



Senate Operations Review Committee

Meeting of April 23, 2009

Amendments to the Terms of Reference and Composition of the Senate Committee on Non-Academic Discipline (SONAD)

Introduction

The Senate Operations Review Committee (SORC) was asked to review a proposal to amend the Terms of Reference and Composition of the Senate Committee on Non-Academic Discipline (SONAD).

Review of the Issues

The proposed amendments to the Terms of Reference and Composition of the Senate Committee on Non-Academic Discipline (SONAD) were discussed at the April 3, 2009 meeting of SORC. Ms. Leora Jackson, SONAD Chair and Mr. Harry Smith, SONAD Secretary attended the meeting to speak to the proposal and to answer questions.

Analysis and Discussion

The following points summarize the Committee's discussion:

- The proposed amendments to the Terms of Reference are consistent with the current work of SONAD. SONAD's activities have evolved over a number of years and other constituencies such as the AMS, the SGPS and the Coordinator of Dispute Resolution Mechanism (CDRM), have assumed responsibility for orientation, reporting and advising;
- SONAD will continue to recommend changes to policies, review annual reports on non-academic discipline from the AMS, SGPS and Residence and review cases on non-academic discipline in which no appeal has been brought to the University Student Appeal Board;
- The mandate of the CDRM includes providing guidance regarding issues of jurisdiction and procedure and also providing a historical prospective. The establishment of the position of the CDRM combined with the evolution of the work of SONAD makes it no longer necessary to have the Secretary of the Senate as a member of the committee;
- Including the Dean of Students or delegate in the composition of SONAD will provide insight into the complexity of Residence discipline and Town/Gown relations.

Conclusion/Recommendation

The Senate Operations Review Committee recommends that the proposed amendments to the Terms of Reference and Composition of the Senate Committee on Non-Academic Discipline be approved, effective September 1, 2009.

Respectfully submitted

J. Stairs, Chair, SORC

COMMITTEE MEMBERS 2008-2009

B. Barnett, Political Studies, B.A. (Hons.0'09

J. Brien, Pharmacology and Toxicology

L. Horton, Human Resources

F. Jahanbakhsh, Theological College

J. Stairs, Theological College (Chair)

J. Welsh, President, SGPS

Senate Committee on Non-Academic Discipline

(SONAD)

Revised Terms of Reference and Composition
February 24, 2009

Background:

The Senate Committee on Non-Academic Discipline (SONAD) identified review of the committee mandate and composition as one of its agenda topics for 2008-09. The functions of SONAD as stated currently in the Senate Handbook are no longer accurate or helpful to understand the work carried out by this committee. In addition, it was proposed that the composition of the committee be modified.

Discussion:

Terms of Reference

SONAD will continue to review regularly and recommend, as appropriate, changes to Senate policies addressing non-academic discipline. SONAD shall report annually to the Senate regarding the work of the committee.

Responsibility to ensure that adequate training takes place regularly has been assumed by the respective bodies that oversee their non-academic discipline systems. Orientation seminars on the subject of responsibility and procedures for non-academic discipline currently are conducted by the AMS Internal Affairs Commissioner for the benefit of the Judicial Affairs Office and the Judicial Committee. Similar training is held in Residences for those involved in non-academic discipline including the Peer Judicial Boards, participants on the Appeals Committee, and Discipline Facilitators. This training is organized by the Residence Judicial Advisor, a University staff position. The Co-ordinator, Dispute Resolution Mechanisms (CDRM) is invited regularly to speak to these groups regarding the non-academic discipline system at Queen's, applicable Senate policies, routes of appeal available in response to non-academic discipline decisions, and the principles of procedural fairness generally.

While SONAD maintains an interest in the provision of training for those involved in the non-academic discipline system, it no longer fulfills the function of ensuring that orientation seminars are provided. The groups noted above that provide training also promote the Student Code of Conduct and community standards of behaviour throughout the University community.

