MEMORANDUM

Date: Thursday, November 27, 2014

To: Ms. Karen Roche, University Secretary

From: Mark Gallagher, Chair, Chair Senate Organization Committee

Subject: Report of the Senate Organization Committee

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The Senate Organization Committee met on November 19th to consider a number of items including:

1. Terms of Reference for the Senate Academic Information Technology Committee (SAITC).

    After asking SAITC consider changes to their composition, Senate Org approved a change allowing for the Provost & Vice President (Academic) to have a designate attend in their absence.

    Revision under Composition:

    1. Provost & Vice President (Academic) **or designate**.

2. Taking votes/counting votes from Senators on teleconference during Senate meetings.

    At the request of the University Secretary the committee discussed how Senate might deal with votes by Senators on teleconference in situations (albeit infrequent) where a vote requires a count. After a lively discussion in which a number of interesting suggestions were made the committee concluded that Senate not make any formal changes to the by-laws at this time. On a trial basis however, it was agreed the University Secretariat Office will use a Google Doc to allow distant participants to vote and use text messaging as a back-up method the next time a counted vote is required in a Senate meeting. The University Secretary will report back to the committee on the effectiveness of this practice.

The Senate Organization Committee makes the following recommendation to Senate:

Moved that the proposed revision to the Senate Academic Information Technology Committee Terms of Reference be approved

Mark Gallagher, Chair.