

WEB AGENDA SENATE MEETING Wednesday, November 6, 2024 9:30 am – 11:20 am
Main Boardroom (D2315)

Join Zoom Meeting: <https://emilycarru.zoom.us/j/62625205754?pwd=VLMoZvEiaXwmpG5C5LuL996AhvzWW0.1>

Meeting ID: 626 2520 5754

Passcode: 756733

Territorial Acknowledgement: *We respectfully acknowledge that Emily Carr University is situated on the unceded, traditional and ancestral territories of the Musqueam, Squamish and Tsleil-Waututh Nations.*

I. ADMINISTRATIVE BUSINESS

1. Call to Order T. Kelly, Chair
2. **MOTION:** To approve the Agenda, as circulated Chair
3. **MOTION:** To approve the September 25, 2024, Senate Meeting Minutes, as circulated Chair
 - **Attachment:** *Draft Minutes of the September 25, 2024, Senate Meeting (pp. 3-6)*

II. BUSINESS

1. Chair's Remarks and Report Chair
2. Interim Vice President Academic + Provost's Report D. Achjadi
3. APPROVAL: Governance Committee Report Senate Bylaws Amendment N. Himer
 - **Attachments:** *Committee Report (p. 7) and Senate Bylaws (pp. 8 -18)*

MOTION: That the Senate, on the recommendation of the Senate Governance Committee, approve the amendments to the Senate's Bylaws as presented.
4. INFORMATION: Academic Planning + Priorities Committee Report J. Turner
 - **Attachment:** *APP Committee Report (p.19)*
5. INFORMATION: International Development Committee Report K. Verkerk
 - **Attachment:** *International Development Committee Report (p.20)*

6. INFORMATION: Curriculum Planning + Review Committee Report D. Achjadi

- **Attachment:** CPR Committee Report (pp. 21-22)

7. APPROVAL: Curriculum Planning + Review Committee Recommendations D. Achjadi

- **Attachment:** CPR Committee Recommendations (pp. 23-25)

To be presented by Kyla Mallett

MOTION: That Senate, on the recommendation of the Curriculum Planning + Review Committee, approve new course and course change proposals in Ceramics as follows:

- CRAM 3XX (requesting 302) Ceramics: Wheel Throwing II (**new course**)
- CRAM 202 Ceramics: Wheel Throwing I (changes to name, description, add learning objectives)
- CRAM 221 Ceramics: Mold-Making (changes to description, prerequisites, add learning objectives)
- CRAM 223 Ceramics: Surface Design (changes to name, description, add learning objectives)
- CRAM 303 Ceramics Practices: Topic (Add learning objectives)
- CRAM 304 Ceramics: Special Topics (changes to description, add learning objectives)
- CRAM 305 Ceramics: Material Science (changes to name, description, prerequisites, add learning objectives)
- CRAM 308 Exploring Scale: Vessels and Sculptures (changes to name, description, add learning objectives)
- CRAM 314 Architectures Ceramics (changes to credits, description, prerequisites, not repeatable, add learning objectives)
- CRAM 318 Ceramics: Atmospheric Effects (changes to learning objectives, not repeatable)

To be presented by Celeste Martin

MOTION: That Senate, on the recommendation of the Curriculum Planning + Review Committee, approve new course and course change proposals in Interaction Design, as follows:

- INTD 3XX requesting 315 Designing for Screens II (**new course**)
- INTD 217 (change to 216) UX Sketch, Prototype, Test I
- INTD 219 (change to 215) Designing for Screens I

8. INFORMATION: Quality Assurance Process Audit VP Academic/Academic Affairs

- **Links previously circulated to Senate for information:** ECU website see QAPA under [Reports](#)
 - [Institution Report](#)
 - [Assessor's Report](#)
 - [QAPA Summary](#)

9. INFORMATION: Reflections on RRO Session and Additional Workshops N. Himer

III. OPEN FORUM

IV. NEXT MEETING: December 11, 2024

V. ADJOURNMENT



SENATE MINUTES – OPEN SESSION

DRAFT

WEDNESDAY, SEPTEMBER 25, 2024

10:25 - 11:20 AM

Main Boardroom / Online via Zoom webinar

Trish Kelly (Chair)	Alex Phillips
Diyan Achjadi	Adriana Jaroszewicz
Jacqueline Turner	Helene Day Fraser
Celeste Martin	Mimi Gellman
Kyla Mallett	Haig Armen
Justin Langlois	Anoushka Nair
Cameron Cartiere	Micaela Kwiatkowski
Laszlo Hollander	Kathryn Verkerk
Shawn Choi	Mark Johnson
Ishita Arora	Stuti Gulati
Beth Howe	Vanessa Kam

Regrets: Carleen Thomas

Support: Natasha Himer, Nicole Shin (Recording Secretary), Alexander Muir (technical support)

LAND ACKNOWLEDGMENT

I. ADMINISTRATIVE BUSINESS

Call to Order – Trish Kelly, Chair, called the meeting to order at 10:39 a.m.

1. **Moved / Seconded that Senate approve the Agenda with additional amendments as mentioned.**

Carried.

2. **Moved / Seconded that Senate approve the May 1, 2024 Open Senate Meeting Minutes as circulate.**

Carried.

