

SENATE ORIENTATION MANUAL

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University Planning

Vision, Mission, and Values

UFV is built on our shared commitment to the university's purpose, principles, and our future direction. With the adoption of our new statements of vision, mission, and values in 2019, our university has set a course for lasting endurance that will benefit generations to come, both locally and beyond.

UFV uses the visual metaphor of the tangram when we represent our vision, mission, and values. A tangram is a puzzle made up of seven basic shapes: five triangles, a square, and a parallelogram. Like the building blocks of a UFV education, tangram shapes can be assembled into thousands of unique configurations and results, reflecting how a single institutional vision can embody many experiences, perspectives, and outcomes.



To learn more, watch the video, [The Tangram](#).

Integrated Strategic Plan

After two years of consultation with internal and external stakeholders, UFV's Senate and Board of Governors have approved our new Integrated Strategic Plan. Called IYAQAWTXW — which means House of Transformation in the language of the Stó:lō First Nation, the plan provides us with an exciting path towards our Vision, and is strongly rooted in our Mission of Engaging Learners, Transforming Lives, and Building Community, as well as our institutional Values of Community, Inclusivity, Excellence, and Integrity.

Accomplishing the Strategic Imperatives of our Integrated Strategic Plan will require all of us in each area of the University to work together to ensure true transformation can take place. I am excited for the journey we are all about to embark on to making our collective vision a reality.

Dr. Joanne MacLean
President and Vice-Chancellor

Integrated Strategic Plan 2021-26

See: [2021-26 Integrated Strategic Plan](#)

Planning Process

The integrated strategic planning process, which began in the fall of 2018, is made up of four phases:

- Phase 1: Visioning
- Phase 2: Strategic planning
- Phase 3: Implementation
- Phase 4: Monitoring

UFV's work on integrated strategic planning is directed by the following guiding principles:

- honouring our commitment to the Fraser Valley;
- building off of UFV's successes and strengths;
- making use of and building from UFV's Visioning process as well as the Vision 2025 process;
- using our Mission, Vision, and Values as the foundation of our plan;
- reflecting the future of higher education;

- establishing no more than five overarching institutional goals;
- providing a clear pathway for the future of UFV;
- consulting with the UFV community and its key stakeholders throughout the Fraser Valley; and
- engaging and supporting the UFV community in order to make the necessary changes to implement the strategic plan.

The work of integrated strategic planning is supported by the three groups:

Working Group

Assists Dr. Mandigo in developing the planning process as well as providing logistical support and advice in carrying out the consultation process.

Stakeholder Group

Discusses and deliberates the input from consultation and advises on strategies and goals that will be put forward for discussion by the Board of Governors.

Thought Leadership Group

Provides insight and advice on innovation in post-secondary education and the future possibilities for higher education in Canada and the world.

See: [Integrated Strategic Planning Process](#)

Strategic Research Plan

Strategic Research Plan 2016-21

The University of the Fraser Valley (UFV) fosters and enables the essential and interrelated nature of teaching, research, and service to the community. In particular, UFV faculty and students are committed to conducting research of the highest quality, meeting or exceeding scientific and professional standards. They are actively involved in various types of research, scholarly, and other creative activities in numerous disciplines. UFV supports individual and collective research in all of its program areas, and encourages and facilitates multi-disciplinary and trans-disciplinary research between disciplines. At UFV, teaching and research are intimately related, and the present plan seeks to enrich the learning experience of our students by providing as many research opportunities as possible.

The three major strategic goals adopted by the University of the Fraser Valley are to:

- *Provide the best undergraduate education in Canada*
- *Be a leader of social, cultural, economic, and environmentally responsible development in the Fraser Valley, and*
- *Be innovative, entrepreneurial, and accountable in achieving our goals.*

(Excerpt from the [2016-21 Strategic Research Plan](#).)

Planning Process

The development of the 2022-2027 Strategic Research Plan is currently underway. Learn more about the university's planning process by visiting the [Strategic Research Plan](#) web page.

Institutional Learning Outcomes

Below are the institutional learning outcomes for graduates, as outlined on their website, [Institutional Learning Outcomes](#).

Demonstrate information competency

Graduates gather, organize, and critically examine written, oral, visual, and numerical information. They efficiently use technology as a tool to gather and evaluate information. Graduates utilize relevant and credible sources, recognizing the need to gather information from a variety of perspectives. Graduates use information ethically, respecting the legal restrictions that exist when using published, confidential, and/or proprietary information.

Analyze critically and imaginatively

Graduates engage in the examination of ideas, issues, and problems, drawing on established bodies of knowledge and means of analysis. Graduates organize information logically and consider alternate strategies. They recognize the need for multiple voices and seek opportunities for those voices to be heard. Graduates are creative and generative. They use divergent or lateral thinking to expand on ideas and create new ways of looking at a situation.

