

MEMORANDUM

Tel: (807) 343-8226
Fax: (807) 346-7853
mark.gallagher@lakeheadu.ca

Date: Sunday, November 4, 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 October 31st to consider a number of items including:

1. As a result of a memo from Wayne Melville the chair of the Senate Undergraduate Studies committee (SUSC), Senate Org approved the following changes to the membership of SUSC:

Composition:

1. **Provost & Vice-President (Academic)** ~~Vice-President (Academic) & Provost (non-voting) **~~
 2. **Deputy Provost (non-voting) ****
 3. ~~2.~~ Faculty Deans (or delegates)(non-voting) **
 4. ~~3.~~ University Registrar
 5. ~~4.~~ University Librarian (non-voting) **
 6. ~~5.~~ Director of Admissions and Recruitment (non-voting) **
 7. ~~6.~~ Director of Student Success Centre (non-voting) **
 8. ~~7.~~ Director of the Office of Continuing Education & Distributed Learning (non-voting) **
 9. ~~8.~~ Six full-time faculty members elected by Senate on the recommendation of the Senate Nominations Committee
 10. ~~9.~~ Two students elected by Senate on the recommendation of LUSU
 11. ~~10.~~ Calendar/~~Graduate Records~~ Officer (non-voting) **
2. Senate Org approved the following changes to the terms of Reference of the Senate Executive Committee (referred from October 19th meeting of Senate). The committee approved the changes as submitted with the following modifications.
 5. ~~6.~~ Act on behalf of the Senate when a quorum of Senate cannot be obtained ~~to The Senate Executive Committee may, during June, July and August, and at such other times as it is impractical or impossible to convene a meeting of the Senate,~~ **deal with any matter that is within the responsibility of the Senate. The Chair of the Senate shall determine when it is necessary for the Senate Executive Committee to act on behalf of the Senate.** Decisions taken by the Senate Executive Committee must be communicated to the next full meeting of Senate.

6. ~~7.4. Recommend to Senate nominees to the Senate Nominations Committee. Act as a nominating committee to recommend to the Senate persons for appointment to the Nominations Committee of the Senate.~~
 7. ~~8. The Chair of the Senate shall determine when it is necessary for the Senate Executive Committee to act on behalf of the Senate. Once this has been decided, Mmembers of the Senate Executive Committee shall be given a minimum of forty-eight (48) hours notice of the meeting. Notice shall be by telephone, e-mail or, if time permits, inter-office mail and shall include the rationale and the agenda for the meeting.~~
3. Scheduling Senate meetings Around Religious Practices (referred from October 19th meeting of Senate).

Senate Org. Invited Sherry Herchak from Human Resources to review the request and address numerous articles in the collective agreement related to being on Senate. She pointed out that the employer is required to provide a reasonable accommodation without any undue hardship. While the committee felt that that Senate should reschedule the meeting time members decided it was out of their jurisdiction to select the proper date and time.

The Senate Organization Committee makes the following recommendations to Senate:

MOVED that the changes to the membership of the Senate Undergraduate Studies Committee as outlined above be approved.

MOVED that the changes to the terms of reference of the Senate Executive Committee as outlined above be approved.

MOVED that to accommodate religious practices Senate meetings be rescheduled from the current day/time of Friday afternoons at 4:30 pm to an alternate time during a regular working day.

Mark Gallagher, Chair.