II. BUSINESS

1. Senate Chair's Remarks + Report

T. Kelly announced that the 2024-2030 Strategic Plan was approved by the Board of Governors, and will be rolled out this fall. She also thanked the Strategic Plan Advisory Group who co-created the plan in consultation with the community and the Board over the last two years. The strategic plan reflects a new vision, mission and values for the university, while also embodying the integrity, aspirations and lived experience of us all.

T. Kelly noted that the countdown to the centennial celebration has begun. ECU will be reflecting on a century of achievements, celebrating influential alumni and faculty, and highlighting the groundbreaking contributions that have helped shape a better world through art and design. T. Kelly will provide updates to Senate in the lead up to the celebrations.

T. Kelly announced that Brenda Crabtree is a 2024 appointee to the Order of British Columbia. Brenda is the former Director of Aboriginal Programs and Special Advisor to the President on Indigenous Initiatives at ECU. She was recognized as an enduring champion for Indigenous artists and for the development of groundbreaking Indigenous art programs.

T. Kelly also reported that Minister of IRCC Marc Miller announced changes to the International Student Program and the Post-Graduate Work Program, effective for 2025 and 2026. The International Student Program cap will decrease by 10% over 2025 and with no plans for further reduction in 2026.

T. Kelly provided further updates, including the following:

- The search for the VP, Academic + Provost will begin this fall. Senate will select a Senator to serve as a member of the search committee. Details to come via email.
- The university will hold a community gathering in recognition of the National Day for Truth and Reconciliation on September 27.
- There will be a Clothing Swap on Tuesday, October 8-10, sponsored by the ECSU.
- Elections BC will be providing advanced voting on October 10 at ECU on the main floor by the Mezzanine.

2. Interim Vice-President, Academic + Provost Report

D. Achjadi reported that on November 16, ECU will be hosting National Portfolio Day. This is one of the largest recruitment events for art and design institutions in North America and is attended by prospective applicants from across the lower mainland and beyond. We will be hosting colleagues from 18 institutions across Canada, the US, and Europe.

D. Achjadi also reported that this fall, ECU welcomed approximately 522 first year students and 60 new graduate students. There were a lot of campus events happening the first week of September to welcome students. In response to a question, it was noted that further

details regarding enrollment targets within specific program areas will be shared for information with the Academic Planning and Priorities Committee and then to Senate.

3. Election of Vice Chair of Senate

T. Kelly referenced materials in the meeting package and outlined the role of the Vice-Chair of Senate, including that the Vice-Chair, chairs the Senate Budget Committee and chairs meetings of the Senate in the absence of the Chair of Senate.

The Registrar called for nominees to serve as Vice-Chair of Senate. Diyan Achjadi was nominated and accepted the nomination. As there were no other candidates, D. Achjadi was elected as Vice-Chair by acclamation.

4. Election of Senate Members for Appointment to Senate Committees

Before the election process began, it was clarified that Vanessa Kam as University Librarian is eligible to sit on the sub-committees as a “support staff member” as per the Senate Bylaws.

- Executive Committee
 - 1 Member-at-Large: Shawn Choi
 - 1 (of 2) Faculty member: Cameron Cartiere
 - 1 (of 2) Faculty member: Mimi Gellman
 - 1 Dean: Kyla Mallett
 - 1 Staff member: Vanessa Kam
 - 1 Student member: Stuti Gulati
- Governance Committee
 - 1 Faculty member: Alex Phillips
 - 1 Staff member: Laszlo Hollander (one year term to fill vacancy)
 - 1 Student member: Ishita Arora
- Curriculum Planning + Review (CPR) Committee
 - 1 Faculty member: Mimi Gellman (one year term to fill vacancy)
 - 1 Senate member: Adriana Jaroszewicz
- Academic Planning + Priorities (APP) Committee
 - 1 Senate member: Alex Phillips
- Appeals Committee
 - 1 Senate member: Haig Armen (one year term to fill vacancy)
 - 1 Dean: Kyla Mallett
- Financial Awards Committee
 - 1 Senate member: Beth Howe

- International Development Committee
 - 1 Senate member: Helene Day Fraser

There was a question raised regarding filling vacancies on the Senate sub-committee and why the newly appointed member has to fill the vacancy term first instead of starting a new full term. N. Himer noted that she will take this question back as it may be addressed in the Senate Bylaws and/or the Election policy.

5. Appointments to Senate Committee

MOTION: That the Senate approve the new and renewed nominees for appointment to Senate Committees as recommended by the Nominations Committee.

Moved/Seconded

Carried.

[Secretary's Note: N. Himer, at the request of a Senator, has reconfirmed with R. Sawatsky that she will continue on the Nominations Committee as a faculty member.]

6. Senate Bylaws

N. Himer gave notice to Senate of the proposed amendment to the Senate bylaws to reflect the frequency/timing of meetings from monthly to every 5-6 weeks. She will bring forward to the Senate Governance Committee before it comes back to the Senate for approval.

III. OTHER BUSINESS

N. Himer also reported that N. Shin, the Associate University Secretary, will be leaving the ECU to pursue other opportunities. N. Himer and Senators shared words of thanks and best wishes to N. Shin in these future endeavours.

T. Kelly closed the meeting with a note of gratitude to all Senators and shared that the Future Worldings conference will be hosted by ECU on September 28 in the Reliance Theatre – underscoring the importance the work towards imagining decolonial futures.

