

MEMORANDUM

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Date: Wednesday, September 12, 2012

To: Ms. Karen Roche, University Secretary

From: Mark Gallagher, Chair, Senate Organization Committee

Subject: Report of the Senate Organization Committee

The Senate Organization Committee met on May 24th and again on September 11th to consider a number of items.

At the May 24th meeting the committee approved the terms of reference of the Honorary Degrees committee (referred from the May 18, 2012 Senate meeting). Senate Org. Approved the changes as submitted.

At the September 11th meeting Senate Org. discussed several items including:

1. The referral from Senate (May 18, 2012) to consider changes to the terms of reference of the Senate Information Systems Committee (SISC).

Following consultations with SISC the committee approved the following changes to the SUSC terms of reference:

VII Senate Academic Information Technologies Committee

Approved by Senate
November 26, 2004
Revised: 2005; April 23, 2007; February 26, 2010; **Date**

Seven (7) days notice shall be given for all meetings except that a meeting may be held at any time without due notice if all members of the Committee are able to be present and/or consent thereto.

Quorum: Unless otherwise stated in the approved terms of reference, quorum for Senate and all Senate committees is a simple majority of all filled positions.

Composition:

1. Provost & Vice President (Academic)
2. Vice-President (Administration & Finance)

3. One full-time faculty member from each academic Faculty (8)
4. Three students, at least one of whom must be a graduate student. Undergraduate student member(s) shall be elected by Senate on the recommendation of LUSU; graduate student member(s) shall be elected by Senate on the recommendation from LUSU in consultation with the Graduate Student Commissioner.
5. One representative from the Library
6. One representative of the Technology Services Centre
7. One representative from the Office of Continuing Education & Distributed Learning
8. Director of the Instructional Development Centre
9. One full-time faculty member from the Orillia campus

Terms of Office

- 1 & 2 ex officio
- 3 three-year terms (renewable)
- 4 one-year terms (renewable)
- 5 & 6 one-year terms (renewable)
- 7 & 8 ex officio

Organization

1. Chair: to be elected annually by the Committee from among the members of the Committee holding academic appointment
2. Secretary: staff member from the University Secretariat Office
3. Administrative Office: University Secretariat

Terms of Reference

- to promote and champion best practices in the use of information technology in all areas of teaching and research at Lakehead University;
- to recommend to Senate general policies for the planning, development, and operation of information technology systems and services for the University;
- to provide the exchange of ideas and consideration of questions related to information systems, technology and services in all aspects of the teaching and research functions of the University;
- to develop regulations, in consultation with the TSC, on matters of academic significance with respect to systems and services operated by TSC;
- to provide the TSC advice regarding administrative systems and how they impact teaching and research activities.

2. Addition of the Dean of the Faculty of Law as a voting member of Senate.

The committee voted to recommend to Senate that the Dean of the Faculty of Law be added to Senate.

The Senate Organization Committee makes the following recommendations to Senate:

MOVED that the changes to the Terms of Reference for the Senate Information Systems as outlined above be approved.

[MOVED that the changes to the Terms of Reference for the Senate Honorary Degrees Committee be approved.](#)

MOVED that the Dean of the Faculty of Law be added as a voting member to the Senate.

Mark Gallagher, Chair.