The CDRM provides guidance to the AMS, SGPS, faculty boards, Residence councils, and members of the administration regarding issues of jurisdiction and procedure. SONAD no longer acts in an advisory capacity on these matters. SONAD approved its terms of reference revised as follows:

Current	Proposed Amendments
<p>To review and recommend changes to the policies now in place in the University for non-academic discipline.</p> <p>To report to the Senate, at least annually, on the status of non-academic discipline in the University, drawing attention to any special problems that it has identified or anticipates.</p> <p>To facilitate liaison among the various groups involved in non-academic activities throughout the academic year and in consultation with the persons responsible, to ensure that procedures are in place each year to inform fully the University community about community standards of behaviour</p> <p>In particular, the Committee shall:</p> <p>1. Ensure regular orientation seminars are provided on the subject of the responsibility and procedures for non-academic discipline for persons with responsibility in this area, such as the Judicial Committee of the AMS and SGPS, Residence Tribunals, Deans, Grievance Advisors, etc.</p> <p>2. Act in an advisory capacity on any issue as to the appropriate body to hear a case when the AMS, SGPS, Faculty Boards, Residence Councils, or members of the Administration seek such advice</p> <p>3. For individual cases of non-academic discipline in which no appeal has been</p>	<p>To review regularly and to recommend changes to Senate policies addressing non-academic discipline. SONAD shall report annually to the Senate regarding the work of the committee.</p> <p>To review the annual report of the AMS Judicial Affairs Office, the SGPS, and the Residence Discipline Report as referred to the committee by the Senate, and to report to the Senate on these matters as required.</p> <p>To conduct a review of individual cases of non-academic discipline in which no</p>

<p>brought to the University Student Appeal Board, to conduct a review according to s.9 of the Senate Policy on Student Appeals, Rights and Discipline and approve a recommendation that a student be required to withdraw from the University. SONAD shall report (in summary form) annually to Senate on the numbers and types of cases it has reviewed.</p>	<p>appeal has been brought to the University Student Appeal Board, according to the procedure set out in the <i>Senate Policy on Student Appeals, Rights and Discipline</i> (http://www.queensu.ca/secretariat/senate/policies/SARD_Policy.pdf) at section 9. SONAD shall report (in summary form) annually to the Senate on the number and types of cases it has reviewed.</p>
<p>4. Respond to particular incidents, as required.</p>	<p>To address any other matter referred to the committee by the Senate.</p>

Composition

SONAD approved increasing the number of ex officio members on the committee by one person according to the following changes:

The Secretary of the Senate, currently an ex officio member, will no longer serve on the SONAD committee. SONAD has benefitted generally from the contribution of the Secretary of Senate as a committee member. At one time, SONAD played a more direct role in handling non-academic discipline issues, including acting in advisory capacity when determining the appropriate body to hear a case if such advice were sought by the AMS, SGPS, Faculty Boards, Residence Councils, or members of the Administration. When acting in an advisory capacity, the committee was able to draw upon the Secretary of the Senate's knowledge and understanding of the University's Senate policies and procedure as well as the non-academic discipline system.

However, the terms of reference as revised are intended to make clear that the committee's work now is more policy oriented i.e. reviewing and recommending changes to Senate policies addressing non-academic discipline.

The Co-ordinator, Dispute Resolution Mechanisms (CDRM) will be added to the committee as an ex officio member. Questions regarding the body best suited to consider non-academic discipline issues now are directed to the CDRM rather than SONAD. Committee members agreed that the CDRM could provide information relating to the University's non-academic discipline policies and procedure, and competent opinion regarding past practice to satisfy the role occupied previously by the Secretary of the Senate.

The Dean of Student Affairs or designate will be added to SONAD as an ex-officio member of the committee. Members concurred that adding a voice from Student Affairs

would provide a knowledgeable source regarding non-academic discipline generally and a broader perspective (including that of the Residences) to the committee.

The number of members elected to the committee will be maintained.

SONAD approved its committee composition revised as follows:

5 Ex-Officio Members

Co-ordinator, Dispute Resolution Mechanisms
Dean of Student Affairs or designate
President of the AMS or designate
President of the SGPS or designate
Rector

4 Elected Members

1 faculty
1 staff
2 students (1 of whom shall be an undergraduate student senator; from May to September any available student Senator may substitute)

RECOMMENDATION:

Accordingly, the Senate Committee on Non-Academic Discipline recommends the amendments to the committee's terms of reference and composition, as set out above, be approved by the Senate.

Respectfully submitted,

Leora Jackson
Chair, SONAD

Committee membership 2008-2009

M. Brown, Student Senator (B.Sc. (Eng) '10
A. Gendron-O'Donnell, AMS designate
L. Jackson, Rector (Chair)
J. Mantle, B.A. (Hons.) '10
G. Moore, University Secretariat
P. Osanic, Faculty of Law/School of Business
M. Rosner, SGPS designate
S. Ryan, ITS Services
H. Smith, Dispute Resolution (Secretary)