

Steering Committee Mandate and Role

The Steering Committee is the executive body of General Faculties Council (GFC). It is charged with preparing the GFC agenda and carrying out the functions delegated to it by GFC. The Committee acts on behalf of GFC in areas as defined in the terms of reference. The Chair may bring forward items to the committee for advice. The Committee may be called upon to consider or recommend to GFC on any academic matter within its mandate and has delegated authority from GFC to provide advice to the Board of Governors on budget matters.

1. Meeting Dates in 2020-2021

The Steering Committee met 10 times in 2020-2021.

2020: September 2, October 7, November 4, December 2

2021: January 13, February 3, March 3, April 7, May 5, June 2

2. Composition and Membership**Composition****a. Voting Members****Ex-officio**

- i) President, Chair
- ii) Provost and Vice-President (Academic)
- iii) University Registrar
- iv) Vice-President (Academic Affairs), Students' Association

Elected from and by GFC (4)

- i) 3 academic staff, one of whom will be elected by the committee to serve as Vice-Chair
- ii) 1 School Chair

Elected from and by GFC (2) - Emergency meetings only

- i) 2 academic staff

b. Non-Voting Member

- i) University Secretary

Membership

- Dr. Daniel Doz, Committee Chair: President
- Dr. Andre Plante, Provost and Vice-President Academic (until April 2021)
- Dr. Alex Link, Interim Vice President Academic (April-June 2021)
- Susie Kennedy, University Registrar
- Kayla Gale, Vice-President (Academic Affairs), Students' Association (until May 2021)
- Portia Scabar, Vice-President (Academic Affairs), Students' Association (from June 2021)
- Sarah Alford, SCCS Academic Staff

- Mike Kerr, SCD Academic Staff
- Justin Waddell, Academic Staff
- Heather Huston, SVA School Chair
- Mitch Kern, Academic Staff
- Barbara Sutherland, Academic Staff
- Andrea Power, GFC Secretary

Meeting Resource Members

- Carissa Matthews, Director, Academic Resources
- Tammy Paul, GFC Resource (from April 2021)

3. Items Approved with Delegated Authority from GFC

- Terms of Reference:
 - ad hoc committee on Illingworth Kerr Gallery (IKG)/Research Committee (RC) Coordination
 - Articulation and Transfer Sub-Committee
 - Undergraduate Degree Review Workgroup
 - Research Ethics Board
 - Student Conduct Work Group
- General Faculties Council Annual Report Template
- 2020-2021 GFC and GFC Standing Committee Annual Feedback form was approved and distributed in March to all members. The results were reviewed by SC in April and a verbal report was provided at the GFC meeting in May.

4. Items Recommended to GFC for Approval

- GFC Member Question Protocol
- Meeting Rules for Debate
- GFC Standing Committee Revised Terms of Reference: Undergraduate Curriculum Committee
- Scholarships, Awards, Prizes and Bursaries
 - Delegation of the strategy, planning, and processes (policies and procedures) associated with Undergraduate Awards to Student Affairs.
 - Delegation of responsibility for the approval of the Terms of Reference for new donor-funded undergraduate awards and updates to the Terms of Reference for existing donor-funded undergraduate awards to Advancement, in consultation with Student Affairs.
 - Delegation of responsibility for the approval of the Terms of Reference for new internal undergraduate awards and updates to the Terms of Reference for existing internal awards to Student Affairs.
 - Administration of Undergraduate Awards rests with Student Affairs.
- Delegate powers for approval of course modification, substitution or creation as follows: Faculty, in consultation with the appropriate Chair, subject to the approval of the four school chairs and in consultation with the Registrar, to:
 - a. modify the course descriptions and/or learning outcomes of their course(s),

- b. substitute a required course with another existing course that meets degree requirements, or
- c. create a substitute course that meets program requirements/degree progression requirements in order to respond to restrictions as a result of the government measures as a result of the pandemic, for the 2020/21 academic year only.

5. Items Discussed

- GFC Agenda format: Several reports/minutes to appear later in the agenda.
- Student Association recommendation for outcomes to be made available for all courses.
- Election of GFC Vice Chair
- The Steering Committee provided an interpretation of the School Council Terms of Reference in two areas:
 1. In terms of eligibility, the terms of reference state that "all sessional who have taught for at least two academic years...". In order to facilitate participation, it was confirmed to not put roadblocks in the way of having a sessional faculty member participate in a school council.
 2. Are the academic years consecutive years or not? It was confirmed that file access for faculty members, who will be teaching in a specific semester, will be followed as per IT policies and access.
- The use of MS Teams Chat at GFC meetings was discussed.

6. Unfinished Business

- GFC Standing Committee Annual Reports to GFC are to be prepared for the first meeting of each standing committee in September, then reviewed by SC and then GFC. The full report will be received by the Board of Governors, for information, and then the posted on the GFC website.
- GFC Standing Committee Chairs were asked to confirm the meeting format – online or in person - for their committees for Fall 2021 and Winter 2022. The GFC meeting format will be confirmed at the September 1, 2021 meeting, when more will be known regarding public safety. When the GFC meeting format is confirmed, the discussion of MS Teams chat will continue.

7. Annual SC Feedback

Low response (38%). Strong engagement and knowledge of the mandate for committee members and it was felt the work of the Steering Committee is effective, and the Chair is effective. Members appreciate the opportunity to weigh in on what's coming up on the GFC agenda and understanding the flow of work for GFC and the Standing Committees.

Terms of reference for this committee can be found [HERE](#).

Submitted by: Dr. Daniel Doz, Chair, Steering Committee

Date: September 7, 2021