IV. OPEN FORUM

There was no open forum.

V. NEXT MEETING: November 6, 2024

VI. MOTION: ADJOURN — The meeting adjourned at 11:29 a.m.



Senate Committee Recommendation Form

Committee:	Senate Governance Committee
Meeting Date:	October 16, 2024
Presenter(s):	Natasha Himer, University Secretary
Guest(s):	N/A

Subject: Amendment to Senate Bylaws regarding Meeting Frequency

Recommendation:	<input checked="" type="checkbox"/> Motion to approve / <input type="checkbox"/> Discussion / <input type="checkbox"/> For Information
-----------------	--

Resolution:	Motion: that the Senate, on the recommendation of the Senate Governance Committee, approve amendments to the Bylaws regarding meeting frequency, as presented effective immediately.
-------------	---

Purpose:

To amend the Senate Bylaws to reflect change in meeting frequency from monthly to every five to six weeks.

Analysis and discussion:

There is wide support for the Senate to explore changes to meeting practices, in particular frequency and length of meetings. Key drivers for the change include the following:

- By slightly reducing the number of regular meetings and extending the time of each meeting more business could potentially be considered within each meeting.
- Making the change will mean that the Senate will have more time together overall.
- Spacing out the meetings in this way will provide some more time for matters to come through Senate Sub-Committees which meet between the regular Senate meetings.
- Adjusting the schedule may allow more time for an annual kick off meeting for each annual cycle in lieu of a regular meeting.
- Fewer but longer meeting will also provide a small savings in the Senate's budget.

Consultation:

Consultation and discussion took place over the course of the 2023/2024 Academic year with the Senate Governance Committee, with the Senate Executive Committee and with the Senate. The change to meeting frequency was widely supported. Notice of the amendment was provided at the September Senate meeting.

Resource requirements: Not determinative – room bookings/IT support will continue to be available

Attachments: Proposed Senate Bylaw Amendment – see Article VI, subsection 1(b)(i) Timing of Meetings

Signature: Celeste Martin

Date: 2024-10-30



SENATE BYLAWS

APPROVED BY RESOLUTION OF THE SENATE

[TBC NOVEMBER 2024]~~APRIL 2021~~

TABLE OF CONTENTS

ARTICLE I – INTERPRETATION 3

ARTICLE II – DEFINITIONS 3

ARTICLE III – COMPOSITION 4

ARTICLE IV – ELECTIONS AND TERMS OF OFFICE 4

ARTICLE V – STRUCTURE OF SENATE..... 4

1. DUTIES OF THE CHAIR, VICE CHAIR AND SECRETARY 4

ARTICLE VI – SENATE ADMINISTRATION AND OPERATIONS 6

1. REGULAR AND SPECIAL MEETINGS..... 6

2. AGENDA..... 6

3. VOTING 7

4. PRESENTATIONS TO SENATE..... 7

5. STATUS OF OBSERVERS 7

ARTICLE VII – COMMITTEES 7

ARTICLE VIII – RESIGNATION OF SENATE MEMBERS 8

ARTICLE IX – CONFLICT OF INTEREST AND CODE OF CONDUCT 8

1. GENERAL 8

2. CONFLICT OF INTEREST 8

3. DECLARATION OF CONFLICT 8

4. APPEAL OF DECLARATION OF CONFLICT 9

5. PUNITIVE ACTION ASSOCIATED WITH CONFLICT OF INTEREST 10

6. GENERAL GUIDELINES FOR DECLARING CONFLICT OF INTEREST 10

7. CODE OF CONDUCT 10

ARTICLE X – BYLAW AMENDMENTS 11

APPENDIX A – LIST OF REVISIONS.....11

ARTICLE I – INTERPRETATION

The *University Act*, Part 7, 35.2 sets out the composition, powers and duties of the Senate of a special purpose teaching university. The legislation sets forth a bicameral or shared governance structure for decision-making between the Board and the Senate. 35.2 (4) of the *University Act* states:

The senate of a special purpose, teaching university must make bylaws for the conduct of the business of the senate, including bylaws specifying the duties of members of the senate in conflict of interest situations.

The ECUAD Senate Bylaws set forth a framework that is both operational and ethical: they articulate principles of good governance, where “the ultimate role of good governance is to ensure the effectiveness, credibility and viability of the organization.” (Broadbent Report)

Pursuant to these Bylaws, the Senate will carry out its responsibilities in a manner which is:

- Accountable to Stakeholders
- Consensus Oriented
- Collegial
- Open and Participatory
- Effective and Efficient
- Ethical
- Transparent
- Responsive
- Equitable and Inclusive
- Strategic in Vision

These Bylaws should be interpreted in a manner consistent with the *Act*. In the event of any inconsistency the *Act* will take precedence.

