UNIVERSITY COUNCIL
GOVERNANCE COMMITTEE
REQUEST FOR DECISION

PRESENTED BY: Stephen Urquhart, chair, Governance Committee

DATE OF MEETING: November 21, 2019

SUBJECT: Updated Standing Committees’ Terms of Reference and Internationalization

NOTICE OF MOTION:

It is recommended that Council approve the attached changes to the terms of reference of PPC, RSAW, TLARC, and APC as they relate to internationalization or regular updates to membership and/or administrator titles, effective immediately.

PURPOSE:
To ensure that internationalization, which is a key strategic priority for the University of Saskatchewan, continues to be considered as a regular item in conducting the business of University Council.

DISCUSSION SUMMARY:
On November 21, 2019, a request for decision will be presented to Council to propose the dissolution of the International Activities Committee (IAC) of Council. This proposal coincides with that motion.

On January 31, 2019 the Coordinating Committee determined that in order to appropriately address the need for internationalization to remain a priority in Council business following the proposed dissolution of the IAC, and to ensure faculty input, the other committees of Council should be asked to consider whether their terms of reference might be revised to ensure that the goal of internationalization is taken into account in their work.

From February 2019 to September of 2019 feedback was collected from all of the Council standing committees, and is included in this notice of motion for the information of Council.

FURTHER ACTION REQUIRED:

A request for decision will be presented to Council on November 21, 2019 to update these standing committees’ terms of reference.
ATTACHMENTS:

1. Memo: Changes to terms of reference for APC
2. Current APC terms of reference
3. Proposed changes to APC terms of reference
4. Email: Nominations committee of Council and internationalization
5. Memo: Changes to terms of reference for PPC
6. PPC terms of reference
7. RSAW memo
8. RSAW terms of reference
9. Email cover: TLARC terms of reference changes
10. Revision TLARC terms of reference upon IAC dissolution
MEMORANDUM

TO: Stephen Urquhart, chair, governance committee of Council

Cc: Jacquie Thomarat, associate secretary, academic governance

FROM: Roy Dobson, chair, academic programs committee of Council

DATE: March 28, 2019

RE: Changes to the terms of reference for APC

The academic programs committee is pleased to respond to the request to review its terms of reference in light of the anticipated dissolution of the international activities committee.

Attached are the proposed revisions to the terms of reference for the Academic Programs Committee, with changes in mark-up. In addition to making changes that ensure that the committee’s work is done in line with the university’s priorities, such as internationalization and Indigenization, housekeeping changes were made to some wording and to the titles of some members of the committee.

The academic programs committee is also proposing to add the associate registrar, academic as a non-voting resource member of the committee. The rationale for this inclusion is the expertise and insight that this position brings regarding program delivery and the academic cycle. Finally, we are recommending the removal of the director of budget planning as a non-voting resource member, as that role no longer exists at the institution and the required expertise is being provided by the designate for the vice-president, finance and resources.

Please let me know if there are any concerns about the proposed changes to these terms of reference, by email to the committee secretary Amanda Storey (amanda.storey@usask.ca).

Encl: 2

(1) Terms of Reference – Academic Programs Committee (with mark-up)
(2) Terms of Reference – Academic Programs Committee (clean)
I. **ACADEMIC PROGRAMS COMMITTEE**

**Membership**

Eleven members of the General Academic Assembly, at least five of whom will be elected members of Council, normally one of whom will be chair. At least one member from the General Academic Assembly with some expertise in financial analysis will be nominated. One sessional lecturer

One undergraduate student appointed by the U.S.S.U.

One graduate student appointed by the G.S.A.

*Ex Officio*

Vice-Provost Teaching, Learning, and Student Experience

The University Registrar

The Vice-president (Finance & Resources) or designate (non-voting member)

The President (non-voting member)

The Chair of Council (non-voting member)

*Resource Personnel (Non-voting members)*

The Assistant Vice-Provost, Strategic Enrolment Management

The Associate Provost, Institutional Planning and Assessment

The Associate Registrar (Academic)

*Administrative Support*

The Office of the University Secretary

**The Academic Programs Committee is responsible for:**

1) Recommending to Council policies and procedures related to academic programs and sustaining program quality.

2) Recommending to Council on new programs, major program revisions and program deletions, including their budgetary implications.

3) Approving minor program changes, including additions of new courses and revisions to or deletions of existing courses and reporting them to Council.

