AGENDA – OPEN SESSION

SENATE MEETING
Wednesday, September 23, 2026
10:30 a.m. – 11:20 a.m.
ECU Boardroom (D2315)

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.	**OPENING PROCEDURES**	T. Kelly, Chair
	1. Call to Order	Chair
	2. Adoption of the Agenda	Chair
	IT IS HEREBY RESOLVED that Senate approve the agenda, as circulated.	
	3. Approval of Minutes	Chair
	IT IS HEREBY RESOLVED that Senate approve the May 13, 2026 Open session meeting minutes, as circulated. — ***Attachment***: Draft Minutes of the Senate Open Session Meeting of May 13, 2026, (p.3 - 12)	
II.	**BUSINESS**	
	1. Chair's Remarks + Report	T. Kelly
	2. Vice President, Academic + Provost's Report	D. Achjadi
	3. Election for Vice Chair of Senate	N. Himer/K. Verkerk
	IT IS HEREBY RESOLVED that Senate appoint ______ as the Vice Chair of Senate for a one-year term beginning at the September 2026 Senate meeting and ending at the September 2027 Senate meeting. — ***Attachment***: Senate Vice Chair Overview, (p.13)	

4. Appointments to Senate Committees — K. Verkerk

   The following Committee positions remain vacant:
   Executive Committee: 1 faculty member from Senate
   Governance Committee: 1 Administrator from Senate
   CPR: 1 Senate member
   Appeals Committee: 1 Dean appointed by Senate

   — ***Attachments***: Executive Committee Terms of Reference, Governance Committee Terms of Reference, CPR Terms of Reference, Appeals Committee Terms of Reference, (p.14 - 20)

5. APPROVAL: Senate Executive Committee Terms of Reference — N. Himer

   IT IS HEREBY RESOLVED that Senate approve the revised terms of reference for the Senate Executive Committee, as presented.

   — ***Attachment***: Senate Executive Committee Terms of Reference, (p.21 - 23)

6. UPDATE: Academic Planning + Priorities Committee Terms of Reference — N. Himer

III. OTHER BUSINESS

IV. NEXT MEETING: Wednesday, November 4, 2026, 9:30 a.m. – 11:20 a.m.

V. ADJOURNMENT

MINUTES – OPEN SESSION (DRAFT)

SENATE MEETING
Wednesday, May 13, 2026
9:35 a.m. – 11:20 a.m.
ECU Boardroom (D2315)

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.*

ATTENDEES: Amory Abbott, Diyan Achjadi, Lyana Azneil, Shawn Choi, Helene Day Fraser, Adriana Jaroszewicz, Mark Johnsen, Vanessa Kam, Trish Kelly, Justin Langlois, Celeste Martin, Sara Osenton, Cory Seney-Coletta, Jaiden Su, Jacqueline Turner, Kathryn Verkerk.

RESOURCE PERSONNEL: Natasha Himer

REGRETS: Haig Armen, Beth Howe, Justin Kramchynsky, Alex Phillips, Caylee Raber, Mia Roxas, Brendan Tang, Carleen Thomas

GUESTS: Adrian Tees

I. OPENING PROCEDURES

1. Call to Order - T. Kelly, Chair, called the meeting to order at 9:37 a.m.

2. Adoption of the Agenda

The Chair noted that the Executive Committee had reviewed and approved the agenda.
No questions were raised.

IT IS HEREBY RESOLVED that Senate approve the agenda, as circulated.

CARRIED BY UNANIMOUS CONSENT.

II. BUSINESS

1. Chair's Remarks + Report

The Chair welcomed everyone to the last Senate session of the 2025/26 cycle and began the meeting with acknowledgment and thanks, including to:

- The four outgoing student Senators for their engagement this year. The Chair expressed how valuable it is to have student perspectives inform the work of Senate. Four newly elected student Senators will join in the Fall.
- C. Seney-Coletta, as his elected term on Senate was ending today.
- All Senators for their efforts this year and especially at this busy time of year.

The Chair reminded Senate of the opening of The Show, and that a reception is being held for the Honorary Doctorate and the Emily Award recipients in the Aboriginal Gathering Place:

- Neko Case: Grammy nominated singer, songwriter, music producer, visual artist and former ECU student.
- Glenn Alteen: Curator and writer, and the founder of Vancouver's Grunt Gallery.
- Faye HeavyShield: Sculpturer and installation artist, recognized for conveying Indigenous perspectives.
- Peter Morin – Artist, curator and faculty member, celebrated for his work in art and design.

The Chair acknowledged all the teams across campus who were working hard to deliver The Show and Convocation and D. Achjadi, the Vice President Academic + Provost, also noted in particular the Deans, Staff and technicians working together on The Show and M. Guno and the Student Services team for their hard work on Convocation.

The Chair next provided updates on recent visits and external relations events, including a meeting and visit with Universities Canada and another meeting and visit by the Educational Council of the Squamish Nation.