ARTICLE II – DEFINITIONS

In these Bylaws:

“ Academic Administrator ”	means a Dean, Vice President, or similar employee of the University whose primary responsibility is to provide administrative services in support of education or training offered by the university, and does not include the President;
“ Act ”	means the <i>University Act</i> ;
“ Board ”	means the Board of Governors of the University;
“ Faculty Member ”	means a person employed by the University as an instructor, a lecturer, an assistant professor, an associate professor, a professor or in an equivalent position designated by the Senate who is elected to the Senate;
“ Non-voting Member ”	means the non-voting member of Senate that may be appointed to the Senate by the Board pursuant to the <i>Act</i> ;
“ President ”	means the President of the University;

“Registrar”	means the Registrar of the University;
“Related Person”	means a spouse, common law spouse, significant other, child, dependant, parent or sibling of the Senate member;
“Senate Member” or “Member”	means a member of the Senate including any non-voting member;
“Student Member”	means a student as defined in the <i>Act</i> who is in good standing at the University and who is elected to the Senate;
“Support Staff Member”	means an employee of the University, other than a member of a faculty, a member of the teaching staff, the President, the Vice-Presidents, the Deans, the University Librarian or the Registrar, who is elected to the Senate;
“University”	means the Emily Carr University of Art and Design.

ARTICLE III – COMPOSITION

The composition of the Senate will be that as set out in Part 35.2(2) of the *Act*, as may be amended from time to time.

ARTICLE IV – ELECTIONS AND TERMS OF OFFICE

1. The Registrar will conduct the elections required with respect to Senate members in accordance with the *Act* and the rules for nominations, elections and voting made by the Senate.
2. The term of office for members, and the procedure for filling vacancies are as set out in the *Act*, Section 36. In the case of elections run to fill vacancies, nomination papers will be deemed valid if received by the Registrar at least two weeks before the date of the election.
3. If a member is absent for more than three (3) consecutive meetings the Secretary of Senate will declare a vacancy and the position must be filled for the duration of the term of that position as per procedures for filling vacancies as set out in the *Act*, Section 36.
4. Any student member who ceases to be enrolled or a student in good standing at the University, or any staff or faculty member who ceases to be an employee of the University, will be declared by the Secretary of Senate to have vacated their seat on the Senate.

ARTICLE V – STRUCTURE OF SENATE

1. Duties of the Chair, Vice Chair and Secretary

- a) Chair is the President and will:
 - i) preside over all meetings of the Senate and the Senate Executive meetings;
 - ii) call meetings of the Senate as provided for in these Bylaws and in the *Act*;
 - iii) consider recommendations from the Senate Executive Committee to determine the meeting business and the order in which it is acted upon by developing meeting agendas and will ensure that meeting agendas are distributed to all Senators;

- iv) execute documents as authorized by the Senate;
 - v) maintain a liaison with the Board;
 - vi) be the spokesperson and representative of the Senate; and,
 - vii) perform such other duties as determined by the Senate.
- b) Vice Chair is elected annually by the Members of Senate from voting Members of Senate and will:
- i) fulfill the duties of the Chair in their absence.
- c) Secretary is the Registrar and will:
- i) conduct all elections for Senate members as outlined in the *Act*;
 - ii) carry out all duties that Senate may require including:
 - (i) maintaining the Senate record book of minutes;
 - (ii) maintaining a current list of Senate Members, appointment dates and terms;
 - (iii) facilitating the preparation of the agenda, timely preparation and distribution of all materials for the Senate and Executive meetings; and,
 - (iv) the completion of any other duties Senate may require of the Secretary to ensure the efficient operation of the Senate.
- d) Senate Members will:
- i) act in what the member considers to be the best interest of the University even if that conflicts with the wishes of any constituency that the member may represent on the Senate; and,
 - ii) consult with any constituency the member may represent and communicate to such constituency on a regular basis the matters dealt with at the Senate.
- e) Senate Executive
- i) The terms of reference for the Senate Executive Committee are described in policy 2.1.7 and the membership of the Executive will consist of the following:
 - Chair of Senate
 - Vice Chair of Senate
 - Secretary of Senate (non-voting)
 - Vice President Academic + Provost
 - One elected Member-at-Large of Senate who is elected every year by and from all Senate members
 - Two Faculty Senate members who are elected every year by and from all Senate members
 - One Student Senate member who is elected every year by and from the Student Senate members
 - One Dean who is elected every year by and from all Senate members
 - One Support Staff Senate Member who is elected every year by and from all Senate members
 - University Secretary (non-voting)
 - ii) The Executive will be subject to the order of the Senate, and none of its acts will conflict with action taken by the Senate.

- iii) Unless otherwise ordered by the Senate, regular meetings of the Executive will be held at the call of the Chair.
- f) The Chair, the Vice Chair, the Secretary of Senate, and the Senate Executive may be assisted in their duties by the University Secretariat.

ARTICLE VI – SENATE ADMINISTRATION AND OPERATIONS

1. Regular and Special Meetings

a) General

- i) The meetings of Senate will be governed by:
 - (i) these Bylaws;
 - (ii) policies or procedures established by Senate;
 - (iii) *Robert's Rules of Order*, as revised.

b) Timing of Meetings

- i) The Senate will normally meet every five to six weeks, normally meet monthly except during summer months. Extraordinary or emergency meetings may be called by the Chair at the Chair's discretion, or, with appropriate notice. At an extraordinary or emergency meeting only the matter(s) specified in the notice convening the meeting will be considered.

c) Meeting Quorum

- i) A quorum of the Senate will consist of 50% plus one of the eligible voting members.
- ii) If within a half an hour from the time appointed for a meeting of the Senate a quorum is not present, the meeting will stand adjourned to a date and time and place to be determined by the Chair, and if, at the adjourned meeting, a quorum is not present within a half an hour of the appointed time for the meeting, the Members present will be a quorum.
- iii) A Senate member may participate in a meeting of the Senate or of any committee of the Senate by a means of a conference telephone or other communication device by which all members participating in the meeting can hear each other. A member participating in accordance with this Article will be deemed to be present at the meeting and will be counted in the quorum.