Use knowledge and skills proficiently

Graduates demonstrate competence in the knowledge and skills specific to their area of study. They productively apply their knowledge and skills to a variety of situations.

Initiate inquiries and develop solutions to problems

Graduates demonstrate a curiosity that results in inquiry. They propose questions that encourage deliberation and the formulation of solutions to problems, in theoretical or applied fields. They evaluate the benefits and challenges of different solutions when proposing specific courses of action.

Communicate effectively

Graduates communicate respectfully. They listen attentively, seek clarification, and work to understand the points of view of others. Graduates effectively present information using a variety of modes and media. They adapt their method of presentation to suit specific audiences. Graduates accurately convey their intended message using a variety of oral, written, and visual strategies.

Pursue self-motivated and self-reflective learning

Graduates are confident and initiate action. They work independently and productively. They set personal and professional goals and establish a plan of action to attain those goals. Graduates continually reflect on their growth and development and utilize reliable and practical strategies to learn from that reflection.

Engage in collaborative leadership

Graduates work cooperatively, in that they are aware of and appreciate diversity, work with diverse peoples, and demonstrate strong interpersonal skills. Graduates motivate, include, and support others, demonstrating leadership skills. They seek opportunities to collaborate.

Engage in respectful and professional practices

Graduates behave ethically and equitably, in that they act with integrity and take responsibility for their actions. Graduates engage in professional dialogue and participate in learning communities.

Contribute regionally and globally

Graduates are socially just, in that they are prepared to participate in their regional and global communities. They demonstrate knowledge of their region and the world. Graduates initiate change. Graduates demonstrate that they can use what they have learned at UFV to impact their community positively.

Bylaws, Policies, and University Act

University Act

[The University Act](#) is the provincial legislation governing all of the universities bylaws and policies. Some answers to questions found in the Act include:

- How are faculty, support staff, and student defined?
- What members make up the Senate and Board?
- Who is eligible (or not) for positions on the Senate and Board?
- What are the terms of office?
- How should vacancies be handled?
- What are the powers of the Senate and Board?
- What is considered a student society?
- What is a special purpose, teaching university?
- What are the powers and duties of faculty?



To learn more, watch the video, [The University Act](#).

Senate Bylaws

Refer to the [Senate Bylaws](#) for information on the following topics:

- The power and duties of Senate
- Composition of the Senate
- Terms of office
- Elections
- Attendance & responsibilities
- Meeting schedule
- Procedure for meetings
- Consultation with constituents
- Standing committees
- Amendments to the bylaws

Topics addressed in the appendices:

- Process for determining Senate's jurisdiction
- Academic freedom appeal process to the Senate
- Procedures for the conduct of elections to the Senate
- Process for electing the vice-chair of Senate
- Conflict of interest and code of conduct

University Policies

The Office of the University Secretariat is responsible for updating and maintaining the policies, published on the website. Policies are organized into eight categories:

- Academic and Students
- Administration and Operations
- Financial Management
- Governance
- Human Resources
- Information Management and Technology



To learn more, watch the video, [Policy](#).

- Research
- University Relations

Policy Development

University policies are developed, reviewed and modified on an ongoing basis. The official versions of university policies are on the [Secretariat's Policy web page](#) and are updated continuously as changes are approved by the appropriate authority.

Policy modifications or deletions

A request for a new policy, a modification to an existing policy, or the deletion of an existing policy can be initiated by completing and submitting a [Policy Request form](#) to the Secretariat office at policyconsult@ufv.ca. It is recommended that requesters submit a form early in the process.

When changes to policies are proposed, wide consultation may be requested. A consultation feedback memo sample and template are available on the Policy's [Resources and Tools](#) web page.

Developing a new policy

New university policies may be developed as required in accordance with the powers and duties of the Board of Governors, Senate, and the President as prescribed in the University Act, and in compliance with legislative and other legal requirements.



What's involved in writing, consulting, and launching a new policy? Visit [Procedures](#).

A university policy states a governing principle which gives direction to decision-making or prescribes action in a particular academic or administrative area, or sets out principles to comply with legal obligations or institutional standards or to reduce risk. It should have broad applicability at the university and advance UfV's mission. A specific rule for students or employees to follow or be aware of may simply need a regulation, alert or procedure stated in the calendar or on the website, rather than a formal university policy.

Departmental regulations, rules, guidelines or procedures should not be referred to as "policies" to avoid confusion with the formal university policies.

Policy questions & guidance

General questions, including guidance related to the development of, consultation on, and approval process for, university policies, can be directed to the Secretariat office at policyconsult@ufv.ca.