The Chair noted that the Administration is standing by for when the sector review report will be released by the Ministry, which may not be until late summer or fall.

The Chair reflected on the halfway point of ECU's 100th year; this year's Convocation will be the first graduating class of the 100th year. Events, lectures and opportunities to celebrate together will continue in the fall, including a gathering and celebration of alumni in November.

2. Vice President, Academic + Provost's Report

The Vice-President, Academic + Provost ("VPA") began by acknowledging and thanking many members of community for their work on The Show.

Building on the Chair's remarks on working with the Squamish Nation, the VPA also made note of ongoing work to develop pathways to ECU. Noting the success of the HeadStart program and that there are now partnerships in 3 school districts, we are working on ways the community members can know what they have access to and pathways to ECU.

In addition, the VPA:

- reflected on and thanked those involved with the Pedagogy and Practice symposium;
- reminded Senate that there are additional upcoming opportunities for connection and pedagogy, including Crit Night on May 20th; and
- noted that Chief Janice George & Buddy Joseph supported by Dr. Mimi Gellman in her role as Special Advisor to Provost on Indigenous Curriculum Initiatives are developing a course proposal for the Salish Weaving class that they have been teaching as a special topic this past year.

In closing, the VPA took an extended moment to acknowledge J. Turner, who has been appointed Dean of Faculty of Culture + Community, and to provide a status update on the search process for the Dean, Facluty of Art.

3. Research Report

The Chair invited J. Langlois to present an update on Research and Innovation.

J. Langlois provided a presentation and reviewed several highlights with Senate, including:

- ECU's Canada Research Chairs EDI Action Plan was revised to align with the updated guidance.

- New guidelines developed to establish a consistent framework for Research Assistant hiring, supervision, and student development across the university.
- Research and Graduate Studies data dashboards along with a Partnership Tracking System are being developed.
- A Research Grants Facilitator and Ethics Officer role was newly created; L. Klassen will be taking this role.

On Grants:

- Tri-Agency Grants, including a new CRC, awarded to ECU researchers exceeded $1 million over 2025-2026.
- Tri-Agency Grants awarded to external research teams that include ECU researchers as Co-PIs total over $5,000,000 in 2025 – 2026.
- Internal Grants - SIG Explore: 2026, 3 awardees
    - These grants are small awards of around $10,000 and are early stage and exploratory projects which then hopefully lead to broader submissions.
- Internal Grants – Mobilize:
    - $2.5 million awarded from NSERC in 2023 to ECU is now funding faculty to work with different partners from industry, non-profit, and government sectors, helping us to expand the impacts of our researchers' expertise into the community.
    - Projects funded through Mobilize will hopefully lead to larger partner-based grants over time.
- All grants typically include 30-40% of the total budget to support students through Research Assistantships, which provide meaningful impacts for ECU students at the undergraduate and graduate levels.

Lastly, J. Langlois recognized the work of The Shumka Centre, which is part of the Research + Industry Office:

- Over 500 students were supported by Shumka for work integrated learning experiences in the last academic year.
- Design for startups program which pairs up to a dozen grad students with start-ups for temporary internships and to gain early-stage work experience with companies.
- And the Lab2Market, currently ECU is the only art & design university among 52 national participants, the program supports researchers in all stages, strengthening pathways into innovation and entrepreneurship.

The Chair opened the floor to comments and questions.

4. Senate Committee Appointments

The Chair invited K. Verkerk, Registrar & Executive Director of Enrolment, to speak on Senate Committee appointments.

K. Verkerk mentioned that they are currently working on the Senate Sub-Committee appointments and aiming to have these roles filled by September.

There are currently 11 vacancies to fill, two are student appointments, and two students have come forward to fill these, leaving nine remaining positions open for staff and faculty.

The open positions are on:

- Senate Executive Committee

- Governance Committee
- APP
- CPR
- Financial Awards Committee

K. Verkerk requested that any interested Senators send their name/nominee and the Committee choice by the end of the week, in advance of the next Nominations Committee meeting.

5. APPROVAL: Policy 8.9 (Hiring) Procedures
   - ***Attachment***: Briefing Note at p. 5

The Chair opened the discussion and noted this is the third presentation and discussion of the updated procedures at Senate.

The Chair invited A. Tees, Associate Vice-President, Human Resources to present.

A. Tees reflected and reminded the Senate that a primary goal of this work has been to create a clear and transparent set of procedures for the search/hiring of senior positions.

A. Tees noted he has appreciated the input and feedback from Senate.

A. Tees walked through the updated procedures and explained how he addressed feedback from a range of parties.

A. Tees summarized more recent points of discussion as follows:
- Feedback on 4 – Discussion on the job description, and upon Senate's suggestion they have recontextualized this.
- Feedback on 5 - This was important transparency raised by Senate, which they have adopted.
- Feedback on 11 – Had been discussion on how decisions get made, and additional language of the role of the Chair to establish clear procedures, which has been added.
- Pro-term appointments - There were different opinions on the interim appointment and how to engage the balance of interest and the argument for something more expansive. In this case, they compromised, meeting halfway and settled on 18 months for interim appointments

Senators thanked A. Tees on the work done.