2. Agenda

- a) The agenda and minutes of the Senate will be public and be posted for the University at large by print or by electronic means.
- b) All agenda items will normally be drawn from motions and discussions made at meetings of Standing or Ad Hoc committees.
- c) Any member or constituency of the University may bring an agenda item to the Chair for consideration. If the Chair cannot determine an appropriate route for the item, the Senate Executive Committee or Senate as a

whole may discuss the matter at a regular or extraordinary meeting and assign the matter to a Standing or Ad Hoc committee, who will report their deliberations to the Senate.

3. Voting

- a) A simple majority of a quorum of the voting members is required to carry a motion.
- b) Each voting member will have one vote on a motion.
- c) The name of the maker of a motion or the seconder of any motion will not be recorded in the minutes.
- d) The names of those voting for or against any motions will not be recorded in the minutes unless a member requests that their vote be recorded.
- e) Only the vote of members present at a meeting will be counted. No absentee voting or voting by "proxy" will be permitted for any motions or elections.
- f) In extraordinary circumstances, resolutions may be presented for Senate consideration by "remote voting". The resolution will be sent to all Senate members. The vote will be returned to the University Secretary either by original signature, facsimile signature, e-signature, or by email confirmation. Resolution may be signed in counterparts. The resolution will be considered valid if a quorum of voting members respond to the University Secretary in the time frame indicated in the notice of resolution.
- g) At the next regular meeting of the Senate, the resolution as determined by "remote voting" will be read into the minutes and will be prima facie evidence of the fact and of the action taken.

4. Presentations to Senate

- a) Individuals or groups wishing to make presentations should contact the University Secretary within time frames established by Senate policies and procedures.
- b) Presentations will be guided by Senate policies and procedures.

5. Status of Observers

- a) Meetings of the Senate and Standing Committees, with the exception of the Appeals meetings, will normally be open to the University community and members of the public.
- b) The Chair will have the right to declare the meeting or any portion of the meeting "In Camera" and close the meeting to the public if a topic on the agenda contains material that is determined to be private or confidential.
- c) The Chair may, when appropriate, recognize observers or request a statement of clarification from an observer.

ARTICLE VII – COMMITTEES

- 1. The Senate will appoint such Standing and Ad Hoc Committees as it, from time to time, will determine necessary.
- 2. The Senate will determine the membership, the method of appointment or electing members to each Standing and Ad Hoc Committee.
- 3. The Senate will approve Terms of Reference for each committee established.

ARTICLE VIII – RESIGNATION OF SENATE MEMBERS

The resignation of any member of the Senate will be made by notice in writing, addressed and delivered to the Senate Chair.

ARTICLE IX – CONFLICT OF INTEREST AND CODE OF CONDUCT

1. General

A member of the Senate holds a position of trust. As such there is a general obligation on them to avoid situations of conflict of interest. Each member, regardless of how they become a member, has a responsibility first and foremost to the welfare of the University and must function primarily as a member of the Senate, not as a member of any particular constituency.

Given the nature of Senate activities, members of Senate will occasionally find themselves in potential conflict of interest situations. The constituent specific guidelines are intended to be parallel to the historical nature of interest conflicts. That is, those of primarily a financial interest.

Definitions in this Statement:

"Adjudicator" means a person identified by the Senate to assist in determining a declaration of conflict of interest.

2. Conflict of Interest

A conflict of interest could arise from *Real, Potential or Apparent* Conflict of Interest for a Senate member or Related Person and may be personal financial or other personal benefit. For this purpose:

- a) A **"Real Conflict of Interest"** occurs when a Member exercises an official power or performs an official duty or function and at the same time, knows that in the performance of this duty or function or in the exercise of power there is the opportunity to further their own private interest or the private interest of a Related Person.
- b) A **"Potential Conflict of Interest"** occurs when a Member's private interest or the private interest of a Related Person could influence the performance of that Member's duties as a Member of Senate.
- c) An **"Apparent Conflict of Interest"** exists when a person who is reasonably well informed of the relevant facts would reasonably apprehend that a conflict of interest exists on the part of the Member.

3. Declaration of Conflict

- a) Senate members must arrange their private affairs and conduct themselves in a manner to avoid a conflict of interest. In cases when a conflict cannot be avoided, a Senate member has an obligation to declare a conflict of interest prior to discussion or decision of an issue. Upon declaration of a conflict the person recording the events of the meeting should duly note the declaration and the Senate member must:
 - i) In an in-camera session or committee meeting, absent themselves from the proceedings during discussion or voting on that particular matter, contract or arrangement;
 - ii) In a public session, refrain from discussing or voting on that particular matter, contract or arrangement.

