

Senate Orientation

Friday, September 8, 2023, 2:30pm

in Room 203 in the Anthony P. Toldo Health Education Centre

The purpose of the Senate Orientation is to acquaint all Senate members with the mandate of Senate and its Standing Committees.

All Members of Senate are encouraged to attend!

SENATE & SENATE STANDING COMMITTEE
CONTACT INFORMATION & MEMBERSHIPS 2023-2024

Senate

Senate Contacts:

Robert Gordon, President and Vice-Chancellor and Chair of Senate

e-mail Robert.Gordon@uwindsor.ca

Renée Wintermute, University Secretary

e-mail renew@uwindsor.ca

Alison Zilli, Senate Governance Officer/Assistant Clerk of the Senate

e-mail alisonz@uwindsor.ca

Danny Anger, Senate Governance Officer/Elections and Administrative Officer

e-mail angerd1@uwindsor.ca

Ex officio members

1. R. Gordon – President (Chair)
2. R. Aguirre – Provost and Vice-President, Academic
3. S. Jones – Associate Vice-Provost, Student Experience
4. R. Darling – Registrar
5. S. Johnson – Vice-President Research and Innovation
6. C. Beckford – Vice-President People, Equity and Inclusion
7. C. Collier – Dean, Faculty of FAHSS
8. D. Cavallo-Medved - Acting Dean, Faculty of Science
9. A. Mahajan – Acting Dean, Odette School of Business
10. K. Montgomery – Dean, Faculty of Education
11. B. Van Heyst – Dean, Faculty of Engineering
12. L. Rohr – Dean, Faculty of Human Kinetics
13. R. Bahdi – Dean, Faculty of Law
14. D. Sheppard-LeMoine – Dean, Faculty of Nursing
15. D. Kane – Dean, Faculty of Graduate Studies
16. S. Berg – University Librarian
17. J. Cappucci – President of Assumption University
18. B. Tucker – Principal of Canterbury College
19. N. King – Principal of Iona College
20. G. Hashem – President, University of Windsor Students Alliance (UWSA)
21. C. Baillargeon – President, Organization of PartTime University Students (OPUS)
22. A. Ward – President, Graduate Students Society (GSS)
23. E. Kustra – Associate Vice-President, Academic (Acting)
24. P. Dutton – Academic Colleague to COU

Elected representatives of Faculties

Faculty of Arts, Humanities and Social Sciences

1. N. Atkin [to Sept 2024]
2. R. Sharma-Persaud [to Sept 2024]

3. B. Daly [to Sept 2024]
4. A. Glassburn [to Sept 2024]
5. M. Muldoon [to Sept 2025]
6. G. Salvato [to Sept 2025]
7. L. Walsh [to Sept 2025]
8. J. Luft [to Sept 2025]
9. K. Asquith [to Sept 2025]
10. L. Rodney [to Sept 2025]
11. C. Heard [to Sept 2025]
12. TBA [to Sept 2025]

Odette School of Business

1. K. Robson [to Sept 2024]
2. E. Elsaid [to Sept 2024]
3. F. Baki [to Sept 2025]
4. J. Pathak [to Sept 2025]

Faculty of Education

1. Z. Zhang [to Sept 2024]
2. M. MacDonald [to Sept 2025]

Faculty of Engineering

1. E. Abdel – Raheem [to Sept 2024]
2. O. Jianu [to Sept 2024]
3. B. Minaker [to Sept 2024]
4. A. Abdulhussein [to Sept 2025]
5. N. Van Engelen [to Sept 2025]

Faculty of Human Kinetics

1. F. Biondi [to Sept 2024]
2. TBA [to Sept 2025]

Faculty of Law

1. R. Kuras [to Sept 2024]
2. TBA [to Sept 2024]

Faculty of Nursing

1. L. Freeman [to Sept 2024]
2. E. Tanlaka [to Sept 2024]

Faculty of Science

1. A. Swan [to Sept 2024]
2. D. Marquardt [to Sept 2024]
3. X. Yuan [to Sept 2024]
4. I. Barrette - Ng [to Sept 2024]
5. C. Rangan [to Sept 2024]
6. N. Turdaliev [to Sept 2025]
7. K. Drouillard [to Sept 2025]
8. K. Granville [to Sept 2025]