Key points of discussion included:

Search Committees (within 3a):

A Senator noted that the amendment to section 3.a involving the composition of the Search Committee, is general and only lists the faculty members, it doesn't include information on any of the other positions.

Another Senator asked why the composition wasn't more articulated, what is the expected composition of faculty and non-faculty on the Search Committee and if by not defining it this would lead to an imbalanced or administrative heavy committee.

It was replied that as all four Deans have different portfolios; by not defining it this allows for the best combination of stakeholders. Noted that the aim is to always create a balanced committee, and that Senate would not be supportive if the committee is imbalanced or too administrative leaning, as that doesn't serve its purpose.

It was suggested that a friendly amendment be added to the policy that notes: "the aim of the committee is to ensure a balanced representation of stakeholders."

It was agreed that this note would be added.

Exceptional Circumstances:

A Senator asked for clarification on the words 'exceptional circumstances' and asked that a definition should be included, so it's not too vague or open to interpretation.

A. Tees clarified that 'exceptional circumstances' could be defined as circumstances that require urgent consideration and a critical need for ongoing leadership. Examples of this could be a failed search, a stalled search and the need for extra time, or if an appointee had delays with immigration or visas that were out of their control.

Another Senator cautioned against a prescribed and closed definition of "exceptional circumstances" as not all scenarios can be reasonably set out.

It was agreed that the procedures will be amended to include some additional illustrative examples of what might constitute 'exceptional circumstances'.

External Stakeholders:

A Senator asked for clarification on the definition of 'external stakeholders'.

A. Tees explained that an external stakeholder could be an industry partner, a government stakeholder who provides funding, donors, alumni; the term refers to a broad group. There was no request to amend the term.

18-Month Limit

A Senator inquired about the term of an interim appointment, including to ask for clarification on what happens after 18 months. A. Tees explained that if an interim appointment reached the 18-month term and needed to be extended, any extension would be considered on an individual basis and would not be open ended. The circumstances matter and the need to provide an extension would be in exceptional cases as the goal is a successful search.

In summary, there was consensus at Senate and agreement with A. Tees to amend the procedures as follows:

1. Refine the reference to 'exceptional circumstances' to provide some examples and a sense of what an exceptional circumstance might include.

2. Composition – include that the Committee composition is intended to be a balanced representation of interested parties.

MOVED/SECONDED

IT IS HEREBY RESOLVED that Senate endorses the updates to the following procedures, with two friendly amendments, and recommend for approval by the Board of Governors:

- **8.9.1 Procedures for the Recommendation + Selection of Senior Academic + Administrative Personnel**
- **8.9.3 Procedures for the Recommendation + Selection of Vice Presidents**

CARRIED.

6. APPROVAL: Senate Budget Committee Reforms
   - ***Attachment:*** Briefing Note at p. 22

The Chair invited N. Himer, University Secretary + Executive Director, Governance, to present on the proposed reforms.

N. Himer noted for background:

- That at the start of the year, when talking about Senate priorities, one of the key focuses was to consider changes to the Senate Budget Committee (SBC).
- The Governance Committee (the GC) focused on this for the last year.

N. Himer provided additional background on the current structure and legislative requirements:

- Senate is an advisory body on the budget; Senate does not have approval authority. Approval authority rests with the Board of Governors.
- Generally, under the bi-cameral model, the Senate's role includes to understand how the budget is established and to help advise on or inform funding priorities or the impact of funding on the academic mission and priorities.
- Senates are engaged in reviewing draft budgets as they are developed and most typically provide advice to the President and senior administration during the budget development process.
- Currently the SBC is a committee of the whole. Whereas, in other universities there is a smaller committee.
- One key question examined was whether to continue the SBC as a whole, or explore a standalone committee, or combine the functions with Academic Planning and Priorities Committee.
- The GC carefully considered the options.

Recommendations:

- The GC concluded and is recommending combining the Senate's responsibilities on the budget with the current Academic Planning and Priorities Committee in order to join conversations on planning and priorities with budget/financial considerations.
- The Senate would still be presented with the final budget. This would not be cutting Senate's input out of the process.

Senate thanked the Governance Committee for all their work on this.

A Senator noted that this change would re-orientate how we look at financial information and would bring an additional set of eyes, rather than just maintaining it at Senate, the APP overlaps but also has its own differences. Another Senator reflected that this was a step towards maturity within the institution and the integration of the SBC with the APP made sense after looking at the information brought forward through the Sector Scan.

A question was raised on whether it had been looked into within the APP if there are any conflicts of interest, N. Himer replied that enveloping the SBC within the APP would not make it a decision-making body, it would be advisory only, but the education of the APP members would be very important.

Another question was raised on what had been the rationale behind combining the SBC with the APP rather than creating a standalone budget committee. N Himer advised that in their research, when other institutions had a standalone committee, they ended up bringing the APP and SBC together for consultation anyways.