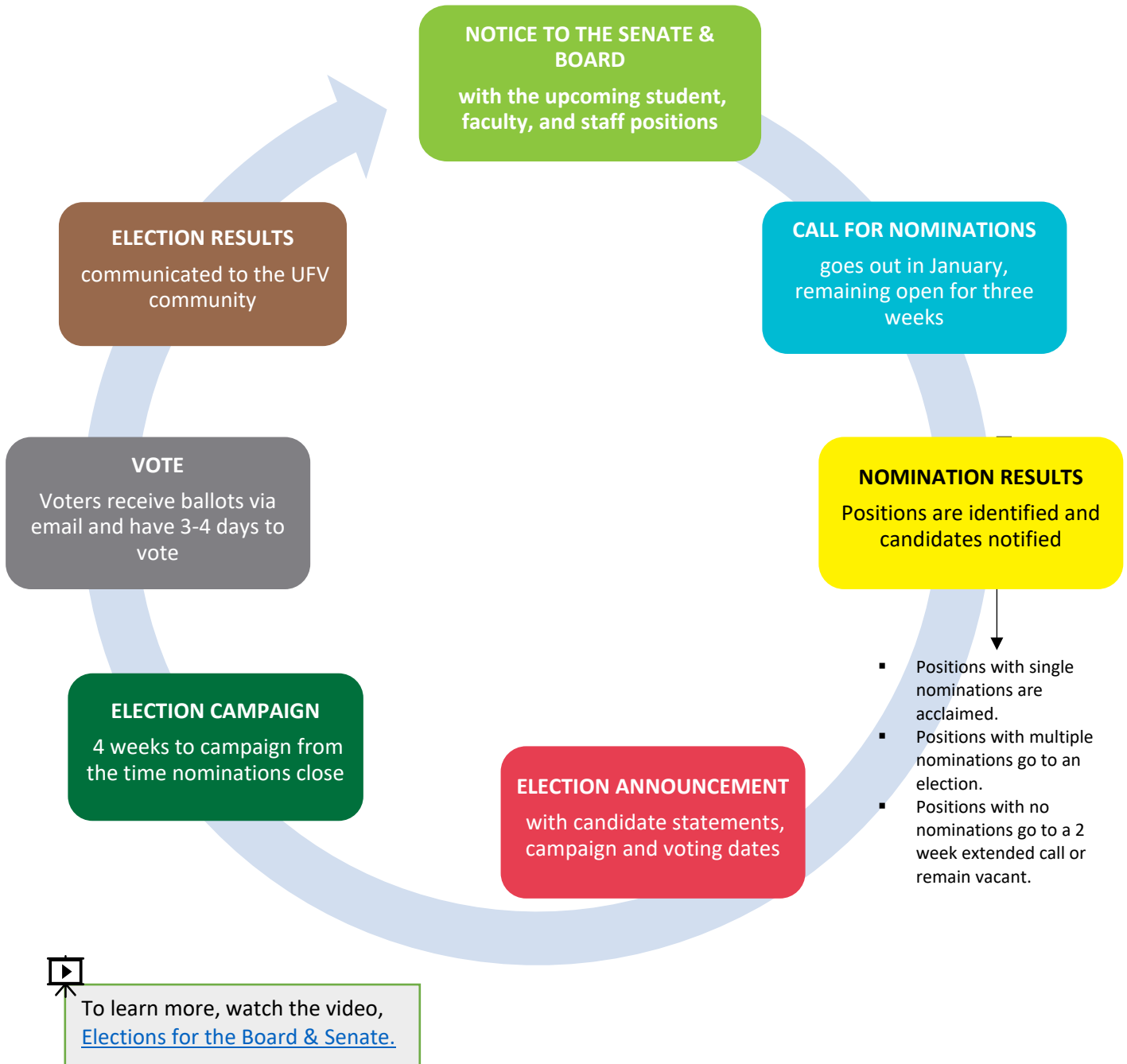
Board of Governors Policy Directions & Policies

Policy directions are meant to guide the Board in meeting its responsibilities and to provide the President with the direction and freedom to take action within defined parameters and in keeping with the University's values. Policy directions are set according to Board Bylaws. For the full list of the Board's policies, visit the [Board's Policy web page](#).

Elections

Elections occur annually for four student positions on the Senate and two student positions on the Board. Terms of office for students are one year. Election for faculty and staff positions take place when terms of office come to an end, or a member resigns. Terms of office for faculty and staff are three years. The official procedures on electing members of Senate are outlined in the [Senate Bylaws](#) (p.11-14). Below is an overview of the election process for the Senate and the Board:

? Want to find out what elections are underway and the results? Visit [Secretariat's Elections](#).



The Role of the Senate & Board of Governors

Role of Senate

Senate is responsible for managing academic policies and advising the Board of Governors on policies of mutual interest. The business of Senate is supported by the University Secretariat.



To learn more, watch the video, [Senate](#).