4) Considering outreach and engagement aspects of programs.

5) Reporting to Council processes and outcomes of academic program review, following consultation with Planning and Priorities and other Council committees as appropriate.

6) Undertaking the academic and budgetary review of proposals for the establishment, disestablishment or amalgamation of any college, school, department or any unit responsible for the administration of an academic program and forwarding recommendations to the Planning and Priorities Committee.

7) Undertaking the academic and budgetary review of the proposed or continuing affiliation or federation of other institutions with the University and forwarding recommendations to the Planning and Priorities Committee.
8) Reporting to Council on the academic implications of quotas and admission standards.

9) Approving the annual academic schedule and reporting the schedule to Council for information and recommending to Council substantive changes in policy governing dates for the academic sessions.

10) Approving minor changes (such as wording and renumbering) to rules governing examinations and reviewing and recommending to Council substantive changes.

11) Recommending to Council classifications and conventions for instructional programs.

12) Designating individuals to act as representatives of the committee on any other bodies, when requested, where such representation is deemed by the committee to be beneficial.

13) Consider the priorities of the University, such as Indigenization and internationalization, when assessing current and new academic programs and policies.

14) Carrying out all the above in the spirit of a philosophy of equitable participation and an appreciation of the contributions of all people, with particular attention to rigorous and supportive programs for Indigenous student success, engagement with Indigenous communities, inclusion of Indigenous knowledge and experience in curricular offerings, and intercultural engagement among faculty, staff and students.
I. ACADEMIC PROGRAMS COMMITTEE

Membership

Eleven members of the General Academic Assembly, at least five of whom will be elected members of Council, normally one of whom will be chair. At least one member from the General Academic Assembly with some expertise in financial analysis will be nominated.

One sessional lecturer
One undergraduate student appointed by the U.S.S.U.
One graduate student appointed by the G.S.A.

Ex Officio
Vice-Provost Teaching, Learning, and Student Experience
The University Registrar
The Vice-president (Finance & Resources) or designate (non-voting member)
The President (non-voting member)
The Chair of Council (non-voting member)

Resource Personnel (Non-voting members)
The Assistant Vice-Provost, Strategic Enrolment Management
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The Associate Registrar (Academic)

Administrative Support
The Office of the University Secretary

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6) Undertaking the academic and budgetary review of proposals for the establishment, disestablishment or amalgamation of any college, school, department or any unit responsible for the administration of an academic program and forwarding recommendations to the Planning and Priorities Committee.

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14) Carrying out all the above in the spirit of a philosophy of equitable participation and an appreciation of the contributions of all people, with particular attention to rigorous and supportive programs for Indigenous student success, engagement with Indigenous communities, inclusion of Indigenous knowledge and experience in curricular offerings, and intercultural engagement among faculty, staff and students.
Dear Stephen and Jacquie,

The Nominations Committee of University Council considered how we can accommodate internationalization into our work. We had a thorough discussion of this at one of our meetings in April. The consensus was not to change the Committee’s Terms of Reference. Internationalization figures into our ongoing commitment to diversity as we populate the committees of Council and those stipulated by the Collective Agreement.

Pam Downe
Chair, Nominations Committee

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Pamela J. Downe, Ph.D.
Associate Professor, Department of Archaeology & Anthropology, University of Saskatchewan
President, Canadian Anthropology Society/Société canadienne d'anthropologie
MEMORANDUM

TO: Stephen Urquhart, chair, governance committee of Council
FROM: Dirk de Boer, chair, planning and priorities committee of Council
DATE: May 9, 2019
RE: Changes to the terms of reference for the planning and priorities committee

The planning and priorities committee (PPC) is pleased to respond to the request to review its terms of reference in light of the anticipated dissolution of the international activities committee.

The committee discussed its terms of reference at its April 25, 2019 meeting and considered the changes that have been proposed by other Council committees. PPC is confident that its terms of reference adequately capture internationalization as the committee’s work is focused on ensuring alignment with the University’s priorities, one of which is internationalization. For this reason, PPC recommends no change to the committee’s responsibilities articulated in the terms of reference.

To ensure that the committee has appropriate support and expertise in internationalization, the committee proposes to add the Executive Director, International from the Office of Vice-President Research as a non-voting resource member on the committee. Please see this reflected in the attached marked-up terms of reference.