Library Representatives

1. J. Soutter [to Sept 2024]
2. R. Reka [to Sept 2025]

Elected representatives-at-large (1 year terms)

1. N. Baker [to Sept 2024]
2. J. Bornais [to Sept 2024]
3. D. Danelon [to Sept 2024]
4. N. Fujita [to Sept 2024]
5. J. Raffoul [to Sept 2024]
6. L. Rueda [to Sept 2024]

Academic Professional [1 year term]

1. K. Morris [to Sept 2024]

Elected representative of the Faculty Association

1. M. Bray [to Sept 2024]

Elected representative of the Aboriginal Education Council

1. TBA [to Sept 2024]

Board of Governors Representatives

1. M. Evans [until Nov 2024]
2. S. Williams [until Aug 2024]

Appointed by the Alumni Association

1. J. Rondot [to Sept 2025]

Student Representatives (1 year term)

1. H. Morra (UWSA) [to April 2024]
2. V. Iannetta (UWSA) [to April 2024]
3. S. Khan (UWSA) [to April 2024]
4. L. Pupulin (UWSA) [to April 2024]
5. W. Rischke (UWSA) [to April 2024]
6. S. Randhawa (UWSA) [to April 2024]
7. B. Singh (GSS) [to April 2024]
8. H. Sindhu (GSS) [to April 2024]
9. S. Weir (OPUS) [to April 2024]
10. D. Marion (OPUS) [to April 2024]
11. S. Thomson (OPUS) [to April 2024]

Senate Governance Committee

Contacts:

Robert Gordon, President and Vice-Chancellor and Chair of the Senate Governance Committee
e-mail Robert.Gordon@uwindsor.ca

Renée Wintermute, University Secretary
e-mail renew@uwindsor.ca

Danny Anger, Senate Governance Officer/Elections and Administrative Officer
e-mail angerd1@uwindsor.ca

Membership

President – **Robert Gordon (Chair)**

Provost and Vice President, Academic – **Robert Aguirre**

Vice President Equity, Diversity, and Inclusion- **Clinton Beckford**

Odette School of Business – **Dave Bussiere**

Faculty of Education – **Darren Stanley**

Faculty of Engineering – **Ofelia Jianu**

Faculty of Law – **Reem Bahdi**

Faculty of Human Kinetics – **Jess Dixon**

Faculty of Nursing – **Laurie Freeman**

Faculty of Science – **Luis Rueda**

Faculty of Graduate Studies – **Debbie Kane**

Faculty of Arts, Humanities & Social Sciences – Arts/Humanities – **Beth Daly**

Social Sciences – **Cheryl Collier**

Representative-at-Large – **Nick Baker**

Librarian Representative – **Selinda Berg**

Student Representation – **Ghalia Hashem-UWSA, Husam Morra-UWSA, Andrew Ward-GSS, Stehpan Weir-OPUS**

Academic Policy Committee

Contacts:

Isabelle Barrette-Ng, Faculty of Science, Chair of the Academic Policy Committee
e-mail Isabelle.Barrette-Ng@uwindsor.ca

Renée Wintermute, University Secretary
e-mail renew@uwindsor.ca

Alison Zilli, Senate Governance Officer/Assistant Clerk of the Senate,
e-mail alisonz@uwindsor.ca

Membership

Associate Vice-President, Academic – **Erika Kustra**

Vice-Provost, Teaching and Learning (or designate) – **Jessica Raffoul**

Odette School of Business – **TBA**

Faculty of Education – **Priscila Correa**

Faculty of Graduate Studies – **Chitra Rangan**

Faculty of Engineering – **Niel Van Engelen**

Faculty of Law – **Anneke Smit**

Faculty of Human Kinetics – **Sara Scharoun Benson**

Faculty of Nursing – **Debbie Rickeard**

Faculty of Science – **Isabelle Barrette-Ng (Chair)**

Faculty of Arts, Humanities & Social Sciences - Arts – **Maureen Muldoon**

Social Sciences – **Lydia Miljan**

Librarian Representative – **Adam Mulcaster**

Student Representation – **Walter Rischke-UWSA, Victoria Iannetta-UWSA, Brahmjot Singh-GSS, Hisham Barakat-OPUS**

