

**BOARD OF GRADUATE STUDIES**  
**Accomplishments for 2010-2011 Session**  
**Chair: Glen Van Der Kraak**

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**Bylaws Excerpt**

The Board of Graduate Studies has the responsibility to:

- a) formulate and offer advice to Senate consistent with that body's responsibilities for development and oversight of educational policy as it relates to graduate education;
- b) assist Senate in overseeing the implementation of educational policy as it concerns graduate education at the University;
- c) support the priorities of Senate;
- d) make contributions that will enhance the overall academic reputation of the University and reflect the full range of Senate's responsibility for the educational policy of the University;
- e) identify strategic priorities for the coming academic year and submit them annually through the Priorities and Planning Committee to Senate along with a report outlining the current year's accomplishments of the Board.

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**Committee Priorities 2010-11**

1. Evaluate the impact of changes in graduate programs and procedures on the quality of academic programs.
2. Develop the policies and procedures that will support the new quality review process in relation to graduate programs and the learning outcomes.
3. Support efforts in curriculum reform, streamlining of processes for curricular development and to promote best practices in graduate education across campus.
4. Support the University's strategies in relation to internationalization and the graduate curriculum and related educational policy.
5. Support the policies and procedures that will promote graduate student professional skills development.

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**Senate Priorities 2010-11**

1. Develop Senate policies and programs to encourage pedagogical and curricular innovation and renewal.
  2. Develop Senate policies to strengthen internationalism across the University's educational spectrum.
  3. Develop Senate policies to advance student accessibility and choice in postsecondary learning pathways.
  4. Develop Senate policies to advance the interconnection of teaching and research.
  5. Develop new Senate policies and processes consistent with the new provincial quality assurance framework.
  6. Support advocacy of government as it relates to Senate's responsibilities for educational policy.
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Board of Graduate Studies Priorities		Work accomplished in progress toward priority.	Amount of work remaining to achieve this priority?	Should it continue as a priority for next year?
1.	Evaluate the impact of changes in graduate programs and procedures on the quality of academic programs.	A survey of program enrollment over the past five years, highlighting the impact of the addition of new programs, is under preparation and it is anticipated that this will be circulated to members shortly.	This could be rolled forward for discussion at BGS at the first meeting in the Fall semester.	Yes.
2.	Develop the policies and procedures that will support the new quality review process in relation to graduate programs and the learning outcomes.	BGS, along with BUGS, and SCQA, has provided feedback on the new IQAP process.	IQAP approved.	Over the next year, BGS will monitor the implementation of the IQAP in relation to new program approval.
3.	Support efforts in curriculum reform, streamlining of processes for curricular development and to promote best practices in graduate education across campus.	<p>BGS undertook a review and discussion of graduate courses published in the Graduate Calendar and provided feedback to departments on those courses that appear to be obsolete. This has resulted in a streamlining of the curriculum through the updating of course offerings.</p> <p>As well, a major initiative over the past year has been the formulation of a Maximum Registration policy (formerly Times to Completion). The policy was presented for discussion to Senate at the April 4<sup>th</sup> meeting, and will return to Senate on May 30<sup>th</sup> for final approval.</p> <p>The Board supported the development and innovative approaches to the delivery of several new course-work based</p>		<p>It is anticipated that curriculum changes based on this information will continue to roll forward to BGS over the next year.</p> <p>Implementation will be monitored over the next year.</p>

Board of Graduate Studies Priorities	Work accomplished in progress toward priority.	Amount of work remaining to achieve this priority?	Should it continue as a priority for next year?
	graduate programs (Psychology: Neuroscience and Cognitive Sciences; Masters in Clinical Studies; MA Leadership)		
4.	<p>Support the University's strategies in relation to internationalization and the graduate curriculum and related educational policy.</p> <p>The Board participated in a joint meeting of presentation and discussion with the AVPA on Internationalization.</p> <p>In association with BGS, the joint Board recommended approval of a new English Language proficiency test to further support international student accessibility to Guelph.</p> <p>The Board continues to provide input to the Asst VP Grad Studies and the Assoc Dean Grad Studies with respect to the Graduate Student Learning Initiative which is assisting the learning needs of all students – with some targeting of an international student Working Group this year – to identify gaps that need to be filled to better ensure their success in graduate studies.</p>	<p>The Board expects that further development and implementation of the University's Internationalization Strategy will be realized in curriculum and educational policy developments that are proposed either through the Provost's Office or via department or College initiatives.</p>	Yes.
5.	<p>Support the policies and procedures that will promote graduate student professional skills development.</p> <p>Working with the Associate Dean Graduate Studies, the Board continues to promote learning opportunities that foster graduate student professional skills development such as the Research Management Skills course.</p> <p>See related point to international students under item 4.</p>	On-going.	Yes.

Other Committee Activities:	Joint Meetings with BUGS: re-naming of Dept of Economics; Internationalization Strategy; re-positioning in the College of Arts; the review of the IQAP; Academic Accommodation for Students with Disabilities Policies.
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**Comments: Please attach a page responding to these questions.**

- *What issues related to educational policy and the committee’s mandate that have not been addressed over the past year should be?*

The Board continues to review and renew its policies. The Office of Graduate Studies has flagged that there are a number of policy issues that need to be considered relative to existing Admissions and Progress/ academic appeal policies. This could be a priority for next year.

The Programs committee has identified that there is much variation across campus in the depth and weighting of courses that are linked to the development of proficiency of writing and presentation skills. This may be an area where an institutional perspective may assist in promoting best practice across campus.