J. Turner, Chair of the APP, weighed in on merging Senate Budget with the APP and advised they were interested to have the budget looked at in the form of academic projects and perspectives. Advised this is a valuable move.

MOVED / SECONDED

IT IS HEREBY RESOLVED that, on the recommendation of the Governance Committee, Senate approves:

- **That the Senate Budget Committee responsibilities be taken up by the Academic Planning + Priorities Committee; and**
- **That the Academic Planning + Priorities Committee terms of reference be updated to effectively reflect all changes outlined in the Table of Recommendations on Senate Budget Committee Reform; and**
- **The dissolution of the Senate Budget Committee.**

Secretary's Note: Updated terms of Reference for the Academic Planning + Priorities Committee will be prepared no later than the first Senate meeting in September 2026.

CARRIED BY UNANIMOUS CONSENT

7. APPROVAL: Senate Bylaw Amendments
— ***Attachment***: Briefing Note at p. 39

The Chair invited N. Himer to present on amendments. Briefing and notice of motion was given at April Senate meeting. N. Himer noted that notice of motion was given at the April Senate meeting and she provided an additional brief overview of required housekeeping amendments related to quorum and voting.

MOVED / SECONDED

IT IS HEREBY RESOLVED that, on the recommendation of the Governance Committee and the Executive Committee, Senate approves the amendments to the Senate Bylaws, as circulated.

CARRIED BY UNANIMOUS CONSENT

8. INFORMATION: Senate Bylaw Amendments regarding sabbaticals + education leaves
— ***Attachment***: Briefing Note at p. 60

The Chair invited N. Himer to present on additional amendments to the Senate Bylaws.

N. Himer provided notice of motion for additional amendments to the Bylaws to address sabbatical and education leaves. The vote will be at the next meeting in the fall.

NOTICE OF MOTION

IT IS HEREBY RESOLVED that, on the recommendation of the Governance Committee and the Executive Committee, Senate approves amendments to the Senate Bylaws providing that a Senator may apply for a leave from Senate meetings for the period of an approved sabbatical or education leave.

9. INFORMATION: Curriculum Planning + Review Committee Report
— ***Attachment***: Curriculum Planning + Review Committee Report at p. 64

The Chair invited A. Jaroszewicz, Chair of CPR to present the report.
The Chair opened it up to questions. No questions raised.

10. APPROVAL: Curriculum Planning + Review Committee Recommendations (~ 7 - 10 mins)
- ***Attachment***: Curriculum Planning + Review Committee Recommendations p. 66

The Chair opened this item by commending faculty for the work that goes into reviewing curriculum and invited the Deans to comment on the proposed recommendations for each Faculty in turn.

C. Martin, Dean of Ian Gillespie Faculty of Design + Dynamic Media, shared a few remarks on the Animation courses.

No further comments from Deans or questions raised from Senate.

MOVED / SECONDED

IT IS HEREBY RESOLVED that, on the recommendation of the Curriculum Planning + Review Committee, Senate approves:

<u>Faculty of Culture + Community – course change proposal as presented</u>:

- **MHIS 230 Histories + Theories of Photography**
  (changes to name, description, and learning objectives)

<u>Faculty of Design + Dynamic Media – course change proposals as presented</u>:

- **2DAN 310 Creative Development for Animation Production**
  (changes to name, prerequisites, description, learning objectives, and learning outcomes)
- **2DAN 400 Senior Animation Production I**
  (changes to name, description, learning objectives, and learning outcomes)
- **2DAN 410 Senior Animation Production II**
  (changes to name, description, learning objectives, and learning outcomes)
- **3DAN 307 3D Character Creation II**
  (changes to name, prerequisites, description, learning objectives, and learning outcomes)

<u>Faculty of Design + Dynamic Media – new course and PRW change proposals as presented</u>:

- **2DAN 2XX Animation Core Studio**
  (New course proposal)

- **2DAN 2XX Animation Core Studio**
  (New course proposal)

- **2DAN 3XX (requesting 300) Animation Core Studio**
  (New course proposal)

- **2D Animation Program Requirement Worksheet (PRW)**
  (course changes and name updates)

Faculty of Art - Course change proposal as presented:

- **VAST 410 Senior Studio Interdisciplinary**
  (change to not repeatable for credit)

CARRIED BY UNANIMOUS CONSENT

11. INFORMATION: Academic Planning + Priorities Committee Report
    - ***Attachment***: Academic Planning + Priorities Committee Report at p. 97

    The Chair invited J. Turner to present the report.
    The Chair opened it up for questions. No questions raised.

12. INFORMATION: Accommodations Policy
    - ***Attachment**:* Briefing Note at p. 99
    - ***Note:*** Presentation will be provided at the Senate meeting

The Chair invited C. Seney-Coletta, Senior Director, Student Engagement, Retention + Success, to speak on the Accommodations Policy.