- b) Where a Senate member is unsure of whether they are in conflict that member should raise the perceived potential conflict with the Senate, and the Senate should determine by majority vote whether or not a conflict of interest exists. The member perceived to be in conflict should refrain from voting on the issue.
- c) Where a conflict of interest is discovered after consideration of a matter, the conflict must be declared to the Senate and appropriately recorded at first opportunity. If the Senate determines that involvement of said member influenced the decision of the matter, the Senate will re-examine the matter and may rescind, vary, or confirm its decision.
- d) Any Senate member who perceives another member to be in conflict of interest in a matter under consideration must identify the perceived conflict to the Senate at the first opportunity. The Senate should determine by majority vote whether or not a conflict of interest exists. The member perceived to be in conflict should refrain from voting.
- e) Where a Senate member has been declared by vote to be in conflict of interest, and that Member is in disagreement with the decision of the Senate they may appeal the decision through the steps outlined in Section (4) below. Until the appeal process is completed, the Senate member perceived to be in conflict either stands aside on the given issue or continues at risk of acting in conflict and being subject to the associated penalty(s).
- f) At the discretion of the Senate, the Senate may invite the member in conflict to state their position on the issue in question prior to absenting themselves.

4. Appeal of Declaration of Conflict

- a) If the Senate has exhausted all possible means of resolving a conflict of interest declaration and the Senate members(s) in question and the Senate are still at an impasse, then, upon mutual consent of both parties, the determination of conflict will be referred to Adjudicator(s) to review and make a determination on a perceived conflict of interest.
- b) The process for appealing a declaration of conflict will require the following:
 - i) The Senate will identify Adjudicator(s) to review and make a determination on a perceived conflict of interest;
 - ii) The Senate will submit a report to the Adjudicator and a copy to the member in question within seven (7) days of the request for adjudication documenting the nature of the perceived conflict, and the background leading to the impasse;
 - iii) The Senate member(s) perceived to be in conflict will submit a report to the Adjudicator(s) and a copy to the Senate within seven (7) days of the request for adjudication documenting the nature of the perceived conflict, their rationale for not being in conflict, and the background leading to the impasse;
 - iv) The Adjudicator(s) will review the documentation, gather any other additional information required to make an informed decision, and provide the Senate with a determination on the declaration of conflict of interest within two weeks of receiving the request for adjudication or may, if further review is necessary, request an extension from the parties involved.

5. Punitive Action Associated with Conflict of Interest

- a) A second role for the Adjudicator(s) is to recommend to the Senate any punitive action to be directed to a Senate member deemed to be in conflict. The Senate will have the power and ability to impose punitive action including one or more of the following:
 - i) Letter of reprimand; and/or
 - ii) Recommendation that a Senate member(s) resign from the Senate

6. General Guidelines for Declaring Conflict of Interest

The following examples of conflict of interest are intended to provide general guidelines for declaring conflict of interest. These examples should not necessarily be considered exhaustive.

- a) A **"financial interest"** exists when a matter is before the Senate which:
 - i) affects a private company or business in which a Member or Related Persons are an owner, a proprietor, shareholder or director;
 - ii) affects a public company in which the Member, or Related Persons hold more than 10% of the shares issued of that public company or is a director;
 - iii) affects a partnership or firm in which the Member, or Related Persons are a partner or ownership interest;
 - iv) affects an organization in which the Member is a senior officer;
 - v) affects a Society, Crown Corporation or other organization in which the Member by virtue of office holds a position of influence.
- b) A **"conflict of interest due to representation of, or relation to, a specific constituency"** may occasionally arise. In general, voting on matters which have an effect on a broad group (i.e.: students, staff, faculty) by a member of that group is not considered a conflict of interest. Conflict could reasonably be considered to exist however if the decision being considered by Senate would result in personal gain specific to a Member or a Related Person separate and apart from the wider constituency from which that Member was selected or elected.

7. Code of Conduct

The effective governance of the University is contingent on Senate members fulfilling their roles and responsibilities with the highest standards of conduct. The following outlines the duties demanded of members of the Senate:

- a) Duty of Integrity: to act honestly and in good faith;
- b) Duty of Loyalty: to give one's loyalty to the University when acting on behalf of the Senate; and,
- c) Duty of Confidentiality: notwithstanding the need of Members to make an informed decision on an issue before the Senate by obtaining input from internal and external communities, members are to ensure that information which is normally considered confidential remains so.

Conduct of members contrary to the above duties may be subject to review by the Senate, and subsequent punitive action similar to the Conflict of Interest Bylaw may be imposed. The appeal process outlined in the Conflict of Interest Bylaw will be made available to either party in a dispute.

ARTICLE X – BYLAW AMENDMENTS

1. By giving notice of a motion at a regular meeting of Senate, these Bylaws may be amended at a subsequent regular meeting of the Senate, subject to the *University Act*.
2. Resolutions for amendments to the Bylaws require a two-thirds (2/3) majority of affirmative votes of the voting members in attendance at the meeting where a quorum is established.

APPENDIX A – LIST OF REVISIONS

Approved September 2008

Revised October 2009

Revised October 2010

Revised May 2014

Revised April 2021

Revised November 2024



Senate Committee Report Form

Committee:	Academic Planning + Priorities (APP)
Meeting Date:	Wednesday, October 9, 2024
Presenter(s):	Jacqueline Turner, APP Chair

Chair's Summary:

Chair Election

As this was the first meeting of the academic year, a new chair was elected. Interim Dean, Faculty of Culture + Community, J. Turner, was re-elected.