Responsibilities of Senators

The responsibilities of Senate members include:

- Regularly attend meetings.
- Prepare adequately for meetings and to participate actively in the decision-making at meetings.
- Student members of the Senate bring the perspective of students but will not advocate on behalf of students.
- Act first and foremost in the best interests of the university, and make decisions as a member of the Board or Senate and not as a member of any particular constituency.
- Student members from Senate and the Board receiving the most votes will also be asked to serve on the Student Union Society (SUS) Board. Members are expected to serve on a minimum of two Senate standing committees.



To learn more, watch the video, [Serving on the Senate & Board](#).

Senate Membership

Membership Composition

The composition of Senate is defined by the University Act, and includes the following:

- Chair
- President and Vice-Chancellor

Voting members

- Chancellor
- President and vice chancellor
- Vice president, academic
- Deans of faculties
- Chief librarian
- 2 faculty members from each faculty
- 4 students
- Alumni member
- 2 support staff

Non-voting members

- Registrar
- Board appointee

Terms of office

- Students: 1 year
- Faculty and staff: 3 years

- Alumni senator: 3 years

Current Senate Membership List

The Senate membership list is maintained by the University Secretary office and is updated as positions are vacated and filled.



View the current [Senate membership list](#).

Role of the Board

The management, administration and control of the property, revenue, business and affairs of the university are vested in the Board. The UFV Board is composed of 15 members who meet several times a year, typically on Thursdays. Members do not receive any remuneration for their services; however, they may be reimbursed for out-of-pocket expenses incurred while fulfilling their duties.

The Board's priorities are mandated by the BC Ministry of Advanced Education, Skills and Training, and are described in the [Ministry Mandate Letters](#).

Responsibilities of Board Members

The responsibilities of Board members include:

- Regularly attend meetings.
- Prepare adequately for meetings and to participate actively in the decision-making at meetings.
- Student members of the Board and Senate bring the perspective of students but are not to advocate on behalf of students.
- Act first and foremost in the best interests of the university, and make decisions as a member of the Board or Senate and not as a member of any particular constituency.
- Student members from Senate and the Board receiving the most votes will also be asked to serve on the Student Union Society (SUS) Board.
- Serve on one or two Board standing committees, which typically meet bi-monthly at times convenient to all members.
- Attend various functions, such as two-day planning session, convocation, and award functions, etc.
- Contribute an average of 15-20 hours per month to the university.

Board Membership

Membership Composition

The Board of Governors consists of the the following:

- President & Vice-Chancellor
- Chancellor
- 8 appointed members
- 1 elected staff
- 2 elected faculty
- 2 elected students

Current Board membership list

The Board membership list is maintained by the University Secretary office, and is updated as positions are vacated and filled.



View the current [Board membership list](#).

Relationship between the Senate and Board

The University Act defines areas of shared governance, collegial decision-making, and specifies where the Board of Governors is to consult or seek advice from the Senate. Clear policy statements and defined authority are paramount in establishing and maintaining a positive working relationship between the two bodies. (Excerpt from Board Policy 235.04.)

The relationship between the Senate and Board is defined by the following policies:

- [Board policy direction on Board and Senate relationships \(BPD-235\)](#)
- [Board policy on delegation of authority on academic matters \(BRP-235.04\)](#)

Joint Board & Senate Governance Committee

The Joint Board & Senate Governance Committee meet once or twice a year to discuss issues, initiatives, relationships, and the development of shared governance procedures.

Senate Meetings

Meeting Schedule

Senate meets monthly on Fridays, on week 3 of the UFV calendar, from 1:30 to 3:30pm. Meeting invitations are sent to members through Outlook. For meeting dates for the current academic year, visit the [Senate Meeting Schedule](#) web page.

Agendas & Minutes

Past and current public agendas and minutes are available on the Civic Website link here: ufv.civicweb.net. You will be notified via email when agendas have been published and available for viewing. Confidential, in-camera agendas will require you to sign in to the website. The Secretariat office will connect with you to set up your username and password, and can troubleshoot any sign-in issues.

Meeting Participation

Each committee does important work on behalf of the university. Committees involve a number of people and a great deal of valuable time. Active involvement of every participant is important to ensuring the committee is effective and that the time involved is put to good use. Below are guidelines for participation:

Make a commitment

- Make the committee a priority if you are going to be a member.
- Ensure you understand the committee's mandate and terms of reference.
- Commit to attend meetings regularly and to take the time needed to prepare and participate in the work of the committee.

Preparation

- Ensure you submit agenda items and exhibits within established deadlines. Refer to the Process for submissions to Senate and the Senate governance committees, on the [Procedures & Guidelines web page](#).
- Go over the agenda and materials before each meeting.
- Note questions or concerns, research information you might need, and/or talk to your colleagues prior to the meeting, as needed.
- Become familiar with Robert's Rules (link to cheat sheet). Members of Senate standing committees also should be familiar with the Rules for the Conduct of Business on Senate standing committees.