Program Development Committee

Contacts:

Lionel Walsh, Chair of Program Development Committee
email walsha@uwindsor.ca

Renée Wintermute, University Secretary
Ext. 3347, e-mail renew@uwindsor.ca

Alison Zilli, Senate Governance Officer/Assistant Clerk of the Senate
e-mail alisonz@uwindsor.ca

Membership

Provost and Vice-President, Academic – **Robert Aguirre**

Dean of Graduate Studies – **Debbie Kane**

Vice-Provost, Teaching and Learning (or designate) – **Jessica Raffoul**

Odette School of Business – **Fazle Baki**

Faculty of Education – **Zouchen Zhang**

Faculty of Engineering – **Darryl Danelon**

Faculty of Human Kinetics – **Sarah Woodruff Atkinson**

Faculty of Law – **Gemma Smyth**

Faculty of Nursing – **Eric Tanlaka**

Faculty of Science – **Kenneth NG, Nurlan Turdaliev**

Faculty of Arts, Humanities & Social Sciences – **Jeremy Worth, John Deukmedjian, Lionel Walsh (Chair)**

Librarian Representative – **Dave Johnston**

Student Representation – **Victoria Iannetta-UWSA, Sarah Khan-UWSA, Harbal Sidhu-GSS, Diana Marion-OPUS, TBA**
-Additional Student

Senate Student Caucus

Contacts:

Natalie Atkin, Faculty of Arts, Humanities & Social Sciences (Chair)
email natkin@uwindsor.ca

Renée Wintermute, University Secretary
e-mail renew@uwindsor.ca

Danny Anger, Senate Governance Officer/Elections and Administrative Officer
e-mail angerd1@uwindsor.ca

Membership

Associate Vice-President, Student Experience – **Shetina Jones**

Director, Campus Services – **Shae Harasym**

Odette School of Business – **Ehab Elsaid**

Faculty of Education – **Michael Macdonald**

Faculty of Engineering – **Jennifer Johrendt**

Faculty of Law – **Ruth Kuras**

Faculty of Human Kinetics – **Sean Horton**

Faculty of Nursing – **Sherry Morrell**

Faculty of Science – **Dora Cavallo Medved**

Faculty of Arts, Humanities & Social Sciences – **Natalie Atkin (Chair)**

Librarian Representative – **Sarah Glassford**

Student Representation – **Suki Randhawa (Student Co-Chair)**-UWSA, **Lauren Pupulin**-UWSA, **Walter Rishke**-UWSA, **Ghalia Hashem**-UWSA, **Brahmjot Singh**-GSS, **Andrew Ward**-GSS, **Donna Patterson**-OPUS, **Bianca Lenarduzzi**-OPUS, **TBA**-International, **TBA**-Residence, **TBA**-Elected by Aboriginal Education Centre

University of Windsor
Role and Responsibilities of the Senate,
Senate Members, and Senate Committee Members

Role and Responsibilities of the Senate

- To retain overall accountability for academic matters
- To provide oversight to ensure that academic decisions support the mission, vision, values and strategic goals of the University
- To monitor the quality and integrity of the University's academic programs and to ensure compliance with quality assurance measures
- To ensure that appropriate bylaws, policies and procedures are in place to safeguard academic quality and standards across the University
- To grant approvals on University actions that fall within the mandate of the Senate, including conferring of degrees, curriculum review and renewal, determining the standards for admission and the standing for continuation and graduation from a program, transfer credit, tenure and promotion process, and more.

