



MARCH MADNESS – REVIEW OF COMMITTEE TERMS OF REFERENCE

Background

On September 26, 2016, GFC established an ad hoc Committee on Academic Governance including Delegated Authority. It was tasked with reviewing academic governance at the institutional level with a focus on the operations of GFC and its standing committees (including the delegation of authority from GFC to its committees, the mandate and structure of those committees, and related matters). The report of this committee, presented to GFC on April 21, 2017, focused on GFC's mission to act on its responsibility for academic affairs of the university within a framework structured on principles of collegial governance.

At the April meeting, GFC approved documents related to:

- Delegated Authority
- Committee Composition
- Roles and Responsibilities of Members, and
- Meeting Procedural Rules

These documents are intended to guide the implementation of the ad hoc committee's recommendations, including revisions to standing committee terms of reference, and also serve as a basis for future efforts to evaluate and improve academic governance at the university.

At the same time, GFC endorsed the ad hoc committee report which included 48 recommendations to reform academic governance at the university and set a deadline of April 2019 for these recommendations to be addressed.

The GFC Executive Committee subsequently struck a transition committee to provide guidance and advice on this implementation and to ensure that activities were on track to meet the April 2019 deadline. The transition committee has developed a process and guideline questions to assist APC, ASC, UASC, and UTAC, consider their terms of reference. In addition, the following approval timeline was drafted.

Timeline

- **March 13 (UASC), 14 (APC), 15 (ASC)** – March Madness discussion
- **Date TBD** - joint ASC/ARPC on program responsibilities
- **April** – committee discussion on composition
- **May** – fine tuning of terms of reference
- **September/October** – revised terms to GFC Executive Committee for recommendation
- **September/October** – revised terms to GFC for approval

Process

March meeting:

1. March Madness working session will occur after regular business meeting is adjourned.



-
2. An ad hoc committee member, as appropriate, will be invited to address committee members on the deliberations of the ad hoc committee and how it arrived at the principles and recommendations.
 3. Discussion of big questions (see below) for committee to consider.
 4. Discussion of Areas of Responsibility.

April meeting:

1. Review responsibilities from the last meeting to ensure agreement amongst committee members.
2. Discussion of committee composition.

May meeting:

1. Review revised terms of reference. Identification of gaps/overlap.

September meeting:

1. Approve proposed terms of reference and recommend to GFC.

Questions

1. Big Questions

- GFC is responsible for the academic affairs of the university subject to the authority of the board. What do you see as the responsibility for this committee?
- How is GFC assured that the committee is filling this delegated role well?
- What decisions should the committee make? Why?
- Are there some delegations held by the committee that should be returned to GFC? Why?
- What skills/perspectives does the committee need its members to have to do its work?

For APC

- Role in research governance including committee name change
- Role in program approval
- Program approval pathways (with ASC, course circulation process, Executive)
- Role in proposals that come forward as recommendations from ASC, FDC, CLE
- Approval of programs requiring additional funding/space – what role does the committee play



-
- Add “Indigenization” to areas of responsibility – what oversight will the committee provide
 - How is internationalization reflected in governance appropriately with ARPC
 - IT – what role should ARPC play and what is clearly administrative? How is academic input given on policies and priorities from both research and teaching perspectives

For ASC

- What is the committee’s role in program approval
- Program approval pathways (with ASC, course circulation process, Executive)
- Academic regulations
- Calendar language

For UASC

- Is there a strategic role that the committee can play
- What is the overlap with graduate student awards

2. Areas of responsibility

- Is this work best positioned with this committee?
- Is there anything that is missing from this committee’s responsibilities?
- Is there anything that should be passed onto another committee?
- How does the committee know they’ve done a good job?

3. Committee composition

- Who needs to be around the table to fulfill the responsibilities of the committee?
- What do they bring to the table? How do they add value to the committee?
- Is this perspective better included in the consultation process prior to the proposal entering governance rather than as part of a governance committee?
- What resource people need to be there? Are they required to attend all the time, or for specific items

4. Resources