Please let me know if there are any concerns about the proposed changes to these terms of reference, by email to the committee secretary Jacquie Thomarat (jacquie.thomarat@usask.ca).

Encl: 2

(1) Terms of Reference – Planning and Priorities Committee (with mark-up)
(2) Terms of Reference – Planning and Priorities Committee (clean)
PLANNING AND PRIORITIES COMMITTEE

Membership

Eleven members of the General Academic Assembly, at least six of whom will be elected members of Council, normally one of whom will be chair. At least one member from the General Academic Assembly with some expertise in financial analysis will be nominated.

One Dean appointed by the Council
One undergraduate student appointed by the U.S.S.U.
One graduate student appointed by the G.S.A.
One sessional lecturer

Ex Officio Members
The Provost & Vice-president Academic or designate
The Vice-President (Finance & Resources) or designate
The Vice-president (Research) or designate
The Vice-provost Indigenous Engagement
The President (non-voting member)
The Chair of Council (non-voting member)

Resource Personnel (Non-voting members)
The Associate Provost, Institutional Planning and Assessment
The Director of Resource Allocation and Planning
The Director of Institutional Effectiveness
The Chief Information Officer and Associate Vice-president Information and Communications Technology
The Executive Director, International – Office of the Vice President Research

Administrative Support
The Office of the University Secretary

The Planning and Priorities Committee of Council is responsible for:

1) Conducting and reporting to Council on university–wide planning and review activities in consultation with the Provost and Vice-president Academic.

2) Evaluating College and Unit plans and reporting the conclusions of those evaluations to Council.

3) Recommending to Council on academic priorities for the University.

4) Recommending to Council on outreach and engagement priorities for the University.

5) Seeking advice from other Council committees to facilitate university-wide academic planning.

6) Recommending to Council on the establishment, disestablishment or amalgamation of any college, school, department or any unit responsible for the administration of an academic program, with the advice of the academic programs committee.

7) Balancing academic and fiscal concerns in forming its recommendations.
8) Providing advice to the President on budgetary implications of the Operations Forecast and reporting to Council.

9) Considering the main elements of the Operating Budget and the Capital Budget and reporting to Council.

10) Advising the academic programs committee on the fit with University priorities and the general budgetary appropriateness of proposals for new academic programs and program deletions.

11) Integrating and recommending to Council on matters referred to it from other Council committees.

12) Advising the President and senior executive on operating and capital budgetary matters, including infrastructure and space allocation issues, referred from time to time by the President, providing the advice is not inconsistent with the policies of Council. The planning and priorities committee will report to Council on the general nature of the advice and, where practicable, obtain the guidance of Council. However, the committee need not disclose to Council matters the disclosure of which would be inimical to the interests of the University.

13) Designating individuals to act as representatives of the committee on any other bodies, when requested, where such representation is deemed by the committee to be beneficial.
PLANNING AND PRIORITIES COMMITTEE

Membership

Eleven members of the General Academic Assembly, at least six of whom will be elected members of Council, normally one of whom will be chair. At least one member from the General Academic Assembly with some expertise in financial analysis will be nominated.

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One undergraduate student appointed by the U.S.S.U.
One graduate student appointed by the G.S.A.
One sessional lecturer

Ex Officio Members
The Provost & Vice-president Academic or designate
The Vice-President (Finance & Resources) or designate
The Vice-president (Research) or designate
The Vice-provost Indigenous Engagement
The President (non-voting member)
The Chair of Council (non-voting member)

Resource Personnel (Non-voting members)
The Associate Provost, Institutional Planning and Assessment
The Director of Resource Allocation and Planning
The Director of Institutional Effectiveness
The Chief Information Officer and Associate Vice-president Information and Communications Technology
The Executive Director, International – Office of the Vice President Research

Administrative Support
The Office of the University Secretary

The Planning and Priorities Committee of Council is responsible for:

1) Conducting and reporting to Council on university-wide planning and review activities in consultation with the Provost and Vice-president Academic.

2) Evaluating College and Unit plans and reporting the conclusions of those evaluations to Council.

3) Recommending to Council on academic priorities for the University.

4) Recommending to Council on outreach and engagement priorities for the University.

5) Seeking advice from other Council committees to facilitate university-wide academic planning.

6) Recommending to Council on the establishment, disestablishment or amalgamation of any college, school, department or any unit responsible for the administration of an academic program, with the advice of the academic programs committee.

