

MEMORANDUM

Date: February 12, 2013  
To: Ms. Karen Roche, Secretary of Senate  
From: Dr. Aris Carastathis  
Chair, Senate Organization Committee  
Subject: Report to Senate

---

The Senate Organization Committee met on February 11, 2013 to consider the following items:

**Senate Committees**

Revision of terms


1. Senate Budget Committee - **Attached**
2. Senate Committee on Teaching and Learning- **Attached**
3. Senate Organization Committee- **Attached**

**Moved that the changes pertaining to the Senate Budget Committee, Senate Committee on Teaching and Learning, and Senate Organization Committee be approved.**

**Senate By-Laws**

1. Review of terms (on-going). The committee dealt with Article XII.

More meetings have been planned to review the rest of the Senate By-laws and Senate Policies. Review of all articles and policies is expected to be completed and brought to Senate by the April Senate Meeting.



Aris Carastathis  
Chair, Senate Organization Committee

### III Senate Budget Committee

Last revised by Senate

Oct. 3, 2008; Nov. 7, 2008, Dec. 4, 2009; Mar. 18, 2011; Nov. 16, 2012

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. Committee members whose positions are listed as \*\* shall not be included in the total when quorum is counted.

#### Composition

1. ~~Vice-President (Academic) & Provost~~ & Vice-President (Academic)\*\*; if the Provost is absent, the Deputy Provost may attend meetings as a voting member
2. Immediate Past Chair
3. Five full-time faculty members elected by Senate on the recommendation of the Senate Nominations Committee
4. Lakehead University Student Union Vice-President (Finance)
5. Vice-President (Administration & Finance)\*\*
6. Director of Institutional Analysis & Government Relations (non-voting)\*\*
7. Vice-Provost (Student Affairs)\*\*
8. Dean of the Faculty of Graduate Studies

#### Terms of Office

- 1 ~~& 2, 4, 5, 6, 7 & 8~~ ex officio
- 3 two-year terms (renewable) (staggered)
- ~~4, 5, 6, 7 & 8~~ ex officio

#### Organization

1. Chair: To be elected annually by the Committee from among those members holding academic appointment
2. Secretary: ~~To be elected by and from the Committee~~ Governance Officer - Senate
3. Administrative Office: ~~Office of the Vice-President (Administration & Finance)~~ University Secretariat

#### Terms of Reference

1. To assess the financial implications of proposals for new courses and/or program proposals and changes to existing courses and/or programs. Review of new program proposals will be conducted in accordance with the Lakehead University Institutional Quality Assurance Procedures (IQAP).
2. To perform analyses as are necessary to advise Senate concerning optimum use of resources available for the development of the University's academic program.

3. To aid in the process of establishing a workable planning and budgeting procedure and within this framework, to participate in the formulation of an integrated multi-year plan and budget.
4. To review the University budget as it develops and to advise the Senate.

DRAFT

### **XIII Senate Teaching & Learning Committee**

Approved by Senate

September 2002

Last Revised February 2006; January 23, 2009; Dec. 04, 2009, Feb 17, 2012

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: A simple majority of all filled positions. Committee members whose positions are listed as \*\* shall not be included in the total when quorum is counted.

#### Composition

1. ~~Vice President (Academic) & Provost & Vice-President (Academic)\*\*~~
2. ~~Associate Vice-President (Academic)\*\*~~
- 2. Deputy Provost (non-voting except in the absence of the Provost)\*\***
3. Vice-Provost (Student Affairs) (non-voting member)\*\*
4. One academic Dean (appointed from and by the Deans' Council)
5. Six full-time faculty members elected by Senate on the recommendation of the Senate Nominations Committee
6. One undergraduate and one graduate student elected by Senate on the recommendation of the Lakehead University Student Union
7. Director of the Instructional Development Centre
8. Manager of Student Accessibility Services (non-voting) \*\*
9. Director of Continuing Education & Distributed Learning (non-voting)\*\*

#### Exceptions to Voting

The exceptions to the voting are as follows:

1. The Committee is responsible for providing a recommendation to the Vice-President (Academic) & Provost on the candidates for the Distinguished Instructor Award and the Contribution to Teaching Awards. The Vice-President (Academic) & Provost and Associate Vice-President (Academic) shall, therefore, not vote on the candidates for the awards.
2. The Director of the Instructional Development Centre may be involved in advising the nominees for the Distinguished Instructor and Contribution to Teaching Awards and shall, therefore, not vote on the candidates for the awards.

#### Terms of Office

- 1, 2, & 3 ex officio
- 4 one-year term (renewable)
- 5 two-year terms (renewable) (staggered)
- 6 one-year terms (renewable)
- 7, 8 & 9 ex officio

#### Organization

1. Chair: to be elected annually by the Committee from among those members

holding academic appointment

2. Administrative Office: Office of the Vice-President (Academic) & Provost
3. Secretary: secretarial duties rotated among the members

#### Terms of Reference

1. To meet at least four (4) times each academic year and submit an annual report to the Senate for the May meeting.
2. To advise Senate on ways to enhance teaching and learning at Lakehead University.
3. To serve in an advisory capacity to the Director of the Instructional Development Centre.
4. To support the activities of the Instructional Development Centre.
5. To review the effectiveness of the Instructional Development Centre in the planning and delivery of services and activities which promote excellence in teaching and support the teaching activities of instructors, academic units and programs.
6. To promote Lakehead University's annual teaching awards and to subsequently review the candidates for the awards.
7. To work with the Instructional Development Centre to support, where appropriate, the nomination of Lakehead University teaching award recipients for an external teaching award.
8. To advise the Vice-President (Academic) & Provost regarding:
  - the effectiveness of the Instructional Development Centre
  - the outcome of the review of candidates for the Distinguished Instructor and Contribution to Teaching Awards

## XI Senate Organization Committee

Approved by Senate

April 1999

Last Revised Dec. 4, 2009

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. Committee members whose positions are listed as \*\* shall not be included in the total when quorum is counted.

### Composition

1. ~~Vice-President (Academic) &~~ Provost **& Vice-President (Academic)\*\***, **if the Provost is absent, the Deputy Provost may attend meetings as a voting member.**
2. One Dean (appointed from and by the Deans' Council)\*\*
3. Four full-time faculty members who are or have been Senators, elected by Senate on the recommendation of the Senate Nominations Committee
4. One student elected by Senate on the recommendation of LUSU
5. Secretary of Senate (non-voting)\*\*

### Terms of Office

- 1 ex officio
- 2 one-year term (renewable)
- 3 three-year terms (renewable)
- 4 one-year term (renewable)
- 5 ex officio

### Organization

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

### Terms of Reference

1. To review the composition, terms of reference and procedures of each of the Senate standing committees and Senate every three years.
2. To make recommendations to Senate regarding proposed changes to Senate standing committees, as well as to the Senate.
3. To review any matter relating to the formation of ad hoc committees or working groups, etc., referred by Senate.
- 4. To review the Senate by-laws every five years.**