Individual Senate Members' Responsibilities

- Be informed about the University and support its mission
- Be committed to the University and specifically to maintaining high academic quality and standards
- Understand that the Senate's role is one of policy-making and oversight and not management or executive decision making
- Recognize that individuals serving on the Senate are not there on behalf of a constituency but rather are there to act in the best interest of the whole University, bringing to Senate's deliberations a wide range of academic knowledge and expertise, trying to foresee probable consequences of each proposal and applying balanced judgement to the deliberations
- Attend and come prepared to participate in meetings of the Senate, and provide advanced notice to the Secretary if you are unable to attend a meeting
- Engage in open, objective, thoughtful, and respectful discussion on matters brought before Senate while adhering to the rules of procedures of Senate
- Abide by the decisions made by the Senate, as set out in the Senate's bylaw and policies and other regulations
- Respect the role of the Board as the governing body with oversight over fiduciary/operational matters
- Declare any and all perceived or actual conflicts of interest
- Report back to your Faculty on matters discussed and/or decided at Senate
- Maintain confidentiality of all information designated as such in all in-camera/closed sessions of Senate

Individual Committee Members' Responsibilities

In addition to the responsibilities set out above for individual Senate members, Senate Committee members are to:

- Understand that the Senate's, and consequently, the Committee's role is one of policy-making and oversight and not management or executive decision making
- Recognize that, unless it has delegated authority to act, the Committee makes recommendations to the Senate, which has the decision-making authority
- Attend and come prepared to participate in meetings of the Committee, and provide advanced notice to the Secretary if you are unable to attend a meeting
- Engage in open, objective, thoughtful, and respectful discussion on matters brought before the Committee while adhering to the rules of procedures
- Abide by the decisions made by the Senate Committee and the Senate
- Understand that Senate Committee meetings are closed and that confidentiality of information designated as such is to be maintained

**Robert's Rules of Order (RRO) – Top 10
Cheat Sheet**

Action/Motion	Purpose	Can member interrupt speaker?	Does it require a seconder?	Can it be debated?	Can it be amended?	Votes required?
Move a motion	To introduce an item requiring approval.	No	Yes	Yes	Yes	Majority (50%+1) (unless bylaw change = 2/3 majority of members present)
Amend a motion	When a member wants to propose an amendment to an item before it goes to a vote. NB: the amendment cannot be such that its intent or approval would be to reject or nullify the main motion.	No	Yes	Yes	Yes	Majority (50%+1) (unless it is a “friendly” amendment = general consent, where Chair declares amendment if there is no objection)
Postpone ¹ consideration of a matter to a set time [commonly referred to as “deferred”] [often erroneously referred to as a “motion to table” ²]	Delays a vote, normally based on a request for additional information, or while awaiting conclusion of another matter, or until after a certain event.	No	Yes	Yes, but limited to the question to postpone; should not include debate on the main question.	Yes, but only as relates to the time for when the main motion will come back.	Majority (50%+1)
Request to withdraw a motion	When the mover wants to withdraw consideration of a motion.	Yes	No (unless it must be voted on - see last column)	No	No	No vote – treated as general consent, where, if no one objects, the Chair declares the motion withdrawn Majority (50%+1) - If there is an objection, the Chair can put the request to withdraw the motion to a vote.
End debate on the motion [formally known as “to move the previous question”; commonly referred to as “calling the question”]	When it is felt that further debate will not be fruitful and that the main motion should be voted on.	No	Yes	No	No	2/3

Action/Motion	Purpose	Can member interrupt speaker?	Does it require a seconder?	Can it be debated?	Can it be amended?	Votes required?
Point of order	To enforce the rules or question the correct procedure	Yes – must be made <i>immediately</i> at the time the rules violation occurs	No	No	No	Chair decision
Appeal		Yes – move to appeal is not in order unless made <i>immediately</i> following the decision of the chair.	Yes	Yes, unless it relates to indecorum or rules of speaking; priority of business; or if made while the immediately pending question is non-debatable.	No	Majority (50%+1)
Point of Information	When a member is seeking clarification on the facts of the matter at hand	Yes	No	No	No	No vote
Reconsider ³	To reconsider the vote on a previously approved or defeated motion	No	Yes	Yes, provided the motion to be reconsidered is debatable	No	Majority (50%+1)
Rescind	To rescind a motion previously adopted	No	Yes	Yes	Yes	Majority (50%+1), if notice given 2/3 or majority vote of entire membership, if no notice 2/3 and notice for bylaws

¹A motion to postpone indefinitely avoids a direct vote on an item and ends consideration of the item for the full session (academic year). It is an indirect rejection of the main motion and should be use rarely as members should vote on the main motion to express their support or rejection. However, it “is useful in disposing of a badly chosen main motion that cannot be either adopted or expressly rejected without possibly undesirable consequences.” (RRO, p. 126). It is not amendable, but it is debatable and requires a simple majority vote.