7) Balancing academic and fiscal concerns in forming its recommendations.
8) Providing advice to the President on budgetary implications of the Operations Forecast and reporting to Council.

9) Considering the main elements of the Operating Budget and the Capital Budget and reporting to Council.

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13) Designating individuals to act as representatives of the committee on any other bodies, when requested, where such representation is deemed by the committee to be beneficial.
MEMORANDUM

TO: Stephen Urquhart, chair, governance committee of Council

Cc: Jacquie Thomarat, associate secretary, academic governance

FROM: Jon Bath, chair, research, scholarly and artistic work committee of Council

DATE: September 23, 2019

RE: Further changes to the terms of reference for the Research, Scholarly, and Artistic Work committee

Thank you for your memo of May 27, 2019 responding to RSAW's proposed changes to its terms of reference. The committee appreciates the feedback of the governance committee.

Attached are the further revisions to the terms of reference for the research, scholarly, and artistic work committee – see item 10 for changes in response to the governance committee's initial request to review its terms of reference in response to the pending dissolution of the international activities committee.

Additional editorial changes have been made to the terms of reference to update titles of members of the committee and of units within the institution.

Lastly, RSAW appreciates that the governance committee will be reviewing the membership for all Council committees as part of its work for this year and continues to recommend that the dean, University Library be added as an ex-officio voting member and that the current resource members (assistant vice-president, research and the director, strategic research initiatives) be added as nonvoting members of the committee. The rationale for these changes were outlined in our memo to you dated March 29, 2019.

Attached you will find, therefore, a version of the terms of reference with only the editorial changes and the addition of language related to internationalization (both a clean version and one with tracked changes) as well as a version of the terms of reference that include the additional membership above (again, with both a clean version and one with changes tracked).

Please let me know if there are any concerns about the proposed changes to these terms of reference, by email to the committee secretary Amanda Storey (amanda.storey@usask.ca).

Encl: 4

(1) Terms of Reference – Research, Scholarly and Artistic Work Committee – internationalization and membership (with mark-up)
(2) Terms of Reference – Research, Scholarly and Artistic Work Committee – internationalization and membership (clean)
(3) Terms of Reference – Research, Scholarly and Artistic Work Committee – internationalization (with mark-up)
(4) Terms of Reference – Research, Scholarly and Artistic Work Committee – internationalization (clean)
VII. RESEARCH, SCHOLARLY AND ARTISTIC WORK COMMITTEE

Membership

Nine members of the General Academic Assembly, at least three of whom will be elected members of Council, normally one of whom will be chair. Two of the nine members will be Assistant or Associate Deans with responsibility for research.
One undergraduate student appointed by the U.S.S.U.
One graduate student appointed by the G.S.A.

Ex Officio
The Vice-president Research
The Dean of the College of Graduate and Postdoctoral Studies
The President (non-voting member)
The Chair of Council (non-voting member)

Administrative Support
The Office of the University Secretary

The Research, Scholarly and Artistic Work Committee is responsible for oversight of research, scholarly and artistic activity at the University, as academic activities under Council’s purview. It is responsible for:

1) Recommending to Council on issues and strategies to support research, scholarly and artistic work.

2) Recommending to Council on policies and issues related to research integrity and ethics in the conduct of research, scholarly and artistic work.

3) Recommending to Council and providing advice to the Vice-President Research on community engagement and knowledge translation activities related to research, scholarly and artistic work.

4) Providing advice to the Vice-President Research and reporting to Council on issues/opportunities relating to the agencies/organizations providing research funding/resources to the University.

5) Providing advice to the Vice-President Research, the Vice-Provost Teaching, Learning and Student Experience, and Dean of Graduate and Postdoctoral Studies on the contributions of undergraduate and graduate students and post-doctoral fellows to the research activity of the University.

6) Examining proposals for the establishment and disestablishment of any institute or centre engaged in research, scholarly or artistic work at the University, and providing advice to the Planning and Priorities Committee of Council.

7) Receiving annual reports from the Vice-President Research and the Dean of Graduate and Postdoctoral Studies

8) Receiving and reporting to Council the University’s research ethics boards’ annual reports.
9) Designating individuals to act as representatives of the committee on any other bodies, when requested, where such representation is deemed by the committee to be beneficial.