- *What particular factors, if any, impacted the work of the committee over the past year?*

The Board was very deliberate in the time taken to review and discuss the Maximum Registration policy. Although this has taken a great deal of committee time, it has been important to consult widely and to discuss thoroughly in order to bring it forward to Senate.

- *What recommendations does the committee have in order to address priorities and goals that were either not achieved, or for which little progress was made in the past year?*

The Board proposes to work more proactively with the SCQA to ensure that the full impact of graduate student training is represented in the assessment of departments and academic units.

- *What strategic priorities would the committee identify for the coming academic year?*

Consider and discuss the information prepared on graduate program enrollment.

Review and update as necessary policies related to Admissions and Progress Committee policies and procedures.

Monitor and respond to issues arising from the first year of implementation of the Maximum Registration policy.

Monitor and respond to issues arising from the first year of new program submissions according to the IQAP requirements.

Support the University's strategies in relation to internationalization and the graduate curriculum and related educational policy.

Support the development of procedures that would lead to the timely review and where appropriate the reappointment of Associated Graduate Faculty.

**BOARD OF UNDERGRADUATE STUDIES**  
**Accomplishments for 2010-2011 Session**  
**Chair: Kerry Godfrey**

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**Bylaws Excerpt**

The Board of Undergraduate Studies has the responsibility to:

- a) formulate policy and offer advice to Senate consistent with that body's responsibilities for development and oversight of educational policy as it relates to undergraduate education;
  - b) assist Senate in overseeing the implementation of educational policy as it concerns undergraduate education at the University;
  - c) support the priorities of Senate;
  - d) make contributions that will enhance the overall academic reputation of the University and reflect the full range of Senate's responsibility for the educational policy of the University;
  - e) identify strategic priorities for the coming academic year and submit them annually through the Priorities and Planning Committee to Senate along with a report outlining the Board's accomplishments for the current year.
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**Committee Priorities 2010-11**

1. Continue to support curriculum reform according to the 21<sup>st</sup> Century Curriculum Report principles.
  2. Support implementation of the recommendations from the Review of Secondary Areas of Study.
  3. Support the University's strategies in relation to internationalization and the undergraduate curriculum and related educational policy.
  4. Focus on student pathways.
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**Senate Priorities 2010-11**

1. Develop Senate policies and programs to encourage pedagogical and curricular innovation and renewal
  2. Develop Senate policies to strengthen internationalism across the University's educational spectrum.
  3. Develop Senate policies to advance student accessibility and choice in postsecondary learning pathways.
  4. Develop Senate policies to advance the interconnection of teaching and research.
  5. Develop new Senate policies and processes consistent with the new provincial quality assurance framework.
  6. Support advocacy of government as it relates to Senate's responsibilities for educational policy.
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Board of Undergraduate Studies Priorities		Work accomplished in progress toward priority.	Amount of work remaining to achieve this priority?	Should it continue as a priority for next year?
1.	Continue to support curriculum reform according to the 21 <sup>st</sup> Century Curriculum Report principles.	<p>Primarily through CRC reports have:</p> <ul style="list-style-type: none"> <li>• reviewed and approved changes to heavier course weightings primarily for 1<sup>st</sup> and 4<sup>th</sup> years courses;</li> <li>• where relevant, supported program modifications designed to deepen 1<sup>st</sup> year student engagement;</li> <li>• supported course changes that offer alternative delivery methods;</li> <li>• supported the review of internationalization and the further potential for academic credit.</li> </ul>	The 21 <sup>st</sup> C report continues to play a significant role in the work of the Board and its sub-committees. Further reporting through CRC in terms of curriculum mapping, active research experiences, credit weighting, small-group learning and international opportunity should be anticipated going forward.	Supporting further curriculum reform will be an ongoing priority area for BUGS for the foreseeable future.
2.	Support implementation of the recommendations from the Review of Secondary Areas of Study.	The Board noted that during 2010/2011, Program Committees were to prepare and make recommendations and proposed changes to BUGS by 31 March 2011. The Board received the proposed modifications via Program Committees at 12 May 2011 meeting.	Further work is anticipated as not all Program Committees have concluded their reviews, nor yet submitted action plans to BUGS.	This priority area will continue and should become part of a regular feature of ongoing review and reflection of curriculum structures through BUGS.
3.	Support the University's strategies in relation to internationalisation and the undergraduate curriculum and related educational policy.	<p>The Board participated in a joint meeting of presentation and discussion with the AVPA on Internationalisation.</p> <p>In association with BGS, the joint Board recommended approval of a new English Language proficiency test to further support international student accessibility to Guelph.</p>	The Board expects further development and implementation of the University's Internationalisation Strategy with concomitant impacts on undergraduate curriculum and educational policy. The Board anticipates and encourages Colleges and Program Committees to subsequently develop action plans as appropriate.	Supporting further 'internationalisation' of the undergraduate curriculum will remain an ongoing priority area for the foreseeable future.

Board of Undergraduate Studies Priorities		Work accomplished in progress toward priority.	Amount of work remaining to achieve this priority?	Should it continue as a priority for next year?
4.	Focus on student pathways.	The Student Pathways initiative is a relatively new area of interest to the Board. The Board currently awaits further direction and development of the Pathways initiative at both the Provincial and Institutional levels.	Proposals in response to the MTCU-CUCC 'Expression of Interest' have been submitted by individual departments to the Government via the University. We recently received notification that several of our proposals were supported in principle and currently await further details.	This priority area will take on more significance in the future and should be broadened to encompass consideration of 'accessibility' and 'advanced standing' on degree completion programs for college graduates.
Other Committee Activities:		Reviewed and supported recommendations to change the Co-op Academic appeal process; in association with BGS, reviewed and supported restructuring in the College of Arts; in association with BGS, supported changes to the procedures for academic accommodation for students with disabilities.		