C. Seney-Coletta reported that the draft policy and procedures have been presented to the APP for review and will be brought before the Senate in the Fall for a broader discussion. The purpose of the briefing today was to introduce the work to Senate. C. Seney-Coletta highlighted the following:

- The policy and procedures provide a framework for supporting students with disabilities.
- B.C law requires the University to have a policy aligned with the *Accessible British Columbia Act*, and with the BC *Human Rights Code*. ECU is the only institution in BC currently without the appropriate framework and policy in place.
- Scope – the policy and procedures apply to all students and staff.
- Development – several steps have been taken to develop the policy and procedures including consultation and review across various areas of the University. Student Accessibility Services practices and procedures have been reviewed, with the goal of identifying opportunities, gaps, and compliance issues. There was essentially a form of an "internal audit", and an environmental scan of BC & Canadian institutions was undertaken to inform development of the policy and procedures. Deans and faculty have also had an opportunity to review and input.
- The team is working through the latest feedback and are in the final stages of review.
- If endorsed by the APP, a final draft will be brought to Senate in the Fall.

The Chair thanked C. Seney-Coletta for all the hard work and noted that if anyone had questions they could either i) bring their questions directly to C. Seney-Coletta or ii) bring the questions forward in the Fall when the final drafts are presented to the Senate.

13. INFORMATION: Appeals Committee Report
    - Attachment: Appeals Committee Report at p. 103

The Chair invited K. Verkerk to present the report.
The Chair opened it up for questions. No questions raised.

14. INFORMATION: Governance Committee Report
    - ***Attachment***: Governance Committee Report at p. 104

The Chair invited C. Martin to present the report.
The Chair opened it up for questions. No questions raised.

15. INFORMATION: Financial Awards Committee Report
    - Attachment: Financial Awards Committee Report at p. 106

The Chair invited K. Verkerk to present the report.
The Chair opened it up for questions. No questions raised.

16. Closing Remarks

The Chair thanked the Senate for their hard work in the 2025/2026 cycle. Commented that the Senate is a fundamental part of the governance system and representing the members of the entire community

Noted that it's not an easy time in the post-secondary sector and Senate had done good work in the face of that.
Chair wished everyone a good summer and to take rest ahead of a busy Fall to come.
Also mentioned that there would be more University wide 100-year celebrations to come in the Fall.

Thank you and have a good summer & please do come to the grad show and convocation.

III. **NEXT MEETING:** September 23, 2026, 9:30 a.m. – 11:20 a.m.

IV. **ADJOURNMENT –** meeting adjourned at 11:30am

SENATE VICE CHAIR OVERVIEW

The Vice Chair of Senate is elected annually and therefore serves a one-year term.

The Vice Chair’s roles in support of the Senate, are:

- To chair meetings in the absence of the President/Chair of the Senate
- To serve as a member of the Senate’s Executive Committee

Individual’s interested in the role, may bring:

- Experience presiding and facilitating meetings
- Familiarity with meeting procedures and rules of order
- Familiarity with governance principles and Senate responsibilities
- Willingness to commit time to prepare for meetings on short notice if/when the need arises

Individuals interested in the role should be prepared to share a short statement of interest at the September 23 Senate meeting and are asked to confirm their interest or reach out with any questions in advance of September 23 via email to the senateadmin@ecuad.ca email address with registrar@ecuad.ca in copy.

Senate Executive Committee
TERMS OF REFERENCE

Approved by the Senate: April 2020, April 2021
Reviewed: n/a

Voting Membership

Eleven (11) Members of Senate consisting of the following:

- Chair of Senate / President + Vice Chancellor (ex officio)
- Vice Chair of Senate (ex officio)
- Vice President, Academic + Provost (ex officio)
- Secretary of Senate / Registrar (ex officio and non-voting)
- University Secretary (ex officio and non-voting)
- One 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.

In circumstances where the Vice President Academic + Provost also holds the position of Vice Chair of Senate, the Senate Executive Committee will consist of ten (10) members, eight (8) of whom are voting members.

Chair

The Chair of the Committee is the President + Vice Chancellor.

Support

Support will be provided by the Executive Assistant to the President + Vice Chancellor.

Mandate and Authority

Authority:

This Committee reports to the Senate and operates in accordance with governing legislation, the Senate Bylaws and applicable University policies and procedures. It has authority to make recommendations for approval by the Senate.

General Responsibilities:

- Receives and coordinates items from Senate committees and individual members so as to prepare Senate meeting agendas in a timely and equitable way.

- At the direction of Senate, refers matters to the appropriate Senate committee(s) as required.

- Acts on behalf of the Senate for urgent items of business arising between regular meetings of the Senate. Such actions and decisions must be ratified by the Senate at a subsequent meeting. When acting in this capacity, the Executive Committee must convene a meeting at which quorum shall be 2/3 of the Committee's voting membership.

- Participates in consultation for the selection of the University Chancellor in accordance with policy *1.12 Selection of Chancellor*.

- Reviews Terms of Reference for the Senate Governance Committee and reports to Senate according to a regular schedule.