10) Considering the priorities of the University community, such as Indigenization and internationalization, when assessing current and new research, scholarly, and artistic work activities.
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Ex Officio
The Vice-president Research
The Dean of the College of Graduate and Postdoctoral Studies
The President (non-voting member)
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Administrative Support
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2) Recommending to Council on policies and issues related to research integrity and ethics in the conduct of research, scholarly and artistic work.

3) Recommending to Council and providing advice to the Vice-President Research on community engagement and knowledge translation activities related to research, scholarly and artistic work.

4) Providing advice to the Vice-President Research and reporting to Council on issues/opportunities relating to the agencies/organizations providing research funding/resources to the University.

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9) Designating individuals to act as representatives of the committee on any other bodies, when requested, where such representation is deemed by the committee to be beneficial.

10) Considering the priorities of the University community, such as Indigenization and internationalization, when assessing current and new research, scholarly, and artistic work activities.
Hello Stephen

On behalf of TLARC I am attaching our proposed changes to the TOR to better incorporate a focus on international activities.

TLARC members felt strongly that our TOR had to reference Indigenization and Internationalization separately where possible.

This draft has been approved by TLARC in a formal vote.

Please let me know if you need anything else.

Vince
Revising TLARC terms of reference upon International Activities Committee dissolution

Summary
Building on TLARC discussions of February 12 and March 26, this revision aims to emphasize the committee’s dual focus on Indigenization and internationalization and to reflect the revised Learning Charter.

Current
The Teaching, Learning and Academic Resources committee is responsible for:

1. Commissioning, receiving and reviewing reports related to teaching, learning and academic resources, with a view to supporting the delivery of academic programs and services at the University of Saskatchewan.
2. Making recommendations to Council and the Planning and Priorities committee on policies, activities and priorities to enhance the effectiveness, evaluation and scholarship of teaching, learning and academic resources at the University of Saskatchewan.
3. Promoting student, instructor and institutional commitments and responsibilities, as set out in the University of Saskatchewan Learning Charter and as reflected in the top priority areas of the University of Saskatchewan Integrated Plans.
4. Designating individuals to act as representatives of the committee on any other bodies, when requested, where such representation is deemed by the committee to be beneficial.

Carrying out all of the above in the spirit of philosophy of equitable participation and an appreciation of the contributions of all people, with particular attention to rigorous and supportive programs for Aboriginal student success, engagement with Aboriginal communities, inclusion of Indigenous knowledge and experience in curricular offerings, and intercultural engagement among faculty, staff and students.
Proposed - redline

The Teaching, Learning and Academic Resources committee is responsible for:

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2. Making recommendations to Council and the Planning and Priorities committee on policies, activities and priorities to enhance the effectiveness, evaluation and scholarship of teaching, learning and academic resources at the University of Saskatchewan.

3. Promoting university community, student and educator commitments and responsibilities, as set out in our University of Saskatchewan Learning Charter and as reflected in the top priority areas of the mission, vision, values and strategic plan of the University of Saskatchewan.

4. Designating individuals to act as representatives of the committee on any other bodies, when requested, where such representation is deemed by the committee to be beneficial.

The committee will carry out all of the above in the spirit and philosophy of equitable participation and an appreciation of the contributions of all people. As one of the university’s priority areas is Indigenization, this includes rigorous and supportive programs for Indigenous student success, engagement with Indigenous communities, and the creation of learning outcomes tied to Indigenous content and experiences grounded in Indigenous worldviews. In this context, Indigenous refers to First Nations, Métis and Inuit people of Canada. In addition, the prioritization of internationalization calls the committee to a focus on intercultural and international engagement among students, educators, and staff.
Proposed – changes incorporated
The Teaching, Learning and Academic Resources committee is responsible for:

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4. Designating individuals to act as representatives of the committee on any other bodies, when requested, where such representation is deemed by the committee to be beneficial.

The committee will carry out all of the above in the spirit and philosophy of equitable participation and an appreciation of the contributions of all people. As one of the university’s priorities is Indigenization, this includes rigorous and supportive programs for Indigenous student success, engagement with Indigenous communities, and the creation of learning outcomes tied to Indigenous content and experiences grounded in Indigenous world views. In this context, Indigenous refers to First Nations, Métis and Inuit people of Canada. In addition, the prioritization of internationalization calls the committee to a focus on intercultural and international engagement among students, educators, and staff.