**Comments: Please attach a page responding to these questions.**

- ***What issues related to educational policy and the committee's mandate that have not been addressed over the past year should be?***

The Board has not yet had the opportunity to respond to recommendations and proposals concerning Secondary Areas of Study simply due to the timing of work and reporting in this area of activity. This remains an important aspect of educational policy that will receive further attention in the remainder of the current Senate cycle and perhaps into the coming year.

The recent presentation of a new International Strategy at Senate suggests further debate and dialogue will be forthcoming. The Board has participated in policy evolution, but also anticipates further discussion as 'internationalisation' is further implemented in the curriculum.

The discussion and debate on credit transfer (student pathways) remains very much in its infancy, and has received very little attention with BUGS at the present. This would seem to be a timing issue, as the University only received notification of support for several of the initiatives it put forward. We have yet to hear from the Government on the go-forward strategy for these initiatives.

- ***What particular factors, if any, impact the work of the committee over the past year?***

The key factor affecting the work of the committee as it relates to the points raised above would appear to be primarily issues of timing: when information becomes available and the schedule of meetings. This would appear to be situational and primarily beyond the ability of the Board to have a direct influence or impact.

- ***What recommendations does the committee have in order to address priorities and goals that were either not achieved, or for which little progress was made in the past year?***

Consider/propose changing the timing of reporting structures for major initiatives to coincide with the Fall semester to facilitate curriculum review and reform during the academic year and perhaps more readily map to or track the current Senate cycle?

Encourage a more rolling process of curriculum review, perhaps in identifying one or two key priority areas related to the 21<sup>st</sup> C Curriculum paper to be 'actioned' at departmental, curriculum and program committee levels on an annual basis?

- ***What strategic priorities would the committee identify for the coming academic year?***

Key strategic priorities for the Board in the next Senate committee cycle include would seem to include all of the four priorities identified for the 2010-2011 cycle as all of these have further work to be completed. Work on the credit transfer/student pathways in particular remains somewhat ambiguous at present due to limited information on action an activity, and should be expanded to consider issues of accessibility to degree completion programs for college graduates beyond credit transfer.

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**BYLAWS AND MEMBERSHIP COMMITTEE**  
**Accomplishments for 2010-2011 Session**  
**Chair: Peter Conlon**

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**Bylaws Excerpt**

The Bylaws and Membership Committee shall:

- a) recommend to Senate action on suggested modifications of the bylaws of Senate;
- b) prepare draft bylaws for presentation to Senate for approval;
- c) formulate regulations to govern elections and the conditions of membership of Senate and of Senate committees;
- d) make an annual report to Senate through the Senate Priorities and Planning Committee on the functioning of Senate and its committees and subcommittees;
- e) strike committees and boards and present nominations for appointment and election of Senate representatives to other bodies.

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**Committee Priorities 2010-11**

1. Finalize revisions to Senate bylaws.
2. Review Senate composition and membership.
3. Complete the recommendations from review of Senate Standing Committees (including review of Petitions bylaws).
4. Support the Research Board's review of its bylaws and mandate.
5. Review the nomination form for the Selection and Review Committee.

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**Senate Priorities 2010-11**

1. Develop Senate policies and programs to encourage pedagogical and curricular innovation and renewal.
  2. Develop Senate policies to strengthen internationalism across the University's educational spectrum.
  3. Develop Senate policies to advance student accessibility and choice in postsecondary learning pathways.
  4. Develop Senate policies to advance the interconnection of teaching and research.
  5. Develop new Senate policies and processes consistent with the new provincial quality assurance framework.
  6. Support advocacy of government as it relates to Senate's responsibilities for educational policy.
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Bylaws and Membership Committee Priorities		Work accomplished in progress toward priority.	Amount of work remaining to achieve this priority?	Should it continue as a priority for next year?
1.	Finalize revisions to Senate bylaws.	<i>Accomplished:</i> Senate approved (October 4, 2010)		No – see comments below.
2.	Review Senate composition and membership	<i>In progress:</i> Principles to guide the review approved by Senate (November 29, 2010)	It was anticipated that specific proposals for composition would be presented to Senate at the May 30 <sup>th</sup> meeting, however the consultation process has taken longer than expected – therefore propose bring forward recommendations to the first meeting of Senate in the fall.	Yes
3.	Complete the recommendations from the review of Senate Standing Committees (including review of Petitions bylaws).	<i>In progress:</i> All recommendations now addressed, with the exception of the Petitions Bylaws review. See comments below.	Review of Petitions Bylaws still required.	Yes
4.	Support Research Board's review of its bylaws and mandate.	<i>In progress:</i> The Research Board has made significant progress on this item through its review and subsequent retention or decommissioning of Senate approved research-related policies.	Over the next session, it is anticipated that the Research Board will present proposals, as necessary, to Bylaws.	Yes
5.	Review the nomination form for the Selection and Review Committee.	<i>Accomplished:</i> Senate approved (October 4, 2010)		No.
Other Committee Activities:		<ul style="list-style-type: none"> <li>• Composed membership slates for the reviews of COA and CPES Deans</li> <li>• Composed membership slate for selection committee of Chancellor</li> <li>• Supervision of annual elections and fall by-elections</li> <li>• Preparation of slate for election of Senate-elected faculty members to the Board of Governors</li> <li>• Recommended to Senate for approval: Guelph Humber Program and Curriculum Committee composition and membership; and revisions to the Honours and Awards Committee bylaws.</li> <li>• Instigation of a Senate Committee evaluation in addition to the Senate evaluation.</li> </ul>		

**Comments: Please attach a page responding to these questions.**

- *What issues related to educational policy and the committee's mandate that have not been addressed over the past year should be?*

The committee has noted that the Senate election and appointment regulations – including the Senate-approved Modus Operandi – should be reviewed to update them and bring them into line with the newly approved Senate bylaws and pending the acceptance of recommendations on Senate composition and membership.

