

## **Senate Executive Committee**

Approval Authority: Senate

Reports To: Senate

Established: 2022 10 06

Amendments: (new Senate)

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### **1.0 Purpose**

To review and make recommendations to Senate, and approve as required, policies, regulations, and requirements pertaining to curriculum, admissions, and studies.

### **2.0 Responsibilities**

The Senate Executive Committee's duties are to:

1. Arrange the agenda and plan the forthcoming business of Senate.
2. To review academic governance practices of the University to ensure that the principles of collegial governance as vested in Senate are followed at all levels of academic governance, and to make recommendations to Senate for change when appropriate.
3. To advise Senate on matters of academic governance.
4. To review periodically the academic governing documents of the university, Senate and the various Senate committees and make recommendations to Senate for development and/or change where appropriate.
5. To recommend to the Senate the number, size, and terms of reference of standing committees of the Senate.
6. To act as a Nominating Committee for Senate committees and appointments.
7. Make decisions on such matters as the Senate may delegate to it.

Any actions under this authority are reported to the Senate at its next meeting. The SEC may create ad hoc committees to develop any of the responsibilities above.

### **3.0 Membership**

- President and Vice-Chancellor (Chair)
- Provost, Vice President Academic (Vice Chair)
- University Registrar
- Three Senators appointed from the elected Teaching Staff
- One Senator appointed from the elected learners
- Speaker of Senate [or in the absence of the Speaker, the Deputy Speaker of Senate]
- University Secretary (non-voting)

The term of a member of Senate Executive is coterminous with the term on Senate.

#### **4.0 Quorum and Voting**

The Quorum is 50% of the membership, with at least one elected faculty member present. Voting shall be by simple majority.

#### **5.0 Reporting**

The committee reports to the Senate.

#### **6.0 Review**

These terms of reference will be reviewed every 3 years at minimum.

**Review Period:** Annually or as required

**Next Review:** 2024 09 09