Participation

- Arrive on time and plan to stay for the whole meeting. If you must leave early or miss a meeting, let the chair know in advance. Be aware of the effect of non-attendance on quorum.
- Ask questions or make comments in turn. Be brief and make your point; don't hold forth, repeat yourself, or otherwise waste time.
- Do your part to move through the agenda by moving or seconding motions.
- Help make good decisions by voting on issues. Remember that all committee members are expected to make decisions in the interest of UFV as a whole, not in the interest of a particular area.
- Honour your commitments. Note action items assigned to you. Try to complete tasks before the next meeting so matters can be concluded in a timely fashion.

Meeting etiquette

- Turn off your phone or set it to vibrate. Take any calls outside the room.
- Be respectful of others' points of view. Challenge positions, not people. Don't interrupt or belittle others, even if you disagree.
- Avoid side conversations and activities such as reading or writing emails which are disrespectful and distracting to the chair and other participants.

See: [Guidelines for Committee Members](#)

Rules of Order

The Senate and Standing Committees of Senate meetings are conducted according to Robert's Rules of Order, unless the bylaws and committee rules of order state otherwise.

See: [Robert's Rules of Order for Senate and Standing Committees of Senate](#)

In-camera Meetings

All regular Senate and standing committees of Senate meetings shall be open to the public. However, the chair shall have the right to designate a meeting or portion of a meeting "in-camera" and close the meeting to the public to discuss matters of a confidential nature, as per the Senate by-laws and the rules for the conduct business for Senate standing committees. The confidential nature of material submitted shall be determined by the chair and vice-chair of the committee, in consultation with the University Secretary, if required.

Typically, confidentiality is intended to achieve one or more of the following purposes:

- Protect the organization, its operations, economic interests, and delivery of its mandate from
- harm that could result from the release of certain information.
- Protect individuals when the release of certain information would be an unreasonable invasion
- of their personal privacy.
- Protect the business interests of third parties.

There are certain factors that are deemed to require keeping matters confidential, including, but not limited to, the following:

- The security of the property of the organization.
- Financial information that, if made public, could be beneficial to the competition or be
- detrimental to the organization
- Intimate, personal, or financial details with respect to an individual or entities
- The acquisition or disposition of property
- Decisions with respect to negotiations with employees
- Litigation affecting the organization
- Matters deemed confidential by legislation
- Information relating to the regulation (admission or discipline) of named individuals or entities.
- Reports and/or recommendations received from / relating to 3rd parties who have a reasonable expectation of privacy (i.e. referee letters, letters of support, award nominees, program proposals, Ed plan, program reviews, planning material (or discussion related to), such as the SEM plan)

Guidelines for agendas and minutes of in-camera meetings

- Confidential items should not be included on the agenda of an open meeting.
- All agendas, including all attachments, and minutes will remain confidential until the committee resolves otherwise.
- Minutes should be on decisions made by the committee. Comments should not be attributed to individuals and verbatim minutes should be avoided.
- If discussion summaries are recorded, they should be kept to a minimum, in concise point form, avoiding the identification of who said what.
- All confidential minutes should be stamped confidential.
- Printed in-camera agenda and minutes should be filed in a locked cabinet and access to such files should be limited to those who are entitled to see confidential documents.
- In some cases, it may be prudent to ask for the return of all copies of in-camera agendas and minutes, to ensure confidentiality.

Guidelines for in-camera meetings

- If online archives of minutes of in-camera meetings are maintained, use password protection and other security measures to limit access to them.
- In-camera meetings assume that all members are bound by a duty of confidentiality and all information presented or discussed will be treated with confidentiality and care, except when information is clearly within the public domain.

Video Conferencing

“Senate holds meetings in person whenever possible. When Senate is unable to hold an in-person meeting due to circumstances such as, but not limited to, inclement weather, power outage, pandemic, etc., it may hold meetings using available technological means (i.e. “virtual meetings”). The chair, vice-chair, and provost, upon unanimous determination, may call virtual meetings, and determine how to effectively utilize available technology to facilitate a smoothly run meeting. At a virtual meeting, the Chair or designate will call the names of all Senators to confirm attendance at the meeting. When a Senator is unable to attend an in-person meeting, they may participate by other electronic means, if available, and with advance permission from the Chair.”

(Excerpt from [Senate Bylaws](#), p.5)

Zoom is the video conferencing tool currently recommended by UFV’s IT department, and has been the tool used by Senate and its standing committees to conduct virtual meetings.



Need to get set up with Zoom?
Visit [IT’s Zoom web page](#).

Standing Committees

Standing Committees and their mandates

The business of the Senate is conducted through its 11 standing committees. Below is a list with a brief description and a link to their web pages, containing their terms of reference, membership list, meeting schedule, and resources.



