



MEMORANDUM

To: Barbara H. Eccles, Secretary of Senate
 From: Mark Gallagher - Chair, Senate Organization Committee
 Senate Meeting Date: November 30, 2015
 Subject: Senate Organization Report

The Senate Organization Committee (SOC) met on November 10th, 2015 to consider a number of items including:

1. Revisions to SOC terms of reference

The committee discussed modifications to the terms of reference of the SOC. The committee approved the following changes to the terms of reference (see below) and that the changes be forwarded to the Senate Executive Committee for consideration.

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~~ **except for changes to the Senate Organization Committee, which are referred to the Senate Executive Committee.**
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 **and make recommendations to Senate regarding proposed changes.**

2. Senate Library Committee Terms of Reference

The Committee discussed the proposed revisions to the Senate Library Committee (SLC) Terms of Reference as referred from the October 26, 2015 meeting of Senate. The Senate Organization Committee (SOC) Chair was directed to contact the Senate Library Committee Chair to ask if they would like to define who the designates will be that are being added to the composition, and whether or not they will be assigned as voting members.

3. Memorandum from the Senate Undergraduate Studies Committee (SUSC)

SUSC referred changes to their terms of reference which updated the titles of several members of the committee. Following the request from SUSC, the Office of the Secretary of Senate provided SOC with a list of Senate standing committees that require changes to University personnel titles and office names. SOC approved a

motion to recommend that Senate approve revisions to Senate Standing Committee Terms of Reference where required, to reflect changes to University personnel titles and office names (see attached list).

The Senate Organization Committee makes the following recommendations to Senate:

MOVED to approve the revisions to Senate Standing Committee Terms of Reference where required, to reflect the attached changes to University personnel titles and office names.

Mark Gallagher, Chair.