Meeting Type

The committee agreed to meet online for all meetings except for the first and last meeting of the year.

Course Evaluation and Policy Project

Writing Centre Coordinator + Senior Advisor, Teaching and Learning and APP Guest, H. Fitzgerald updated on the program review policy and how the project will come to APP in the future.

Course Evaluation does not require approval from APP but is being brought forward as an information piece. H. Fitzgerald shared a copy of survey questions for comments and feedback.

Academic Schedule + Policy

Registrar and Executive Director of Enrolment and APP Guest, K. Verkerk presented a new schedule for feedback and comments. K. Verkerk noted the correct term is an academic schedule. K. Verkerk will bring updated schedule to next APP meeting for approval.

Enrolment Numbers

K. Verkerk provides a verbal update on enrolment data.

Admissions Standards

Questions were asked of the Registrar regarding portfolio review and scoring process.

Signature: Jacqueline Turner

Date: 2024/10/24

**** PLEASE SUBMIT COMPLETED FORMS [HERE](#) FOR INCLUSION IN THE SENATE AGENDA PACKAGE. ****



Senate Committee Report Form

Committee:	International Development Committee (IDC)
Meeting Date:	Thursday, October 17, 2024
Presenter(s):	Kathryn Verkerk (on behalf of Kimberly McErlean)

Chair's Summary:

Chair Election

The meeting did not meet the quorum therefore the chair election/nomination process was coordinated via email. Kathryn Verkerk, Registrar + Executive Director of Enrolment was elected as Chair of IDC for 24/25.

The committee agreed to proceed with the meeting for information purposes. No voting was required for the remainder of the meeting.

Terms of Reference Discussion

K. Verkerk and S. Dorey noted that the terms require an update and that recommendations will be brought forward for the January meeting.

IRCC and International General Update

Interim Executive Director, Student Engagement, Retention and Success, S. Dorey shares a presentation providing general updates on international student enrolment, supports in place, and new workshops to orient international students (reception and info session, MSP, CRA, medical coverage).

Course Evaluation does not require approval from APP but is being brought forward as an information piece. H. Fitzgerald shared a copy of survey questions for comments and feedback.

Exchange Updates

International Programs Advisor and Chair of IDC (23/24), K. McErlean provides an update the exchange program.

- 16 students from partner schools studying in Fall
- 8 of ECU students out in partner schools
- 47 students in the process of applying to partner schools for the Spring semester
- Incoming students for spring applications have just closed: 26 applications.
- The exchange partner list has been stable since last year. There are a few pending renewals.
- Last year's exchange students will host an exhibit on November 4 – November 14. Closing Reception November 13.

EQA | International Code of Practice

S. Dorey provided a high-level update on a new process coming forward to help ensure quality assurance for international students. Executives are aware of and preparing readiness for this new process.

Signature: Kimberly McErlean

Date: 2024/10/24



Senate Committee Report Form

Committee:	Curriculum Planning and Review (CPR) Committee
Meeting Date:	October 9, 2024
Presenter(s):	D. Acjhadi et al.

Chair's Summary:

New committee members were introduced, and Cameron Cartiere was elected as Chair of CPR for 2024-2025.

- 1) Ben Reeves presented course change proposals in Ceramics and one new course proposal as follows:

CRAM 3XX (requesting 302) Ceramics: Wheel Throwing II

CRAM 202 Ceramics: Wheel Throwing I
(changes to name, description, add learning objectives)

CRAM 221 Ceramics: Mold-Making
(changes to description, prerequisites, add learning objectives)

CRAM 223 Ceramics: Surface Design
(changes to name, description, add learning objectives)

CRAM 303 Ceramics Practices: Topic
(Add learning objectives)

CRAM 304 Ceramics: Special Topics
(changes to description, add learning objectives)

CRAM 305 Ceramics: Material Science
(changes to name, description, prerequisites, add learning objectives)

CRAM 308 Exploring Scale: Vessels and Sculptures
(changes to name, description, add learning objectives)

CRAM 314 Architectures Ceramics
(changes to credits, description, prerequisites, not repeatable, add learning objectives)

CRAM 318 Ceramics: Atmospheric Effects
(changes to learning objectives, not repeatable)

Discussion and action: CPR Working Group for Course Change Forms to look at integrating the questions around decolonization and climate change into the learning objectives on the change form.

Amendments: CRAM 305, CRAM 308, and CRAM 314 under "Reason" change learning *outcomes* to say learning *objectives*.

Motion: To approve and recommend to Senate Ceramics new course and course change proposals as presented with friendly amendments to CRAM 305, CRAM 308, and CRAM 314 as noted above.

Moved/Seconded.

Carried.

- 2) Ben Reeves presented a course change proposal for VAST 410 which was tabled for further discussion on interdisciplinarity and language around solo or team-taught models.
- 3) Keith Doyle presented course change proposals in Interaction Design and one new course proposal as follows:

INTD 217 (change to 216) UX Sketch, Prototype, Test I
(change to course number and learning objectives)

INTD 219 (change to 215) Designing for Screens I
(changes to name, course number, description, learning objectives)

INTD 3XX requesting 315 Designing for Screens II

There was a discussion about not using specific software terms in a course description because software can quickly become obsolete. There was also a discussion about course number contradictions when new course numbers are created.