To learn more, watch the video, [Senate Standing Committees.](#)

Academic Planning and Priorities Committee (APPC)

[APPC](#) has the responsibility to advise Senate on the mission, goals, objectives, strategies, and priorities of the university.

Senate Awards and Honours Committee (SAHC)

[SAHC](#) advises Senate on the procedures for award application, adjudication, and decision. It ensures that the criteria used to decide on awards and honours are clear, demonstrable, and measurable.

Senate Committee for Student Appeals (SCSA)

[SCSA](#) is responsible for the creation of impartial tribunals to hear student appeals for matters of academic misconduct, non-academic conduct, and final grades.

Faculty Standards Committee (FSC)

[FSC](#) has the responsibility to advise Senate on matters related to standards for faculty promotion through rank and tenure. The work of the committee is in accordance with the Collective Agreement.

Graduate Studies Committee (GSC)

[GSC](#) provides the Senate with advice and recommendations concerning graduate program development, and policies and standards that relate to graduate studies.

Indigenization Committee of Senate (ICS)

[ICS](#) has the responsibility to advise Senate on measures to ensure alignment of academic, budgetary, and other priorities of Senate with UFV's Indigenization plans and initiatives.

Senate Budget Committee (SBC)

[SBC](#) has the responsibility to provide advice on the university's annual budget, budgetary policies, guidelines, processes, and models.

Senate Governance Committee (SGC)

[SGC](#) is responsible to advise Senate on all matters related to the conduct of business of Senate and its committees, meetings, and proceedings.

Senate Research Committee (SRC)

[SRC](#) advises Senate on policies and programs that promote, support, and celebrate research and scholarly work and its dissemination.

Senate Teaching and Learning Committee (STLC)

[STLC](#) promotes university-wide discussion on matters of teaching and learning, including programs and practices that support and celebrate high quality learning.

Undergraduate Education Committee (UEC)

[UEC](#) has the responsibility to advise Senate on all matters related to the undergraduate educational programs of the university, including policies, practices and criteria for admission, evaluation, and promotion of undergraduate students.

Procedures for Membership on Senate Standing Committees

Terms of Office

- Senators' terms on standing committees mirror their term on Senate, for a maximum of three years.
- Non-senators' terms of office on standing committees are two years.
- Terms begin August 1st.

Eligibility

Eligibility for positions on standing committees are based on the following definitions:

Faculty member

An employee of UFV who works as an instructor, lecturer, assistant professor, associate professor, professor, or in an equivalent position designated by the Senate.

Support staff

An employee of UFV who is not (a) an officer of the university, or (b) a faculty member.

Student

A person who is presently enrolled at UFV in a credit course or who is designated by resolution of the Senate as a student.

Officer of the University

The president, a vice-president, an associate vice-president, a dean, an associate dean, an executive director, an associate director, a director (excluding directors of schools within a faculty who are voting faculty members), university secretary, chief information officer, legal counsel, university librarian, and the registrar.

Employee of UFV

A person who has a permanent or continuing employment contract with UFV.

Other

Community members or other designated representatives as required in any standing committee's terms of reference.