- *What particular factors, if any, impacted the work of the committee over the past year?*

The review of the Petitions bylaws was delayed due to a particularly complex hearing that took priority over this task. Bylaws and the Petitions Committee will focus on the issue over the next session.

- *What recommendations does the committee have in order to address priorities and goals that were either not achieved, or for which little progress was made in the past year?*

In the case of the revisions to the Petitions Committee bylaws, the Bylaws and Membership Committee hopes to work closely with Chair of Petitions and the Judicial Office to move this priority forward.

- *What strategic priorities would the committee identify for the coming academic year?*

- Complete the recommendations on Senate composition and membership
- Assist Petitions Committee in a review of mandate, bylaws, membership, and structure
- Review the election and appointment bylaws and regulations of Senate, including the Senate-approved Modus Operandi
- Assist the Research Board, as necessary, on any required amendments to its mandate, bylaws, membership and structure

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**COMMITTEE ON STUDENT PETITIONS**  
**Accomplishments for 2010-2011 Session**  
**Chair: Bill Gardner**

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**Bylaws Excerpt**

The Committee has jurisdiction to:

- a) Act as an appeal body for the following decisions:
    - i. a decision of an Academic Review Subcommittee (undergraduate students) denying a request for academic consideration;
    - ii. a decision of the Admissions and Progress Committee (graduate students) denying a request for academic consideration or requiring a student to withdraw from the program;
    - iii. a decision of academic misconduct, made by the appropriate dean(s)/ designate(s). Either the finding of academic misconduct or the penalty may be appealed;
    - iv. a final grade on a course based on the methods and criteria used by the instructor;
    - v. a decision of an Admissions Committee on readmission to a program only if the basis of the appeal is procedural unfairness or bias on the part of the Admissions Committee.
  - b) Act as a review body with respect to any academic misconduct decision where the penalty imposed is one of expulsion or revocation/rescinding of a degree and for which no appeal has been initiated.
  - c) Make recommendations to Senate or the appropriate Senate board or committee on matters arising out of specific cases.
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**Committee Priorities 2010-11**

1. Work with Bylaws and Membership Committee to review and revise Petitions bylaws.
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**Senate Priorities 2010-11**

1. Develop Senate policies and programs to encourage pedagogical and curricular innovation and renewal.
  2. Develop Senate policies to strengthen internationalism across the University's educational spectrum.
  3. Develop Senate policies to advance student accessibility and choice in postsecondary learning pathways.
  4. Develop Senate policies to advance the interconnection of teaching and research.
  5. Develop new Senate policies and processes consistent with the new provincial quality assurance framework.
  6. Support advocacy of government as it relates to Senate's responsibilities for educational policy.
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Committee on Student Petitions Priorities		Work accomplished in progress toward priority.	Amount of work remaining to achieve this priority?	Should it continue as a priority for next year?
1.	Work with Bylaws and Membership Committee to review and revise Petitions bylaws.	Met for legal orientation. Met with Chair of Bylaws for instructions on revision task. Met together to launch discussions.	Estimated on the order of 6-7 meetings are needed, plus considerable drafting and editing between meetings, and rounds of review by legal staff and Senate Bylaws.	Yes.
Other Committee Activities:		During the last 12 months, the Petitions Committee conducted 12 hearings: Summer '10 (0, Judicial Officer was away); Fall '10 (8); Winter '11 (3). In addition to those 11, another complex hearing spanned Fall and Winter, consuming resources comparable to an entire year of typical cases.		

**Comments: Please attach a page responding to these questions.**

- *What issues related to educational policy and the committee's mandate that have not been addressed over the past year should be?*
- *What particular factors, if any, impact the work of the committee over the past year?*
- *What recommendations does the committee have in order to address priorities and goals that were either not achieved, or for which little progress was made in the past year?*
- *What strategic priorities would the committee identify for the coming academic year?*

## Comments:

- *What issues related to educational policy and the committee's mandate that have not been addressed over the past year should be?*

Only marginal progress has been made on bylaws revisions. No draft was yet brought to the Bylaws Committee for discussion.