Action: CPR Working Group for Course Change Forms to address course number contradictions somehow on course change forms.

Amendments:

INTD 219 – remove text “like HTML, CSS, and JavaScript” from proposed course description and change “(HTML, CSS)” to “(such as HTML, CSS)” in the learning objectives.

INTD 3XX – remove “and immersive” from the course description and add “and” between “dynamic” and “responsive”.

Under INTD 3XX, change prerequisite to INTD 219 Designing for Screens or INTD 215 Designing for Screens I, or equivalent by permission of instructor.

Under INTD 3XX, Purpose of the Course, change “INTD 215” to say “INTD 219 (renumbering in 2025 to INTD 215)”.

Motion: To approve and recommend to Senate INTD 3XX new course proposal and INTD 217 and 219 course change proposals as presented with friendly amendments to INTD 219 and INTD 3XX as noted above.

Moved/Seconded.

Carried.

Signature: Diyan Achjadi

Date: 2024-10-16



Senate Committee Recommendation Form

Committee:	Curriculum Planning and Review (CPR) Committee
Meeting Date:	October 9, 2024
Presenter(s):	D. Achjadi et al.
Guest(s):	Ben Reeves and Keith Doyle

Recommendation:	<input checked="" type="checkbox"/> Motion to approve / <input type="checkbox"/> Discussion / <input type="checkbox"/> For Information
-----------------	--

Resolution:	<p>THAT SENATE APPROVE the following:</p> <p>From the Faculty of ART New course proposal as presented: CRAM 3XX (requesting 302) Ceramics: Wheel Throwing II</p> <p>Course change proposals as presented: CRAM 202 Ceramics: Wheel Throwing I CRAM 221 Ceramics: Mold-Making CRAM 223 Ceramics: Surface Design CRAM 303 Ceramics Practices: Topic CRAM 304 Ceramics: Special Topics CRAM 305 Ceramics: Material Science CRAM 308 Exploring Scale: Vessels and Sculptures CRAM 314 Architectures Ceramics CRAM 318 Ceramics: Atmospheric Effects</p> <p>From the Faculty of DDM Course change proposals as presented: INTD 217 (change to 216) UX Sketch, Prototype, Test I INTD 219 (change to 215) Designing for Screens I</p> <p>New course proposal as presented: INTD 3XX requesting 315 Designing for Screens II</p>
-------------	---

Purpose:

CRAM 3XX - This course is designed to further develop students' skills and understanding of wheel throwing techniques within the context of contemporary art and design.

INTD 3XX - This new course proposal is based on the requests from many students and faculty for an extension of the INTD 219 (*renumbering in 2025 to INTD 215*) curriculum to accommodate advanced topics in website development and conceptualization.

Rationale/Analysis:

CRAM 202 - Added an intermediate class to ceramics so we modified this class to ladder the curriculum and to add learning objectives to this class.

CRAM 221 - To bring up to date and provide learning objectives

CRAM 223 – to update the name and description and add learning objectives

CRAM 303 – To add learning objectives.

CRAM 304 – To add learning objectives.

CRAM 305 – To ensure that Course Description aligns more precisely with specific deliverables and to add Learning Objectives.

CRAM 308 – To ensure that Course Description aligns more precisely with course delivery and to add Learning Objectives.

CRAM 314 – To provide students with a more comprehensive learning experience, the class structure has been revised. Previously, the course was limited to 3 credits, which didn't allow ample time for project development. This adjustment also offers the ability to enhance the learning objectives and class material.

CRAM 318 - To include learning objectives

INTD 217 – change to 216 to better align the sequence of numbers and to update the learning objectives.

INTD 219 – change to 215 to better align the sequence of numbers with the new INTD 3XX (INTD 315) and change name to Designing Screens I to precede 315 Designing Screens II and to update learning objectives.

Attachments: Appendix A

Signature: Diyan Achjadi

Date: Oct 24, 2024

APPENDIX A – OVERVIEW OF NEW COURSE AND COURSE CHANGES

New Course and Course Change Proposals in Ceramics

CRAM 3XX (requesting 302) Ceramics: Wheel Throwing II (new course)

CRAM 202 Ceramics: Wheel Throwing I
(changes to name, description, add learning objectives)

CRAM 221 Ceramics: Mold-Making
(changes to description, prerequisites, add learning objectives)

CRAM 223 Ceramics: Surface Design
(changes to name, description, add learning objectives)

CRAM 303 Ceramics Practices: Topic
(Add learning objectives)

CRAM 304 Ceramics: Special Topics
(changes to description, add learning objectives)

CRAM 305 Ceramics: Material Science
(changes to name, description, prerequisites, add learning objectives)

CRAM 308 Exploring Scale: Vessels and Sculptures
(changes to name, description, add learning objectives)

CRAM 314 Architectures Ceramics
(changes to credits, description, prerequisites, not repeatable, add learning objectives)

CRAM 318 Ceramics: Atmospheric Effects
(changes to learning objectives, not repeatable)

Presenter: Keith Doyle

New Course and Course Change Proposals in Interaction Design

INTD 217 (change to 216) UX Sketch, Prototype, Test I
(change to course number and learning objectives)

INTD 219 (change to 215) Designing for Screens I
(changes to name, course number, description, learning objectives)

INTD 3XX requesting 315 Designing for Screens II (new course)