



Senate Committee Agenda Topics 2008-2009

Each September committees provide a summary of their respective agenda items to indicate matters that are likely to come before Senate during the academic year.

Academic Development (Chair: P. Deane; Secretary: K. O'Brien)

- Review of new programs as developed by Faculties and Schools;
- Enrolment Planning including 2009/10 and 2010/11 enrolment targets;
- Review and revise the *Program Approval Submission* form for new or substantially revised programs of study;
- Report and recommendations from the SCAD Sub-Committee on the Review of the *Senate Policy on the Establishment and Designation of Endowed Chairs, Professorships and Lectureships*.

Academic Procedures (Chair: C. Beach; Secretary: R. Coupland)

In addition to the approval of the:

- Spring 2009 and Fall 2009 convocation schedules;
- Faculty Board degree lists for the Fall 2008 and Spring 2009 convocations;
- University sessional dates for 2009-10;

SCAP expects to:

- Submit a summary report to Senate on the number and type of academic dishonesty cases for individual cases of academic dishonesty it has reviewed in 2007-08 in which no appeal was brought to the University Student Appeals Board to conduct a review according to s.10 of the *Senate Policy on Student Appeals, Rights and Discipline*;
- Continue work on the implementation of a new Senate policy on academic integrity, which will involve reviewing feedback received from the University community, making necessary amendments, and submitting the revised policy to Senate for approval;
- Ensure regular monthly updates from its two subcommittees (SCAP Subcommittee on Examinations and SCAP Subcommittee on Calendars);
- Review requests from units (e.g. Faculties, Schools, Office of the University Registrar) that impact academic procedures;
- Review changes to academic procedures resulting from the implementation of a new student information system.

Advisory Research (Chair: K. Rowe; Secretary: B. Stewart)

- Review changes to the *Queen's Code of Research Ethics Policy*;
- Address routine matters within its mandate.

Budget Review (Chair: J. Medves; Secretary: B. Cooke)

- Review new programs for budgetary implications as they are presented to Senate;
- Review the approved Budget;
- Address any items that are forwarded to the committee for review and comment.

Creative Arts and Public Lectures (Chair: D. Santeramo; Secretary: P. Watkin)

- Continue to explore ways to enhance and further develop the creative arts as an integral component of the Queen's community;
- Adjudicate proposals for the Brockington Visitorship, Chancellor Dunning Trust Lectureship and George Taylor Richardson Memorial Fund;
- Oversee the activities of the Rosen Lectures Series Subcommittee.

Educational Equity (Chair: A. Husain; Secretary: J. Christie)

- Review of the *Educational Equity Policy Statement*;
- Continue liaising with the Diversity Advisor to the Vice-Principal (Academic) regarding research proposal in support of SEEC's advisory capacity for enhanced policy development at Queen's;
- Continued discussion on development of a tool kit on how to broach the subject of racism on campus;
- Any other matters referred.

Information Technology (Chair: R. Luce-Kapler; Secretary: J. Lesslie)

- Continue developing guidelines and policy relating to IT systems security and information security and privacy;
- Assessment of requirements and opportunities for IT support of research;
- Consider options for a systems framework to support teaching and learning.

In addition, the committee will be updated on supported products, computing sites, and software licensing.

Internal Academic Review (Chair: P. Deane; Secretary: K. O'Brien)

- Consolidated schedule of reviews;
- Reviews for the following units/programs to be reported to Senate:
 - Department of Global Development Studies
 - School of Environmental Studies
 - Department of Geography and Geographic Information Science
 - Department of Political Studies and Canadian Studies
 - Department of Civil Engineering and Geoengineering
 - Department of Electrical and Computer Engineering
 - Department of Mechanical and Materials Engineering
 - School of Urban and Regional Planning
 - Department of Community Health and Epidemiology
 - Department of Life Sciences and X-Ray Technology
 - Faculty of Law

Library (Chair: K. Norman; Secretary: M.C. Vandenburg)

- Working with the Advisory Subcommittee on Scholarly Communications plan policies and services related to QSpace and other scholarly communications support initiatives, from the perspective of content contributors and users;
- Seek input from, and create more regular liaison mechanism with, the advisory committees associated with specific libraries on campus in part by organizing an event of the Senate Library Committee and Advisory Council Committees providing

an opportunity for increased communication and understanding amongst committee members, librarians and interested faculty;

- Continue to explore means by which the Library can increase the effectiveness of its support for graduate studies and research to complement its existing strong support for undergraduate studies;
- Review of library budget matters.

Non-Academic Discipline (Chair: L. Jackson; Secretary: H. Smith)

- Review of Committee mandate and composition;
- Review of non-academic discipline reports from Residences, AMS, SGPS;
- Review of Senate policy on *Non-Academic Discipline*.

Operations Review (Chair: J. Stairs; Secretary: P. Watkin)

- Survey of Senators regarding electronic access to Meeting materials;
- Review of the composition of the Senate;
- Revisions to the *Senate Rules of Procedures*;
- Review of the Senate Orientation Activities Review Board's Terms of Reference
- Review of the proposed amendments to the University Council on Athletics (UCA) governance;
- Any other matters referred.

Orientation Activities Review Board (Co-Chairs: L. Adams & L. Woodcock; Secretary J. Jones)

- Continue review of structure and function of SOARB with aim to update mandate;
- Continue review of Orientation Week;
- Consult with Student Affairs on proposed changes to the structure of Orientation Week;
- Continue review of communication between and among Orientation stakeholders;
- Evaluate, and revise where appropriate, approval and assessment procedures for orientation week events, including probationary measures when necessary.

Residence (Chair: V. Remenda; Secretary: C. Landon)

- The needs/ideas/concepts to be considered in development and redevelopment of living/learning spaces (aka Residences);
- Finding the balance for Exchange Students in Residences;
- Review of current procedures and membership;
- Sustainability.

Scholarships and Student Aid (Chair: J.F. Archibald; Secretary: T. Alm)

- Approval of Terms of Reference for new and revised scholarships, bursaries and awards;
- Conducting a policy-review to codify the Committee's past practices into a manual with emphasis on the following:
 - Scholarships and Awards on Transcripts:
 - In-Course (Upper-Year Scholarships):
 - Terms for non-money awards
 - Students receiving awards and studying on a Letter of Permission
 - Awards classified as Donor-Direct

The following Standing Committees expect to address routine matters within their respective mandates.

Agenda (Chair: T. Williams; Secretary: G. Moore)

Honorary Degrees (Chair: T. Williams; Secretary: G. Moore)

Nominating (Chair: P. Oosthuizen; Secretary: P. Watkin)