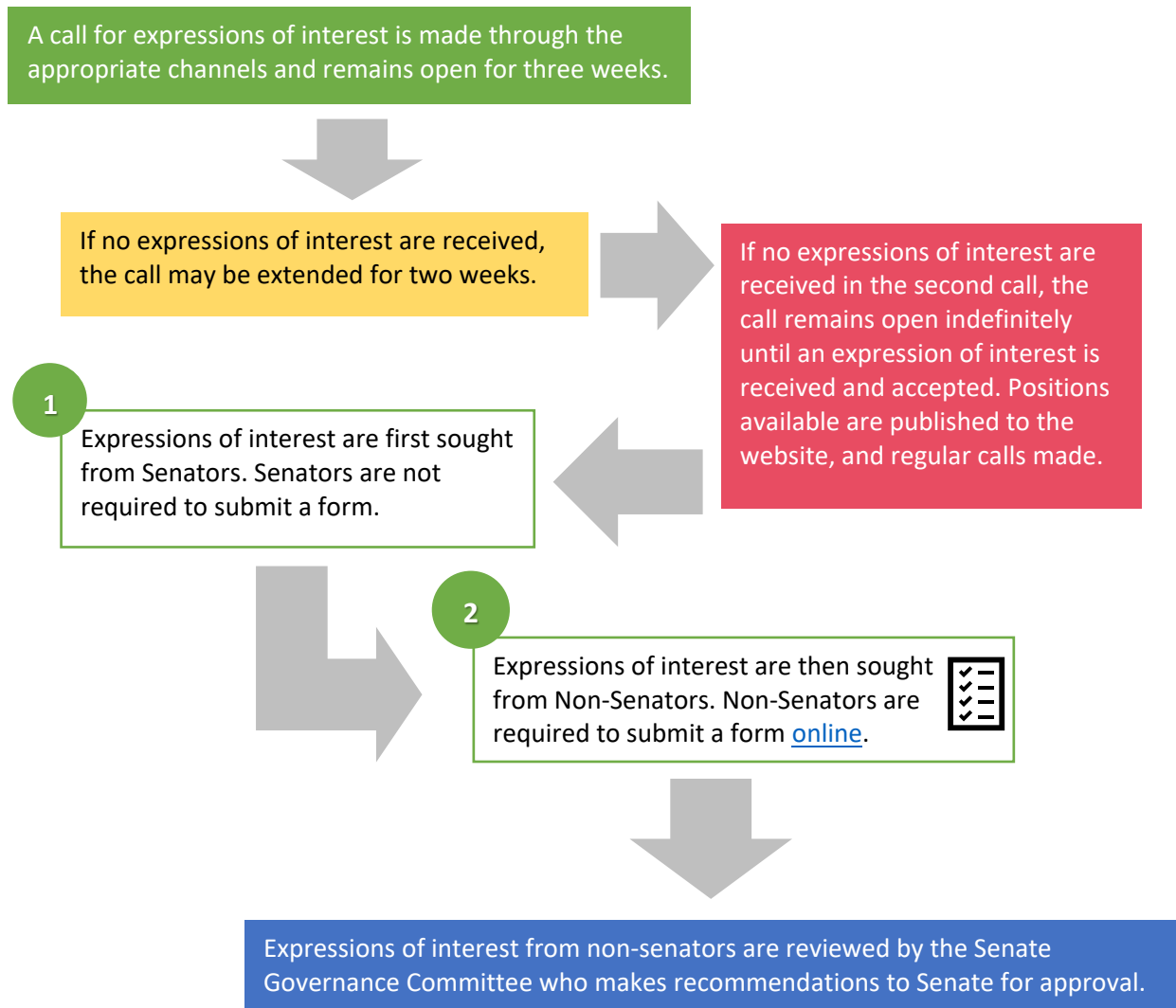
Those who are not eligible to be or remain a member of a standing committee:

- A person who is a member of a Board or Senate at another post-secondary institution.
- A member of a Senate standing committee who ceases to be eligible during his or her term of office immediately ceases to be a member of the Senate standing committee.

Call for expressions of interest

The annual call for expressions of interest for positions on standing committees takes place around February of each year. The Secretariat office makes the announcements and receives the applications, on behalf of the Senate Governance Committee.

Below is an overview of the call for expressions of interest process:



Vacancies

When a vacancy arises, the chair of the standing committee notifies the Secretariat office. If three or fewer months are remaining in the term of office, the position remains vacant until the regular call for expressions of interest is made. Otherwise, the list of candidates who had expressed an interest in the committee when the original appointments for that term were made, may be canvassed to identify a replacement to recommend to Senate for approval. If no suitable candidate is found, expressions of interest are sought from Senators and then non-Senators.

See: [Procedures for Membership on Standing Committees](#)

Rules for the Conduct of Business on Senate Standing Committees

The business of the Senate standing committees follow the same rules of conduct as approved in the Senate bylaws and meetings are to be conducted according to Robert's Rules of Order, except as otherwise stated in the rules below.

See: [Rules for the Conduct of Business on Standing Committees](#)

Making Recommendations to Senate or the Senate Governance Committee

When making a recommendation to Senate or the Senate Governance Committee, the Chair of the standing committee, faculty council, or other area represented writes a memo addressed to the Chair of Senate (Joanne MacLean) or the Senate Governance Committee (Gerry Palmer).

In order to assist the Senate or SGC in making informed decisions, the memo should include the following sections:

Summary

- State what the request or recommendation is.
- Specify the committee or area that is making the request.
- Provide any necessary background information, and include supporting documents.
- Include, if applicable, an outline of the consultation that took place and with whom along
- with a summary of consultation dates and comments.

Motion or recommendation

- State the recommendation or write a formal motion if a decision is being requested.

Rationale

- Provide a rationale for why this item is being recommended to Senate or SGC for consideration.
- Provide supporting documents
- Documents that support your request must be included along with the memo.
- Send supporting documents in both Word and PDF formats.
- Use track changes that visually outline what revisions are being proposed to policies, programs, and other items for Senate and SGC consideration.

Submission deadlines

Dates of meetings and submission deadlines are posted online:

- [Senate](#) - email submissions to: UFVSenate@ufv.ca
- [Senate Governance Committee](#) - email submissions to UFVSecretariat@ufv.ca

Role of Chair and Vice Chair

The role of the chair is to direct discussion in a fair and efficient manner, ensuring the objectives of the meeting are met and the committee effectively fulfills its responsibility in consideration of the items on the agenda. This involves:

- ensuring members are well briefed about each agenda item
- decisions are taken, recorded, and carried out;
- the organization's policies and procedures are applied;

- the agenda is followed; and
- there are time limits for the meeting as a whole and for agenda items.