- *What particular factors, if any, impacted the work of the committee over the past year?*

The factors relate to two different areas of our mandate:

### 1. **Conducting hearings:**

- a. *Scheduling:* In past years, the method of scheduling hearings was simply attempting to assemble a quorum on an ad hoc basis whenever an appeal was ready to be heard. This involved scheduling sufficient faculty and student committee members, as well as an Associate Dean and the appellant (possibly with counsel) in the case of oral hearings. This ad hoc method was labour-intensive for the committee's secretary, and has never been very satisfactory. In 2010-11, the committee experimented with a new method: We all made a regular weekly calendar booking that functioned like a standing time slot for hearings. It was hoped that when a hearing was required, we would automatically have a quorum. Alas, this method proved to be worse than the former one! This was because it was never possible to find a regular time slot when all members could be available (thus reducing the pool of members to draw from), and due to scheduling conflicts for Associate Deans. The experiment was judged a failure, and scheduling will revert to the traditional method in 2011-12.
- b. *Secretarial support:* With the retirement of the Judicial Office's secretary, only partially replaced, more clerical work was thrown onto to the Judicial Officer to handle. This reduced the office's overall capacity to move appeals through their various stages, which culminate in holding hearings and carefully writing up the judgments. To illustrate, five outstanding petitions that were filed during Winter '11 have yet to go to hearings as of May 5.

2. **Conducting business meetings:** The committee made a start on holding "business meetings" as apart from hearings, something that had never been attempted in the past. These were targeted at bylaws revisions, but we did not hold enough of them. A key contributing factor was the number of hearings, some particularly complex and demanding, that kept arising.

- *What recommendations does the committee have in order to address priorities and goals that were either not achieved, or for which little progress was made in the past year?*

Firstly, in order to speed up the throughput of appeals in the absence of enhanced resources, it will be necessary to rethink the steps that each one goes through, trying to reduce the

amount of manual processing involved. The Judicial Officer is already engaged in reconsidering the appeals workflow.

Secondly, in order to make progress with the bylaws, it will be important to organize a series of business meetings. Acting in accordance with instructions from the Bylaws Committee, Petitions initially attempted to come to grips with the fundamental “existential” question of whether it should remain in Senate’s purview, or perhaps be split off on a standalone basis similar to the Judicial Committee. This discussion proved so controversial that it tended to block progress on more mundane procedural matters that the committee could have dispensed with rapidly. It may be recommended that the next committee first attend to revisions regarding procedural matters, and afterwards turn back to the issue of its own identity.

For example, the Judicial Officer has recommended that the number of members be enlarged so that it is easier to assemble a quorum. This represents a trivial revision to the existing Bylaws.

- *What strategic priorities would the committee identify for the coming academic year?*

Continue with bylaws revisions. This should take into account recommendations from the Judicial Officer for the purpose of streamlining the workflow of appeals.

**RESEARCH BOARD**  
**Accomplishments for 2010-2011 Session**  
**Chair: Ann Wilson**

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**Bylaws Excerpt**

The Research Board shall:

- a) Ensure that Senate policies pertaining to research activities at the University of Guelph have been subject to appropriate review and consultation with members of the university community.
- b) Review and recommend to Senate policies pertaining to research activities at the University of Guelph.
- c) Review and provide comments to Senate on the University's Strategic Research Plan.
- d) Consider and make recommendations to Senate regarding national, provincial, or regional policies that appear likely to affect significantly the well-being of the research programs at the University of Guelph.
- e) Review and recommend to Senate annual reports on research-related matters where review of such reports by Senate may be required by externally-mandated agencies or legislation.
- f) Receive, review and present to Senate those reports of the Office of Research which are relevant to the business of Senate.
- g) Consider any other matters within its Senate-mandated responsibilities that are submitted to it by Senate or the Vice-President (Research), making comment and recommendations as appropriate.

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**Board Priorities 2010-11**

1. Review the inventory of Senate-approved research policies.
2. Review the role, mandate and bylaws of the Research Board in relation to Senate's mandate for oversight of academic programming and educational policy.

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**Senate Priorities 2010-11**

1. Develop Senate policies and programs to encourage pedagogical and curricular innovation and renewal.
  2. Develop Senate policies to strengthen internationalism across the University's educational spectrum.
  3. Develop Senate policies to advance student accessibility and choice in postsecondary learning pathways.
  4. Develop Senate policies to advance the interconnection of teaching and research.
  5. Develop new Senate policies and processes consistent with the new provincial quality assurance framework.
  6. Support advocacy of government as it relates to Senate's responsibilities for educational policy.
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Research Board Priorities		Work accomplished in progress toward priority.	Amount of work remaining to achieve this priority?	Should it continue as a priority for next year?
1.	Review the inventory of Senate-approved research policies.	Accomplished: Senate approved (April 4, 2011)	Completed	No
2.	Review the role, mandate and bylaws of the Research Board in relation to Senate's mandate for oversight of academic programming and educational policy.	"Scholarship as a University Function," adopted by Senate (4 April 2011), provides the overarching principles/frame for Senate developing policies on research -against "Scholarship as a University Function," Research Board should review its bylaws	Initiated but not yet complete	Yes
Other Committee Activities:		Revision of policy on Institutes, Centres and Scholarly Chairs; will return to May 30, 2011 Senate with the incorporation of suggestions from Senate.		

**Comments: Please attach a page responding to these questions.**

- *What issues related to educational policy and the committee's mandate that have not been addressed over the past year, should be?*

Now that the recommendations of the 21<sup>st</sup> Century Curriculum report are being implemented, the Board could work with the Board of Undergraduate Studies to formulate guidelines to assist academic programs in creating research opportunities for undergraduate students which are compatible with the policy *Scholarship as a University Function*. As well, the Board might also assess the impact of research chairs, both salaried and nil-salaried, on undergraduate and graduate curricula.

Having completed its review of the inventory of Senate-approved research-related policies, the Research Board should identify whether there are any policy gaps should be addressed, relative to Senate's mandate.