- Reviews the Senate Bylaws, in coordination with the Senate Governance Committee, and reports to Senate according to a regular schedule.

- Reviews annual updates to the Senate Handbook, in coordination with the Senate Governance Committee, and reports to Senate.

Conflict of Interest + Code of Conduct
Committee members must consider the Conflict of Interest and Code of Conduct bylaws prior to any discussion or participating in the decision to make any recommendations to Senate.

Meetings
Meetings will generally be held monthly, at least one week in advance of the regularly scheduled Senate meeting, and otherwise at the call of the Chair of the Committee. Notification for Senate Executive Committee meetings must be provided at least three business days in advance; however, a meeting may be held at any time without such notice *if* all members of the Committee are able to be present or the members who cannot be present consent to the meeting proceeding in their absence. A quorum of the Committee shall consist of 50% plus one of the eligible voting members.

Approval Authority	Senate
Responsible Administrator	University Secretary
Approval Date	January 2009, September 2021, September 2013, May 2014, October 2015, October 2017, April 2021, February 2022
Review Date	Annual - September

SENATE GOVERNANCE COMMITTEE – TERMS OF REFERENCE

1. **Senate Governance Committee Membership:** Senate Governance Committee is a standing committee of Senate and is subject to the Senate Bylaws, including Article IX Conflict of Interest and Code of Conduct.
2. **Senate Governance Committee Membership:**

Voting Members (8): **3 *ex-officio* members:** - President & Vice-Chancellor - Vice-President Academic & Provost - Registrar & Secretary of Senate **5 members elected by & from among Senators:** - 1 Administrator - 1 Faculty - 1 Student* - 1 Dean - 1 Staff ** If no Student Senator is available or able to serve, a Student Member of a Senate Committee or designate from the Student's Union are eligible to be nominated.*	**Non-voting Members (1):** - University Secretary **Committee Support:** - Associate University Secretary ***Note:*** Additional non-voting members may be appointed by the Committee to bring expertise to the Committee for specific periods of time. Voting members may only be added by amendment to these Terms of Reference.

3. **Chair** – A Chair will be elected annually from among the voting members of the Committee.
4. **Terms** – Elected members sit for two-year terms or until their term on Senate ends, whichever occurs first. Elected members may be re-elected for additional two-year terms. Elections are generally held in September, but may be held at any time to fill a vacancy.
5. **Quorum** – Quorum is a majority of the current voting members of the Committee.
6. **Meetings** – The Governance Committee will generally meet monthly during the Academic year, and otherwise as needed at the call of the Chair.
7. **Authority and Mandate** – The Governance Committee liaises with Senate Executive on all governance and policy issues. Without limiting, the Committee is responsible for reviewing and making recommendations to Senate with respect to:
   - Senate Bylaws and Senate Committee Terms of Reference
   - Schedule of Senate Meetings and Senate Committee Meetings
   - Policies requiring Senate approval, including Policies or Procedures dealing with elections under the *University Act*
   - Communications and liaison with the Board in accordance with the *University Act*
   - The Senate Handbook, orientation of new Senators, and ongoing education and training
   - Evaluation of Senate

Senate Curriculum Planning + Review Committee
TERMS OF REFERENCE

Page 1 of 2
Approved by the Senate: January 2009, September 2010, May 2014, April 2021
Reviewed: April 2018

Membership

Voting Members of the Committee

- Vice President, Academic + Provost
- Four (4) Deans, one from each Faculty
- Four (4) Faculty members, one from each Faculty who are not necessarily the Faculty members serving on Senate
- Three (3) students who are not necessarily the student members serving on Senate, one of whom will be a student in good standing from the Master's Program; two of whom will be students in good standing from the Bachelor's Program
- Two (2) staff members, one of whom is an Academic Advisor
- Registrar / Secretary of Senate or designate
- Three (3) members, of whom at least 2 are Faculty members, as appointed by the Senate
- President + Vice Chancellor / Chair of Senate (ex officio)

General

- Membership on the Committee will be for a two (2) year renewable term approved at the September meeting of the Senate, or as soon as possible after the beginning of the academic term.
- In the event there are not enough candidates to fill the above positions, the Committee will operate as formed, reserving the right for the Chair of Senate to appoint individuals to fill any vacant spaces.
- In the event there are more candidates than the Terms of Reference indicate to fill the above positions, a ballot vote shall take place at a Senate meeting to determine the individuals who shall serve.

Resource Personnel

At the invitation of the Chair of the Committee, any other member of the University Community whose expertise and knowledge would be of benefit to the Committee.

Support

Support for the Committee shall be provided by the Executive Assistant to the Vice President, Academic + Provost.

Chair

The Chair shall be elected annually at the first meeting of the Committee after the Senate has reviewed and approved Committee membership. The Chair shall report to Senate.

Authority and Mandate

The Committee reports to Senate, and has the authority to make recommendations to the Senate.

