

# Lakehead

UNIVERSITY

## MEMORANDUM

**Date:** November 24, 2009

**TO:** Karen Roche, Secretary of Senate  
For Referral to Senate Organization Committee

**FROM:** Shane Strickland, Chair  
Senate Undergraduate Scholarship and Bursaries Committee

**RE:** **Proposed Changes to Senate By-Law XV**

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### **Senate Organization Committee Chair and Members:**

The Senate Undergraduate Scholarships and Bursaries Committee (SUSBC) is submitting these proposed changes to the pertinent Senate By-Laws. These changes are proposed because of ongoing issues with succession planning within our Committee, a need to include members of the University with information necessary to the functioning of our Committee, and to ensure that important knowledge and information related to our Committee is not lost as faculty members cycle off the Committee. The proposed changes to the Senate By-Law XV are detailed below with an explanation for the changes.

### **Senate By-Law XV Senate Undergraduate Scholarship & Bursaries Committee**

Approved By Senate October 2003; Revised Feb. 2004 and January 26, 2007

### **Composition**

#### ***Item #1:***

**Currently reads: Director of Admissions and Recruitment or delegate.**

#### **Proposed Change:**

**Delete: "or delegate"**

The consensus of the Committee is that delegates cannot vote therefore this position should not be any different than the other voting positions.

#### ***Item #3:***

**Currently reads: Four full-time faculty members elected by Senate on the recommendation of the Senate Nominations Committee**

**Proposed change: Six full-time faculty members elected by Senate on the recommendation of the Senate Nominations Committee.**

**Composition** - continued

The SUSBC requests that an additional two faculty members be added to the Committee. The justification for this is one of succession planning. During the past 3-years the SUSBC has experienced a number of faculty members cycling off the Committee early for a variety of reasons that include, but are not limited to, both sabbatical leaves and maternity leaves. This has proved difficult in electing a Chair with experience on the Committee. The past Chair, Ann Kajander, was elected Chair during the first year of her membership on the Committee as a result of other members cycling off the Committee. The current Chair, Shane Strickland, will be cycling off the Committee at the end of this year. This means that under the current composition By-Laws the SUSBC is frequently faced with the loss of experienced Committee members resulting in a loss of 'decision memory' for the Committee. The addition of two faculty members will enable the Committee members will enable the Committee to create an internal succession plan that retains experienced members thereby providing new members with the opportunity to become familiar with the objectives and functioning of the Committee before being asked to take on the role of Chair.

**Item # 8:**

**Currently reads: Director of Development or delegate (non-voting)\*\***

**Proposed change: Vice-President, University Advancement or delegate (non-voting)\*\***

The SUSBC Committee is requesting this change to Item #8 simply because of a recent change in title for this position. This is a non-voting position therefore a delegate may attend.

**Item #11**

**Currently reads: Past Chair**

**Proposed change: Registrar (non-voting)\*\***

The SUSBC is requesting this change because the Registrar retains information that is vital to specific functions of this Committee. The SUSBC is responsible for organizing the major medals meeting prior to each graduation ceremony. The academic information for this meeting is provided by the Registrar and is not information that the Committee otherwise has access to. The Past Chair position would then become Item #13.

**Item #12**

**Currently reads: Under the current By-Laws relating to Composition of this Committee Item #12 does not exist.**

**Proposed change: Director of Athletics (non-voting)\*\***

The SUSBC is requesting this additional position because the Director of Athletics holds information that is vital to the functions of this Committee. The SUSBC is required to "review and recommend to Senate policies for the awarding of undergraduate scholarships and bursaries". Additionally, through the Administrative Executive Committee, the SUSBC receives an annual budget that also affects athletic scholarships and awards. The Director of Athletics provides information to SUSBC discussions pertaining to the policies for the awarding of athletic scholarships awards and bursaries according to Canadian Interuniversity Sport (CIS) and Ontario University Athletics (OUA) policies and regulations.

**Item #13**

**Currently reads: Under the current By-Laws relating to Composition of this Committee Item #13 does not exist.**

**Proposed change: Past Chair**

- a) **Unless the Past Chair is within their 3-year term in which case the Past Chair position would be counted within the 6 faculty members in Item #3.**
- b) **If the Past Chair's regular term has come to an end, the Past Chair will be a non-voting position.**

**Composition** - continued

The SUSBC is requesting that the Past Chair continues to be listed separately under the current By-Laws relating to Composition of this Committee. This enables the Past Chair to remain on the Committee in an official capacity and serve an important function in succession planning as well as providing assistance to the Chair as needed. The additional advantage for the Committee is that the Past Chair would be able to provide 'decision-memory' for the Committee. This proposed change to the current By-Laws relating to Composition is to change the Past Chair member from Item #11 to Item #13.

