UNIVERSITY COUNCIL
NOMINATIONS COMMITTEE
REQUEST FOR DECISION

PRESENTED BY: Vicki Squires, Chair, Nominations Committee of Council

DATE OF MEETING: February 20, 2020

SUBJECT: Nomination to the Policy Oversight Committee

DECISION REQUESTED:

*It is recommended:

*That Council approve the nomination of Keith Walker, Department of Education Administration, to serve as member of the Policy Oversight Committee effective immediately and continuing until June 30, 2022.*

DISCUSSION SUMMARY

To replace Marcel D'Eon.

ATTACHMENT(S):

1. Policy Oversight Committee terms of reference and membership
POLICY OVERSIGHT COMMITTEE
TERMS OF REFERENCE

Purpose: To ensure consistency and coordination in the development, approval and communication of all University policies.

Membership:
- University secretary (chair)
- Vice provost, Faculty Relations
- Vice provost, Teaching and Learning
- Vice provost, Indigenous Engagement
- Dean, College of Graduate and Postdoctoral Studies
- Associate vice-presidents: HR, ICT, Research (2) University Relations (3)
- Controller
- Director, Infrastructure, planning and land development
- Representative from Deans Council
- Representative(s) from Council (2)

Chief Audit Executive (non-voting)
Secretary (non-voting, provided by Office of the University Secretary)

Role:
- To develop and maintain a policy template for University policies and provide guidance regarding policy format.
- To receive suggestions from members of the University community and to make recommendations on whether a new University policy is needed (or whether the purpose can be achieved by modifying or clarifying an existing policy, or through guidelines or procedures).
- Where a new policy is being recommended for development, to identify an appropriate sponsor, advise about consultation (including advice about the need for legal review), and identify the appropriate approval path.
- To assist the sponsor in an evaluation of the implications of the policy, including potential risks, costs, and infrastructure requirements.
- Once a draft policy is received, to review the process of consultation and the implementation and communication plan, and to make a recommendation to the appropriate body (PCIP, PEC, President, Board, Council and/or Senate) for initial approval.
- Require the regular review and updating of existing policies to reflect administrative and organizational realities.

**Responsibility of Members:**

The committee will be collaborative and consensus-based providing recommendations that the committee as a whole supports.

Each member will review meeting documents and reference materials in advance of the meeting, and attend the meeting prepared to offer comment.

**Authority:** The Policy Oversight Committee has an advisory and coordinating role rather than a decision-making role. It does not have the authority to approve a policy nor to allocate resources.

Revised September 2017
2019-2020 Policy Oversight Committee Membership

Chair: Chelsea Willness  University secretary

Committee members: Marcel D’Eon  Council representative
Charles Smith  Council representative
Ken Wilson  Vice-provost faculty relations
Patti McDougall  Vice-provost teaching, learning and student experience
Jackie Ottmann  Vice-provost Indigenous engagement
Danielle Dunbar  Associate vice-president, development, and chief development officer
Gordon Hunchak  Associate vice-president, communications, and chief communications officer
Guy Larocque  Associate vice-president alumni relations
Cheryl Carver  Associate vice-president people and resources
Wade Epp  Associate vice-president services
Shari Baraniuk  Associate vice-president information & communications technology and chief information officer
Irena Creed  Associate vice-president research
Dena McMartin  Associate provost, institutional planning and assessment
Sara Daniels  Associate vice-president government relations
Trever Crowe  Dean, college of graduate and post-doctoral studies (Deans’ council representative)

Also attending: Dailene Kells  Chief audit executive (non-voting)
Jacquie Thomarat  Recording secretary, office of the university secretary

Revised January 2020