As per bylaws of the Research Board, the Board should receive and review those reports of the Office of Research which are relevant to the business of Senate, provide comment to the units submitting reports, and report to Senate a summary of the reports and the comments of the Research Board.

- *What particular factors, if any, impacted the work of the committee over the past year?*

Most of the Board's time was used in the review of out-dated research-related Senate policies. This has been important exercise that has provided the foundation for the Board's consideration of its role, mandate and bylaws in relation to Senate's mandate for oversight of academic programming and educational policy.

- *What recommendations does the committee have in order to address priorities and goals that were either not achieved, or for which little progress was made in the past year?*

In cooperation with the Office of Research, make available to the Board those reports of the Office of Research which are relevant to the business of Senate.

It is anticipated that the Strategic Research Plan will be available for review by the Research Board in Fall 2011.

- *What strategic priorities would the committee identify for the coming academic year?*

See the items under the first bullet, as related to:

- Research and teaching
- Identification and address of research-related policy gaps (relative to Senate's mandate)
- Review and adjustment, as necessary, of Research Board mandate and bylaws

**COMMITTEE ON NON-DEGREE STUDIES**  
**Accomplishments for 2010-2011 Session**  
**Chair: Paul Salmon**

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**Bylaws Excerpt**

The Committee on Non-degree Studies has the responsibility to:

- a) formulate and offer advice to Senate consistent with that body's responsibilities for development and oversight of educational policy as it concerns non-degree programs for which a University of Guelph credential is awarded;
- b) assist Senate in overseeing the implementation of educational policy as it concerns such non-degree programs;
- c) support the priorities of Senate;
- d) make contributions that will enhance the overall academic reputation of the University and reflect the full range of Senate's responsibility for the educational policy of the University;
- e) identify strategic priorities for the coming academic year and submit them annually through the Priorities and Planning Committee to Senate along with a report outlining the Committee's accomplishments for the current year.

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**Committee Priorities 2010-11**

1. Guide and monitor non-degree program development in the first year of the newly revised process.
2. Develop a process for oversight of quality in non-degree programming.
3. Support the University's strategies in relation to internationalization and non-degree programming and related educational policy.

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**Senate Priorities 2010-11**

1. Develop Senate policies and programs to encourage pedagogical and curricular innovation and renewal.
2. Develop Senate policies to strengthen internationalism across the University's educational spectrum.
3. Develop Senate policies to advance student accessibility and choice in postsecondary learning pathways.
4. Develop Senate policies to advance the interconnection of teaching and research.
5. Develop new Senate policies and processes consistent with the new provincial quality assurance framework.
6. Support advocacy of government as it relates to Senate's responsibilities for educational policy.

<b>Committee on Non-degree Studies Priorities</b>		<b>Work accomplished in progress toward priority.</b>	<b>Amount of work remaining to achieve this priority?</b>	<b>Should it continue as a priority for next year?</b>
1.	Guide and monitor non-degree program development in the first year of the newly revised process.	SCNS reviewed and approved 6 new non-degree certificates according to its new approval process. Members have commented that the new processes for new program development have sharpened the focus for SCNS and highlighted its responsibilities relative to Senate's mandate for oversight of educational policy.		Yes: SCNS should continue to monitor how the new process works, and refine that process as necessary.
2.	Develop a process for oversight of quality in non-degree programming.	This priority took the bulk of the committee's time this year. A proposed process was developed, and a trial quality review was undertaken. That trial proved invaluable as a means to undertake refinement of the review process.	Over the next year, this new process needs to be further tested and refined.	Yes: SCNS should guide and monitor non-degree program review over the next year, and refine the process as necessary.
3.	Support the University's strategies in relation to internationalization and non-degree programming and related educational policy.	SCNS participated in the joint meeting with BUGS and BGS to provide comments on the internationalization strategy presented by the AVPA.	SCNS is aware that ESL programming falls under the mandate of non-degree programming. As well, other issues related to internationalization (e.g. transitional programming; credentialing programming for new Canadians, etc.) may become a priority for	Yes: SCNS should continue to support the strategies relative to its mandate.

Committee on Non-degree Studies Priorities	Work accomplished in progress toward priority.	Amount of work remaining to achieve this priority?	Should it continue as a priority for next year?
		the University. SCNS will be prepared to address any issues relative to the ESL program and the internationalization strategy.	
Other Committee Activities:	SCNS adjusted its processes and materials to reflect the re-organization of the Office of Open Learning into the Centre for Open Learning and Education Support (COLES).		

**Comments: Please attach a page responding to these questions.**

- *What issues related to educational policy and the committee’s mandate that have not been addressed over the past year should be?*

SCNS has not had the opportunity to fully explore the components of its mandate relative to internationalization. This priority should remain for SCNS, particularly as some of the internationalization strategies presented by the AVPA will be implemented over the next year.

SCNS may also have a role to play in initiatives around pathways. There may be opportunities for non-degree transition programming to facilitate students moving between colleges and universities. As well, this transitional programming may assist new Canadians to achieve professional Canadian designations. SCNS is prepared to support such initiatives through review and approval of related non-degree certificates and diplomas.

- *What particular factors, if any, impacted the work of the committee over the past year?*

Over this year, SCNS had the opportunity to test out the efficacy of its new bylaws, and also its new processes for new program development. A great deal of the committee’s attention was focused on refining the new processes.

As well, the focus on university program quality assurance resulted in the committee’s desire to focus on quality assurance review for non-degree programs.