**Terms of Office**

The terms of office will need to be altered to reflect the changes to Items 11, 12, and 13 under composition. The proposed changes are:

11, 12	<b>ex officio</b>
13	<b>ex officio (one year)</b>

**Organization****Item #1**

**Currently reads:** Chair to be elected annually by the Committee from among those members holding academic appointment.

**Proposed change:** Chair to be elected annually by the Committee from the 6 faculty members elected by the Senate.

Refer to Composition **Item #3**

**Item #2**

**Currently reads:** Secretary: Undergraduate Scholarships/Awards Officer.

**Proposed change:** Vice-Chair to be elected annually by the Committee from the 6 faculty members elected by Senate.

The SUSBC is requesting that Item #2 and Item #3 in the current By-Laws relating to organization become Item #3 and Item #4 respectively. The addition of a Vice-Chair as Item #2 allows the SUSBC to formally create a succession plan structure that ensures new faculty members to the Committee are provided adequate time to become familiar and acquainted with the Committee prior to taking on the role Chair.

**Terms of Reference****Item #1**

**Currently reads:** To review and recommend to Senate policies for the awarding of undergraduate scholarships and bursaries.

**Proposed change:** To annually review and make recommendations to the Registrar for changes to the Lakehead University calendar as they pertain to the work of the Senate Undergraduate Scholarships and Bursaries Committee.

The SUSBC proposes this change as it more accurately reflects the workings of the Committee.

**Item #4**

**Currently reads:** Under the current By-Laws relating to the Terms of Reference of this Committee Item #4 does not exist.

**Terms of Reference** - continued

**Proposed Change: To assist the Office of the Registrar in approving recipients for major medals, (Governor's General's Silver Medal, Governor's General College Bronze Medal, Chancellor's Medal, Vice-Chancellor's Medal) to be brought forward to Senate.**

The SUSBC has historically been responsible for the organization of the major medals meeting that examines potential recipients for each of the above academic prizes and makes recommendations to Senate. These awards are academic prizes in nature as the recommendations for recipients are solely based upon academic achievement and as such are not scholarship or bursary awards. The information for these recommendations comes through the Office of the Registrar and this information is not normally available until shortly before the convening of the Major Medals Meeting. As such, the Chair of the SUSBC is in a position whereby the Major Medals Meeting is convened by the Chair of SUSBC but the Registrar provides all necessary data regarding potential recipients. Therefore, adding Item #4 to the By-Laws relating to the Terms of Reference of this Committee clearly demonstrates the role of the SUSBC Chair as providing assistance to the Registrar during the Major Medals Meeting.

**Item #5**

**Currently reads: Under the current By-Laws relating to the Terms of Reference of this Committee Item #5 does not exist.**

**Proposed change: To review and make decisions regarding scholarship/award appeals.**

From time to time students will not maintain the minimum standards for their scholarship/award. In these situations students may submit to the Committee an appeal based on extenuating circumstances. The Committee would like to have Item #5 added to the Terms of Reference to provide decision-making authority.

The Senate Undergraduate Scholarships and Bursaries Committee thank the Chair and members of the Senate Organization Committee for their consideration of these proposed changes to the Senate By-Law XV. If the Committee has any questions regarding these proposed changes, please contact the Chair of the Senate Undergraduate Scholarships and Bursaries Committee.

Sincerely,



Shane Strickland; Chair,  
Senate Undergraduate Scholarships and Bursaries Committee,

Enclosures:

- Proposed Changes to Senate By-Law XV, Terms of Reference (2009-2010)
- Proposed Changes to Senate By-Law XV, Committee Members (2009-2010)

## Proposed Changes to Senate By-Law XV, Terms of Reference (2009-2010)

Revisions Approved by the Senate Undergraduate Scholarships and Bursaries Committee, November 17, 2009

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### XV Senate Undergraduate Scholarships & Bursaries Committee