The Committee shall arrange for the following to be completed by the appropriate areas/Faculties/departments and brought back to the Committee for review and recommendation to Senate:

35.2(5)(c)	set curriculum content for courses leading to certificates, diplomas and degrees
35.2(5)(k)	set policies on curriculum evaluation for determining whether i) courses or programs or course credit, from another university or body are equivalent to courses or programs, or course credit, at Emily Carr University; or, ii) courses or program, or course credit, from one part of Emily Carr University are equivalent to course or programs, or course credit, in another part of Emily Carr University

The Committee shall develop, review and advise the Board, and develop, review and advise the Senate on the following. The Committee shall receive advice from the Board on the preparation, review and recommendations from the Board on the following:

35.2 (6)(d)	Educational policies setting the priorities for implementation of new programs and courses leading to certificates, diplomas or degrees
35.2 (6)(e)	Educational policies regarding the establishment or discontinuance of faculties

Conflict of Interest

Committee members must consider the Senate Conflict of Interest and Code of Conduct Bylaws prior to any discussion or resolution being considered that would affect the closure of a specific instructional program, area or Faculty, reductions in their operations, or other situations that might constitute any real, potential or apparent conflict of interest.

Meetings

Normally in October, November, December, February, March, April of each year, or at the call of the Chair of the Committee as required. A quorum of the Committee shall consist of 50% plus one of the eligible voting members.

Senate Appeals Committee
TERMS OF REFERENCE

Approved by the Senate: January 2009, September 2010, May 2012, Oct 2013, May 2014, April 2019, April 2021

Membership
Voting Members
- Vice President, Academic + Provost (ex officio)
- Registrar / Secretary of Senate (ex officio)
- One (1) faculty member from each Faculty
- One (1) student from each Faculty
- One (1) Senate member
- One (1) Dean

General
Membership on the Committee will be for a two (2) year renewable term approved at the September meeting of the Senate, or as soon as possible after the beginning of the academic term.

Voting
Each member of the Appeals Committee shall have one vote.

Resource Personnel (non-voting)
- Director, Records, Registration + Advising, Student Services
- Any other member of the University Community whose expertise would be of benefit to the Committee, as appointed by, or by invitation of, the Chair of the Committee.

Support
Support for the Committee will be provided by the Executive Assistant to the Registrar**.**

Chair
The Registrar will be the Chair of the Committee.

Authority and Mandate

General
The Committee reports to Senate, and has the authority to make recommendations to the Senate.

The Committee shall arrange for the following to be completed and brought back to the Committee for review and recommendation to Senate, and from time to time review the policies and procedures to ascertain if they require updating and revising:

35.2(5)(k) set policies and procedures for appeals by students on academic matters and establish a final appeal tribunal for these appeals;

The Committee shall develop, review and advise the Board, and develop, review and advise the Senate on the following. The Committee shall receive advice from the Board on the preparation, review and recommendations from the Board on the following:

35.2 (6)(j) the adjudication procedures for appealable matters of student discipline

Appeals
To hear an appeal, an *Appeals Tribunal* shall be convened by the Chair of the Senate Appeals Committee according to the processes outlined in University policy *2.3.2 Adjudication Procedures for Appeals to the Senate Appeals Tribunal*.

Appeals Tribunal
To compose a Tribunal, the Chair will solicit volunteers from serving members of the Senate Appeals Committee; should there be more volunteers than required for any Tribunal, the Chair will determine the Tribunal composition based on the nature of the appeal under review.

Members of an Appeals Tribunal shall include:

- Registrar / Secretary of Senate, who shall serve as Chair (ex officio, non-voting)
- VP, Academic + Provost (ex officio)
- Two (2) students elected by and from the Senate Appeals Committee
- Two (2) faculty members elected by and from the Senate Appeals Committee
- Any other member of the University community whose expertise would be helpful for the Tribunal, at the invitation of the Chair.

Members must declare any conflict of interest issues prior to serving on a Tribunal.

In the event a Tribunal cannot be composed from the Senate Appeals Committee members for whatever reason, the Registrar shall notify the Chair of Senate, and alternate individuals will be requested from the current members of the Senate to serve on a temporary basis.

Conflict of Interest
Committee members must consider Emily Carr University policy *8.11 Conflict of Interest* and *8.11.1 Conflict of Interest Procedures* prior to any discussion that might constitute any real, potential or apparent conflict of interest.

Ethical Principles for Appeals Tribunal Panel
Members of the Appeals Tribunal shall be aware of, and abide by, Emily Carr University Policy *1.5.2 Ethical Principles for Appeal Panel*.

Meetings
Meetings will be at the call of the Chair, at minimum once per term. The Fall term meeting will be to orient new Committee members to the work of the Committee and the Tribunal process. A quorum of the Committee shall consist of 50% plus one of the eligible voting members.

