recommendations will be provided to members of SEC in the coming days.

**1. MINUTES OF THE SEPTEMBER 9, 2024 MEETING AND BUSINESS ARISING**

A motion was heard to approve the minutes as distributed. Porreca and Sayed. Carried. There was no business arising.

**2. SENATE UNDERGRADUATE COUNCIL – REPORT ON CURRICULUM SUBCOMMITTEE PILOT**

D. DeVidi provided a brief overview of the one-year pilot and evaluation of its efficacy as discussed at the September Senate Undergraduate Council meeting. The subcommittee allows for capacity at SUC for strategic discussions, instead of routine curricular motions that Associate Deans have already addressed at the Faculty level. This change has been well received. Further details are provided in the report. A key point can be found on page seven of the report which speaks to the membership of the subcommittee including one change: it has been advised that there are two members that are not ex-officio, so a one-year term limit has been applied to their roles.

A motion was heard to recommend that Senate approve the establishment of a curriculum subcommittee for Senate Undergraduate Council, following the successful one-year pilot period, as described in this report. Deakin and Porreca. Carried.

**3. ITEMS ARISING FROM SEPTEMBER 23, 2024 SENATE MEETING**

**3.1 DRAFT GUIDELINES FOR VISITORS TO SENATE MEETINGS - SENATOR FEEDBACK AND PROPOSED REVISIONS**

The chair acknowledged that many members have reviewed the guidelines to date. This item was postponed at the September Senate meeting to allow for more time to submit input to the Secretariat. The feedback received has been captured inline, apart from two changes that were not adopted.

Gauthier-Chalifour provided an overview of the proposed changes and directed members to page thirteen in their package. Three members provided feedback to the Secretariat. The summary report identifies two changes that were not adopted: item six (rewording of section 4.4) and seven (rewording of section 4.9) did not change the intent of the statement and thus not adopted. Additionally, Gauthier-Chalifour proposed that section 3 be collapsed into one single statement to avoid confusion and provide greater clarity and leave flexibility to registration operations while ensuring meetings remain open and accessible.

Goel advised that the updated Guidelines with a cover note including all feedback received will be posted and circulated for transparency. It was noted by a member that the title of the

document may need to be adjusted to reflect its intent. Gauthier-Chalifour will review the title and make the suggested edits discussed.

A motion was heard that Senate adopts the Guidelines for Visitors to Senate Meetings as amended. Deakin and Porreca. Carried.

### **3.2 Items Arising from Senate Discussion**

#### **3.2.1 Report to address questions on two task forces (institutional investments, and institutional partnerships)**

The chair spoke to the request from a Senator for a report on the process used for establishing the task forces for institutional investments, and institutional partnerships. A report is being prepared in consultation with the Senator that raised the question. This will be included in the package to Senate, however, is not ready to share today. It was noted the practices for forming these taskforces were similar to those that have been used in the past.

#### **3.2.2 Senate Agendas and Processes**

The chair invited reflections from members.

Members discussed the process to bring an item forward: members can propose new items at the beginning of the meeting and a vote to add new items can be made; the process to add something to the agenda should focus on if/when to add new items, and not halt the meeting to discuss the item in full.

Goel acknowledged that Bourinot's Rules of Order do not provide clarity around adding notice of a motion at a meeting. Further clarity on how members may bring forward a notice of motion at Senate to be reviewed by the Secretariat and brought forward to SEC for discussion.

Members felt there are multiple ways to add an item to the agenda for discussion and want to be mindful of spending meeting time on items not approved as part of the agenda.

Members then discussed the importance of the communication back to the requesting member. What the individual receives as a response can be helpful to understanding the process and clear rationale for items being stewarded to other committees or pathways.

The Secretariat will ensure future responses to Senators includes a rationale and pathways for items that do not align to the business of Senate. A meeting to discuss and provide further guidance will be made available to the requesting member. If a Senator would like to bring an item forward, they are encouraged to contact the Secretariat directly.

#### **3.2.3 Senate Minutes and Recording of Meetings**

The chair invited reflections from members.

Members observed: The Faculty Association recorded minutes as a functional aid of the minute taker, however making recordings available was not the intent; Senators have the ability to request amendment to the minutes.

Goel clarified that the current process of not recording meetings is to not inhibit freedom to express. There are multiple members of the Secretariat working together to confirm the content of the minutes. Guidelines for minute taking are under development and will be shared at a future meeting.

Members agreed that all Senate governance meetings would not be recorded.

#### **4. Senate Governance Projects Forthcoming**

Gauthier-Chalifour spoke to the 2022 Senate Governance Review, and the progress report that was brought forward to SEC in the spring. Most items continue to progress. The Secretariat intends to bring forward governance improvements, including better guidelines (Roles and Responsibilities for Senators) and supporting documents (best practices for meeting minutes), updated by-laws, adjustments to the governance year, and a review of committee memberships for currency and congruence.

Goel added that there will be a transition year to adjust the governance calendar to align with the academic year, with a blanket motion to extend senator terms if required. The intent is to have better alignment with the academic cycle and to increase the time between senator elections and their assignments to committees/councils, as well as providing more time for orientation.

It was noted by a member that election results are not always communicated. Gauthier-Chalifour to review election process to ensure results are shared.

#### **5. Draft October 21, 2024 Senate Agenda**

##### **5.1 Draft October 21, 2024 Senate Agenda**

The chair noted that the format of the agenda will look different now that it is being generated in BoardEffect. This will lead to easier flow of information from one committee to the next. Cover memos are now being prepared for every item. It was noted that there is a structural change to the procedural items at the beginning, however, these will be approved as separate items. The United Way Campaign is a long-standing tradition and will now be a formal agenda item. Goel noted for clarity that item nine is a mid-year update on the 24/25 operating budget, and the title of the item will be changed to differentiate from the annual budget presentation.

Members discussed the Math curricular items as presented. DeVidi will attend Senate prepared to answer questions, with Porreca sending questions in advance of the meeting. It was suggested to move this item to the regular agenda to allow for discussion.

A motion was heard to approve the October 21, 2024 Senate agenda, as amended. Porreca and Robinson. Carried.

#### **6. OTHER BUSINESS**

There was no other business.

#### **7. ADJOURNMENT**

The next meeting of the committee will be Monday November 11, 2024 from 3:30-4:30 p.m.

October 8, 2024

Ashley Day  
Governance Officer