Last Approved by Senate  
October 2003

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

#### Composition

1. Director of Admissions and Recruitment ~~or delegate~~
2. Vice Provost (Student Affairs)
3. ~~Four~~ **Six** full-time faculty members elected by Senate on the recommendation of the Senate Nominations Committee.
4. One faculty member recommended by the Aboriginal Management Council
5. Director of Institutional Analysis & Government Relations (non-voting)\*\*
6. Undergraduate Scholarships Officer (non-voting)\*\*
7. Financial Aid Administrator (non-voting)\*\*
8. ~~Director of Development~~ **Vice-President, University Advancement** or delegate (non-voting)\*\*
9. Controller (non-voting)\*\*
10. ~~One LUSU Executive Member~~ **One LUSU Representative**
11. ~~Past Chair~~ **Registrar (non-voting)\*\*.**
12. **Director of Athletics (non-voting)\*\*.**
13. **Past Chair**
  - a) **Unless the Past Chair is within their regular 3 year term in which case the Past Chair position would be counted within the 6 faculty members in item #3.**
  - b) **If the Past Chair's regular term has come to an end, the Past Chair will be a non-voting position.**

#### Terms of Office

- |                |  |
|----------------|--|
| 1 & 2          | ex officio                               |
| 3              | three-year terms (renewable) (staggered) |
| 4              | two-year term (renewable)                |
| 5, 6, 7, 8 & 9 | ex officio ( non-voting)                 |
| 10             | one-year term (renewable)                |
| <b>11, 12</b>  | <b>ex officio</b>                        |
| <b>13</b>      | <b>ex officio ( one year )</b>           |

**XV Senate Undergraduate Scholarships & Bursaries Committee – continued**

Organization

1. Chair to be elected annually by the Committee from among ~~these~~ **the 6 faculty** members holding academic appointments **elected by Senate.**
2. **Vice-Chair to be elected annually by the Committee from among the 6 faculty members elected by Senate.**
3. Secretary: Undergraduate Scholarships/Awards Officer.
4. Administrative Office: ~~Financial Aid~~ **Office of Student Financial Aid and Awards.**

Terms of Reference

1. **To annually review and make recommendations to the Registrar for changes to the Lakehead University calendar as they pertain to the work of the Senate Undergraduate Scholarships and Bursaries Committee.**
2. To develop effective procedures for the implementation of student awards policies.
3. To assist in and/or approve the selection of recipients for scholarships and bursaries.
4. **To assist the Office of the Registrar in approving recipients for major medals, (Governor General's Silver Medal, Governor General's College Bronze Medal, Chancellor's Medal, Vice-Chancellor's Medal) to be brought forward to Senate.**
5. **To review and make decisions regarding scholarship appeals.**

## Proposed Changes to Senate By-Law XV, Membership (2009-2010)

Revisions Approved by the Senate Undergraduate Scholarships and Bursaries Committee, November 17, 2009

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### Senate Undergraduate Scholarships and Bursaries Committee Members 2009-2010

Quorum – is a simple majority of all filled voting positions

**Director of Admissions & Recruitment or Delegate**  
**Vice-Provost (Student Affairs)**  
**Faculty Members (4) (6)**

~~Mr. J. Smith~~ **Mrs. Andrea Huillery** 2008-2011  
**Mrs. Marion Ryks-Szelekovszky** 2009-2010  
**Dr. Jennifer Roth** 2009-2012  
**Dr. Carlos Christoffersen** 2009-2012  
**Dr. Anna Guttman** 2009-2012  
**Dr. Craig MacKinnon** 2008-2010  
**Mr. Shane Strickland (Chair)**  
**New Faculty Member**

**Aboriginal Management Council**  
**Directory of Institutional Analysis/Government Relations**  
**Undergraduate Scholarships & Awards Officer**  
**Financial Aid Administrator**  
**Vice-President, University Advancement or Delegate**  
**Controller**  
**One LUSU Representative LUSU-Executive Member**  
**Registrar**  
**Director of Athletics**  
**Past Chair\***

**Dr. Ruby Farrell** 2008-2010  
~~Mrs. K.L.~~ **Ms. Kerrie-Lee Clarke** (non-voting)  
~~Mrs. T.~~ **Ms. Tracey Marks** (non-voting)  
**Mrs. P. Phyllis Bosnick** (non-voting)  
**Ms. N. Nancy Oster** (non-voting)  
**Ms. R. Rita Blais** (non-voting)  
**Mr. David Grad**  
**Ms Brenda Nelson** (non-voting)  
**Mr. Thomas Warden** (non-voting)  
**Dr. Ann Kajander** (non-voting)  
**Mr. S. Strickland (Chair)** 2008-2010

\*Refer to Terms of Reference (Composition)

Last modified July 22, 2009