- *What recommendations does the committee have in order to address priorities and goals that were either not achieved, or for which little progress was made in the past year?*

SCNS recommends that continued attention be paid to the governance processes developed for new non-degree program development and revisions, in order to refine those processes. Over the next year, the non-degree program review cycle will be implemented.

- *What strategic priorities would the committee identify for the coming academic year?*

SCNS suggests that internationalization should continue to be a strategic priority.

A focus on pathways for post-secondary education is a possible priority.

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**COMMITTEE ON QUALITY ASSURANCE**  
**Accomplishments for 2010-2011 Session**  
**Acting Chair: Thomas Piggott**

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**Bylaws Excerpt**

In the fulfillment of its role, the Committee on Quality Assurance shall:

- a) Review regularly the institution's quality assurance policies and related processes as approved by Senate, and make recommendations for changes as appropriate.
- b) Update Senate, as appropriate, on provincially mandated quality assurance policies or initiatives, and make recommendations for revisions to the institution's quality assurance policies and related processes, as appropriate.
- c) Receive, review and respond to the final reports of the internal reviews for undergraduate and graduate programs, and departments and schools.
- d) Provide an annual report to Senate that includes:
  - i. A presentation of the general principles, guidelines, and methodology used by the committee in the review of the university's programs, departments and schools.
  - ii. A status report on the reviews performed during the year in question.
  - iii. A summary of the key outcomes of the reviews, highlighting trends, issues, or recommendations.
  - iv. A list of academic programs, departments and schools scheduled for review in the upcoming year.Subsequently, this report will be provided to the Board of Governors for information.

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**Committee Priorities 2010-11**

1. Provide approval and recommendation to Senate of the final version of the University's Institutional Quality Assurance Process (IQAP) document.
2. Support further refinement to the quality assurance review process.
3. Support the institution's transition from existing internal review process to the new processes, including the development of a new review schedule.
4. Provide updates to Senate on provincially mandated quality assurance policies or initiatives.

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**Senate Priorities 2010-11**

1. Develop Senate policies and programs to encourage pedagogical and curricular innovation and renewal.
2. Develop Senate policies to strengthen internationalism across the University's educational spectrum.
3. Develop Senate policies to advance student accessibility and choice in postsecondary learning pathways.
4. Develop Senate policies to advance the interconnection of teaching and research.
5. Develop new Senate policies and processes consistent with the new provincial quality assurance framework.
6. Support advocacy of government as it relates to Senate's responsibilities for educational policy.

Committee on Quality Assurance		Work accomplished in progress toward priority.	Amount of work remaining to achieve this priority?	Should it continue as a priority for next year?
1.	Provide approval and recommendation to Senate of the final version of the University's Institutional Quality Assurance Processes (IQAP) document.	<i>Accomplished:</i> Senate approved (February 7, 2011); Quality Council approval March 31, 2011	Final revisions to be made to IQAP as per the modifications required by the Quality Council. Revisions to be reported to Senate at the May 30 <sup>th</sup> meeting if possible.	Not necessarily.
2.	Support further refinement to the quality assurance review process.	<i>Accomplished:</i> The Committee was able to provide comments and suggestions on the first several drafts of the IQAP document. Input was also solicited and integrated from BUGS and BGS.	The next stage will be to see how the new process works, which will be evident through the quality of the first reports coming through under the new process.	Yes – committee will monitor first year of new process.
3.	Support the institution's transition from existing internal review process to the new processes, including the development of a new review schedule.	<i>Accomplished:</i> This year the committee reviewed the last internal review reports to be completed under the "old" process; the new review schedule for 2011 to 2018 was included in Appendix IV of the IQAP.	Over the next year, the committee should monitor the efficacy of the schedule.	Yes
4.	Provide updates to Senate on provincially mandated quality assurance policies or initiatives.	<i>Accomplished:</i> SCQA – with support from the Provost, the AVPA, and the AsstVP Gd St & Qual Assurance - provided updates to Senate on the progress of the development of the IQAP.	This priority is on-going; the committee will continue to update Senate as appropriate.	Yes

**Comments: Please attach a page responding to these questions.**

- *What issues related to educational policy and the committee's mandate that have not been addressed over the past year should be?*

The next step is for the committee is to feed back the relevant recommendations from review reports to the appropriate Senate committees (i.e. Board of Undergraduate Studies or Board of Graduate Studies) for consideration.

- *What particular factors, if any, impacted the work of the committee over the past year?*

SCQA functioned in a transitional role this year, receiving the last internal review reports under the "old process", and preparing for the new reviews to be submitted under the IQAP. There were no particular factors that impacted the work of the committee over the past year, but until the IQAP was approved by Senate and the COU Quality Council, certain elements of the committee mandate were unable to be fulfilled (e.g. annual report to Senate).

- *What recommendations does the committee have in order to address priorities and goals that were either not achieved, or for which little progress was made in the past year?*

Given that this will be the first year under the new IQAP, the committee will be looking ahead to submit its first annual report to Senate, as mandated in its bylaws.

- *What strategic priorities would the committee identify for the coming academic year?*

SCQA should continue to monitor the implementation of the IQAP, and should develop a clear way to communicate recommendations arising from quality review reports to the appropriate committees and academic units. This is an important way to support and encourage on-going pedagogical and curricular innovation and renewal.

SCQA should monitor the timeliness of the completion of reviews under the new schedule in order to ensure that the review schedule stays on track and on time. The committee will then be able to provide advice and support on any issues that might interfere with the ability of programs or units to complete their reviews on time.

