PRESENTED BY: Stephen Urquhart, Chair
Governance Committee

DATE OF MEETING: November 21, 2019

SUBJECT: Strategic Coordination Subcommittee Terms of Reference

DECISION REQUESTED: It is recommended:

That Council approve the amendment of the Council bylaws by replacing the existing terms of reference for the Standing Subcommittee of the Coordinating Committee with the terms of reference for the Strategic Coordination Subcommittee as set out in the attachment.

PURPOSE:
To clarify the role of this standing subcommittee of the Coordinating Committee and to strengthen channels of communication between Council committees and the senior administration of the university concerning major initiatives.

DISCUSSION SUMMARY:
In the 2018-2019 year, the Governance Committee considered whether the Standing Subcommittee of the Coordinating Committee, which had not met for several years, continued to serve a useful purpose. The committee determined that, rather than considering the elimination of the subcommittee, the terms of reference should be examined and revised in consultation with the provost.

As the revised terms of reference indicate, the subcommittee is designed to provide a channel of communication and reciprocal discussion between the chairs of a number of Council committees and the senior administration of the university concerning major initiatives being undertaken or planned. This should support a common understanding of these initiatives and ensure that any Council approval that is required can be given in a timely way.

FURTHER ACTION REQUIRED:
A request for decision will be brought before Council at the meeting of December 19, 2019.
ATTACHMENT:
1. Strategic Coordinating Subcommittee Terms of Reference
2. Coordinating Committee Terms of Reference with tracked changes
Attachment 1

(As approved by the Governance Committee on October 30, 2019)

Strategic Coordination Subcommittee

Membership:
- Chair of University Council (chair)
- Chairs of the Research, Scholarly and Artistic Work, Planning and Priorities and Academic Programs Committee of Council
- Provost
- Associate Provost Institutional Planning and Assessment
- Vice-President Finance and Resources.
- Other individuals, including Council chairs, Council members, and members of the University administration can be invited as guests, as required
- Resource members: Associate Secretary, Academic Governance

This committee will meet a minimum of 2 times per year, or otherwise as needed.

This committee will consider the development of strategic academic initiatives in support of the University Plan. This committee will facilitate communication channels in this context, and provide advice and counsel on the progress of these initiatives through Council oversight.

This is a joint committee that will report to Council through the coordinating committee and the chair of council. A final report of the committee activities will be presented as part of the coordinating committee annual report.
Attachment 2

**COORDINATING COMMITTEE - Terms of Reference**

**Membership**

Chair of Council, who shall be Chair  
Vice-Chair of Council  
Chairs of Council Committees

*Resource Personnel and Administrative Support*  
Office of the University Secretary

**The Coordinating Committee is responsible for:**

1) Setting the agenda for Council meetings

2) Receiving and determining the disposition of written motions from individual members of Council. The coordinating committee will either include the motion on the Council agenda or refer the matter to a standing committee(s), which will then report back on the matter to the coordinating committee and Council.

3) Facilitating the flow of information between Council committees and the Administration, and between Council committees and the Senate.

4) Coordinating the work of Council committees.

5) Advising the Chair of Council on matters relating to the work of Council.

6) 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.

**STANDING SUBCOMMITTEE OF THE COORDINATING COMMITTEE**

**Membership**

Chair of Council, who shall be Chair  
Chair of academic programs committee  
Chair of planning and priorities committee  
Chair of the research, scholarly & artistic work committee

**The Standing Subcommittee is responsible for:**

(1) Meeting regularly with the Provost's Committee on Integrated Planning in order to facilitate the flow of information between Council and PCIP.

(2) Reporting to the coordinating committee on matters relating to integrated planning.
Strategic Coordination Subcommittee

Membership:
- Chair of University Council (chair)
- Chairs of the Research, Scholarly and Artistic Work, Planning and Priorities and Academic Programs Committee of Council
- Provost
- Associate Provost Institutional Planning and Assessment
- Vice-President Finance and Resources.
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