Senate Committee Recommendation Form

Committee:	Senate Executive Committee
Meeting Date:	September 24, 2026
Presenter(s):	N. Himer, University Secretary

Subject: Updated Terms of Reference for the Senate Executive Committee to incorporate Nominations Committee functions

Recommendation:	**☒ Motion to approve / ☐ Discussion / ☐ For Information**

Resolution:	**IT IS HEREBY RESOLVED THAT, on the recommendation of the Senate Executive Committee, the Senate approve the updated Terms of Reference for the Senate Executive Committee, as presented.**

BACKGROUND

In April 2026, the Senate approved that the functions of the Nominations Committee be taken on by the Senate Executive Committee and that the Nominations Committee be dissolved.

The Senate Executive Committee plays a coordinating role within Senate's governance structure through its responsibility for advising on Senate meeting agendas. In fulfilling this role, the committee regularly reviews items coming forward from Senate committees and develops an awareness of the work occurring across the committee structure. Assigning nominations responsibilities to the Executive Committee aligns committee appointment decisions with a body that already has a broad view of Senate's workflow and priorities.

Attached for review and approval are updated Terms of Reference (TORs) for the Senate Executive Committee to reflect the change- the nominations functions have been incorporated into the TORs without substantive change. The revisions were reviewed and endorsed by the Senate Executive Committee and are recommended for approval by the Senate.

ATTACHMENTS

1. Revised Terms of Reference for the Senate Executive Committee (track change)

Senate Executive Committee – Terms of Reference

Approved by the Senate: January 2009, September 2013, May 2014, October 2015, October 2017, April 2020, April 2021, September 2021, May 2022, Sept 2026

Mandate / Purpose:

This Committee reports to the Senate and operates in accordance with governing legislation, the Senate Bylaws and applicable University policies and procedures. It has authority to make recommendations for approval by the Senate.

Responsibilities:

The Executive Committee:

Commented [NH1]: Note: Current responsibilities.

1. Receives and coordinates items from Senate Committees and Senate members so as to prepare Senate meeting agendas in a timely and equitable way.
2. At the direction of Senate, refers matters to the appropriate Senate committee(s) as required.
3. Acts on behalf of the Senate for urgent items of business arising between regular meetings of the Senate. Such actions and decisions must be ratified by the Senate at a subsequent meeting. When acting in this capacity, the Executive Committee must convene a meeting at which quorum shall be 2/3 of the Committee's voting membership.
4. Participates in consultation for the selection of the University Chancellor in accordance with policy 1.12 Selection of Chancellor.
5. Reviews Terms of Reference for the Senate Governance Committee and reports to Senate according to a regular schedule.
6. Reviews the Senate Bylaws, in coordination with the Senate Governance Committee, and reports to Senate according to a regular schedule.
7. Reviews annual updates to the Senate Handbook, in coordination with the Senate Governance Committee, and reports to Senate.

The Executive Committee is also responsible for reviewing and making recommendations to Senate with respect to the election and appointment of members to Senate Committees. The Committee:

8. Works with constituent groups to bring forward nominations in a timely fashion;
9. Reviews nominations received, and present candidates for Senate Committees for election or appointment by Senate;
10. Solicits and nominates representatives for appointment by Senate to serve on other Institutional Committees where Senate is represented;
11. Monitors and addresses vacancies on Senate Committees on an ongoing basis;
12. Reviews and makes recommendations to the Governance Committee with respect to the Membership of Senate Committees
13. Educates Senate and the broader university community on the work of Senate Committees and opportunities to participate.

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Commented [NH2]: Note: Newly added responsibilities, taken directly from the Nominations Committee.

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Membership / Composition:

Commented [NH3]: Note: No change to membership.

Eleven (11) Members of Senate consisting of the following:

- Chair of Senate / President + Vice Chancellor (ex officio)
- Vice Chair of Senate (ex officio)
- Vice President, Academic + Provost (ex officio)
- Secretary of Senate / Registrar (ex officio and non-voting)
- University Secretary (ex officio and non-voting)
- One 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.

In circumstances where the Vice President Academic + Provost also holds the position of Vice Chair of Senate, the Senate Executive Committee will consist of ten (10) members, eight (8) of whom are voting members.

Chair:
The Chair of the Committee is the President + Vice Chancellor.

Support:
Support will be provided by the Administrative Coordinator, Senate and by the Executive Assistant to the Vice President Academic + Provost in respect of the nomination and Senate Committee appointment processes.

Commented [NH4]: Note: Updated to reflect new role.

Deleted: President + Vice Chancellor.

Terms
Elected members sit for two-year terms or until their term on Senate ends, whichever occurs first. Elected members may be re-elected for additional two-year terms.

Deleted: Elections are generally held in September, but may be held at any time to fill a vacancy.

Procedures:

Meetings will generally be held monthly, at least one week in advance of the regularly scheduled Senate meeting, and otherwise at the call of the Chair of the Committee. Notification for Senate Executive Committee meetings must be provided at least three business days in advance; however, a meeting may be held at any time without such notice if all members of the Committee are able to be present or the members who cannot be present consent to the meeting proceeding in their absence.

A quorum of the Committee shall consist of 50% plus one of the eligible voting members.

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