**HONOURS AND AWARDS COMMITTEE**  
**Accomplishments for 2010-2011 Session**  
**Chair: Jordan Willcox**

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**Bylaws Excerpt**

The Committee shall:

- a) Receive and review nominations for honours and awards within the purview of Senate, including: Honorary Degrees, Honorary Fellowships, University Professors Emeriti, John Bell Award, Medal of Merit, Lincoln Alexander Medal of Distinguished Service, W.C. Winegard Medal, D. F. Forster Medal and Walter Vaughan Medal.
- b) Present to Senate nominations for the honours and awards listed in section 2.a) of these bylaws; with the exception of the W.C. Winegard Medal, D.F. Forster Medal and Walter Vaughan Medal, which shall be selected by the committee and reported to Senate for information.
- c) Encourage the submission of nominations for the various Senate honours and awards from a wide-range of campus constituencies.
- d) Determine award criteria and required supporting material for nominations; and, where deemed necessary by the Committee, seek additional information from nominators.
- e) Develop a slate of honorary degree nominees for Senate's consideration on at least an annual basis, such slate to be balanced among a broad range of categories of achievement, including: scholarly endeavours, professions, the arts, service to the larger community (local, provincial, national or international), or long-standing contributions of significant merit to the University, as well as a balance of individuals representing diversity.
- f) Develop and maintain a pool of nominees for honorary degrees from which candidates may be drawn over time.
- g) Recommend the forms to be used for presentation and admission to all certificates, diplomas and degrees, including those honours and awards under the purview of the Committee.
- h) Recommend the forms to be used in the election of all candidates for all honours and awards requiring approval of Senate. After each election, the Secretary shall delete the results of the balloting and other supporting forms.
- i) Recommend to Senate the design of academic regalia for the various degrees and fellowships conferred by the University, and the design of robes for officers of the University, including: Chancellor, President, Vice-Presidents, Deans, Members of the Board of Governors.
- j) Review and advise on the format and content of ceremonials such as Convocation and Installation.
- k) Formulate recommendations on policy issues concerning convocation.
- l) Make recommendations on such other matters as may be referred to it by Senate.

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**Committee Priorities 2010-11**

1. Review the bylaws of Honours and Awards.
2. Support Senate priorities, through themed convocations and identification of individuals to receive honours/awards.

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**Senate Priorities 2010-11**

1. Develop Senate policies and programs to encourage pedagogical and curricular innovation and renewal.
2. Develop Senate policies to strengthen internationalism across the University's educational spectrum.
3. Develop Senate policies to advance student accessibility and choice in postsecondary learning pathways.
4. Develop Senate policies to advance the interconnection of teaching and research.
5. Develop new Senate policies and processes consistent with the new provincial quality assurance framework.
6. Support advocacy of government as it relates to Senate's responsibilities for educational policy.

Honours and Awards Committee Priorities		Work accomplished in progress toward priority.	Amount of work remaining to achieve this priority?	Should it continue as a priority for next year?
1.	Review the bylaws of Honours and Awards.	<ul style="list-style-type: none"> <li>Completed review of Committee bylaws</li> <li>Completed review of award guidelines for:               <ul style="list-style-type: none"> <li>Honorary Degrees</li> <li>Honorary Fellow</li> <li>University Professor Emeritus</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Reviews pending of award guidelines for:               <ul style="list-style-type: none"> <li>W.C. Winegard Medal</li> <li>D.F. Forster Medal</li> <li>W. Vaughan Medal</li> </ul> </li> </ul>	Yes; particularly focused on the noted award criteria and nomination guidelines
2.	Support Senate priorities, through themed convocations and identification of individuals to receive honours/awards.	<ul style="list-style-type: none"> <li>Solicited and approved nominations 21 honorary degrees (21), honorary fellow (1), UPE's (6), John Bell Award (1), Medal of Merit (3)</li> </ul>	<i>Additional award nominations to be approved at May 18, 2011 meeting</i>	Ongoing
Other Committee Activities:		<ul style="list-style-type: none"> <li>Liaise and receive reports from President's office regarding convocation</li> </ul>		

**Comments: Please attach a page responding to these questions.**

- *What issues related to educational policy and the committee's mandate that have not been addressed over the past year should be?*
- *What particular factors, if any, impact the work of the committee over the past year?*
- *What recommendations does the committee have in order to address priorities and goals that were either not achieved, or for which little progress was made in the past year?*
- *What strategic priorities would the committee identify for the coming academic year?*

In recognition of the distinct and focused mandate of Senate's Honours and Awards Committee, the following consolidated comments are offered in response to the above questions.

While it was unable to complete its review during 2010-11 of all of the specific award criteria and nomination processes under its purview, the Committee has made important progress in its thinking about ways in which some award criteria could be clarified and nomination processes can be refined to help ensure consistency in assessment of

nominees and address continuity in approach to award decisions year-over-year. These observations will be captured in a document to be developed over the coming months and presented for consideration by the Committee in the Fall of 2011.

Priorities for the coming year will include refinement of the criteria and information used to invite and assess nominations. The Committee will remain attentive to its experience using its revised by-laws and, should there be indications of any need for refinement, bring forward any such suggestions for Senate's consideration.

The Committee will also continue to be attentive to its responsibilities for the evolution of the nomination and selection process of honorary degrees such that it complements the development of themed convocations. It will also give attention to its responsibilities to review and advise on the format and content of ceremonials such as convocations in light of the new approach to be used in spring 2011 given that the Gryphon Dome is unavailable and the overall number of ceremonies has been increased significantly.