In the absence of the chair, the vice chair is to perform the duties of the chair.

See: [Role of Chairperson for the Formal Committees of UFV](#)



Are you new to chairing a formal committee?
Visit [FAQs for chairs of formal committees.](#)

Scheduling

Setting the Academic Schedule

The sessional dates are created based on the following guidelines:

- The annual academic schedule will begin with the start of the Fall semester and conclude with the end of the Summer semester.
- A Semester begins on the first Calendar day of the month and ends on the last Calendar day of the month. Class start and end dates are listed in the calendar of Sessional Dates.
- Applied and Technical Studies and Continuing Studies programs set their sessional dates according to their mandate and needs, but will generally parallel the semester system where possible.
- There will be a minimum of 63 days of instruction and a maximum of 65 days of instruction in each of the Fall and Winter Semesters (not including Saturdays). Within these limits, and where possible, the schedule should balance the days of the week, Monday to Friday, available for instruction.
- Courses taught regularly on Saturdays during Fall and Winter will normally meet 13 times for at least 3.0 hours per week (for a 3 credit course).
- There will be a minimum of one (1) calendar day between the last day of classes and the first day of final exams. Where the last day of classes in Fall and Winter semesters falls on a Friday, Exams will begin on the following Monday.
- There will be an 8 day (Sunday through Sunday) reading break in the Winter Semester, which includes the BC Family Day holiday. There is to be no formal instruction or examination activities during this period unless it is part of a decanally approved specialty program.
- There will be a Summer semester with three main parts. The Full Session will have a minimum of 62 days of instruction. There will be two intensive summer sessions (Early and Late) with a minimum of 31 days of instruction each.
- There will be normally be 10 days for final exams in each of the Fall and Winter terms. All days of the week, except Sundays and statutory holidays, will be used.
- There will be up to 8 days for final exams for the Full Summer session. All days of the week, except Sundays and statutory holidays, will be used.
- There will be up to 4 days for final exams for each of the Early and Late summer sessions. All days of the week, except Sundays and statutory holidays, will be used.
- Administrative dates, such as Convocation and statutory holidays will be shown in the calendar of sessional dates, but will not be subject to approval by Senate.
- For all semesters, students and academic staff are expected to be available for the full set of sessional dates until the final exam schedule is published.

See: [Guidelines for Setting the Academic Schedule](#)

Sessional Dates

The sessional dates are published to the main menu on the [Senate website](#).

UFV Meeting Schedule

Meetings at UFV are scheduled according to the week breakdown schedule published each year.

See: [2022-23 UFV Weeks Breakdown](#).

The Secretariat

Role of the Secretariat

The role of the Secretariat is to support the Board of Governors, the Senate and their standing and ad hoc committees, and to facilitate policy development as well as elections, in accordance with the University Act.



To learn more, watch the video, [What is the Secretariat?](#)

Staff Members

The Secretariat office consists of the following staff members:

University Secretary – Al Wiseman

Manager, Records & Information Management – Jennifer MacDonald

Executive Assistant, Board of Governors – Linda Dahl

Executive Assistant, University Secretary – Marlene Affleck

Assistant, Secretary of Senate – Lisa Boldt

Secretariat's Strategic Direction

The vision of the Secretariat is to excel as a leader in Canadian post-secondary governance by supporting, managing, and guiding governing bodies and advising on best practices. The University Secretariat will:

Guide decision making and facilitate governing processes:

- Function independently and impartially, with a commitment to transparency, accountability, and fairness
- Provide administrative support, manage records, and establish best practices for the Senate, Board, and related committees
- Plan and administer university election process for Senate, Board, and related committees

Manage policy development at UFV:

- Support and facilitate policy development, maintenance, education, and implementation
- Provide advice and education on consistent and appropriate interpretation of policies, procedures, and legislation
- Ensure the university is in compliance with relative legislative requirements

Enrich our people, culture, and work environment:

- Be a highly desirable place to work by fostering a positive work environment
- Focus on the big and the important things
- Promote professional and personal development
- Promote opportunities and participation in decision making

Provide “top notch” service to UFV and external stakeholders:

- Foster a welcoming, personalized experience
- Surprise people by exceeding their expectations
- Strengthen communication and collaboration

Summary of Links

Governance

Senate	ufv.ca/senate
Board	ufv.ca/board
Secretariat	ufv.ca/secretariat
Office of the President	ufv.ca/president/
Office of the Chancellor	ufv.ca/office-of-the-chancellor/

Senate Resources

Procedures & Guidelines	ufv.ca/senate/procedures--guidelines/
Membership	ufv.ca/senate/membership/
Meeting Schedule	ufv.ca/senate/meeting-schedule/

Policy

Policy	ufv.ca/secretariat/policy
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