²A motion to postpone to a definite time or “to table” is only to be used “to lay the pending question aside temporarily when something else of immediate urgency has arisen or when something else needs to be addressed before consideration of the pending questions is resumed” (p.209). It requires a majority vote without debate. It is “out of order if the evident intent is to kill or avoid dealing with a measure.” (RRO, p.210)

³A motion to reconsider must be made by a member who voted on the *prevailing* side of the motion to be reconsidered; must be made during the same meeting in which the motion to be reconsidered was decided; and cannot be subsequently reconsidered. Their motion to reconsider “[c]an be applied to the vote on any motion except:

- a) a motion which can be renewed;
- b) a negative vote on a motion which, at the time the motion to Reconsider is made, would be out of order because:
 - i) it conflicts with a motion previously adopted and still in force,
 - ii) it conflicts with a motion which has been temporarily but not finally disposed of and which remains within the control of the assembly, or
 - iii) it would conflict with a pending motion if that motion were adopted;
- c) an affirmative vote whose provisions have been partly carried out;
- d) an affirmative vote on a contract when the party to the contract has been notified of the outcome;
- e) any vote which has caused something to be done that is impossible to undo;
- f) a vote on a motion to Reconsider; or
- g) when practically the same result as desired can be obtained by some other parliamentary motion.” (RRO, pp. 318-319)

Motions and Speaking Rights (RRO, sections 42 and 43)

1. Members may not speak without first being recognized by the chair.
2. Once a motion is moved and seconded, the item is open for debate.
3. The mover is entitled to speak first and close debate (RRO and Senate bylaw 2). The “maker of a motion, while [they] can vote against it, is not allowed to speak against [their] own motion. [They] need not speak at all, but if [they do they are] obliged to take a favorable position. If [they change their] mind while the motion [they] made is pending, [they] can, in effect, advise the assembly of this by asking permission to withdraw the motion.” (p. 393)
4. Where there is an item which generates or may generate greater debate (whether on a motion or on an item for information), the Chair may impose the speaking limits set out in Robert’s Rules of Order. In accordance with Robert’s Rules of Order, each member may speak twice, for ten minutes each time, on an item. A member may not speak a second time, until all members who wish to speak to the item have had the opportunity to do so once (pp. 43, 379, 387-389)
NB: “A member who has spoken twice on a particular question on the same day has *exhausted [their] right to debate* that question for that day.” (p. 43)
“Rights in regards to debate are not transferable... a member cannot yield any unexpired portion of his time to another member, or reserve any portion of this time for a later time – that is, if a member yields the floor before speaking [their] full ten minutes, [they are] presumed to have waived [their] right to the remaining time. If a speaker yields to another member for a question, the time consumed by the question is charged to the speaker.” (p. 388)
Decorum in debate: “Debate must be confined to the merits of the pending question [or item for information]. Speakers must address their remarks to the chair, maintain a courteous tone, and – especially in reference to any divergence of opinion – should avoid injecting a personal note into the debate. To this end, they must never attack or make any allusion to the motives of members.” (pp. 43, 391-394)
5. The Chair announces the results of the vote.

Guests do not have a right to address the assembly and may only do so with the approval of the chair.

Sources:

Robert’s Rules of Order, Newly Revised, 11th Edition, 2011.

Senate Bylaws 2

Adapted in part from: <https://www.boardeffect.com/blog/roberts-rules-of-order-cheat-sheet/>

Bylaw Rules and Procedures
Senate and Senate Committee Meetings – Quick Reference

Notice Requirement

Five calendar days' notice of a meeting must be given. The notice must include the agenda items, minutes of the previous meeting (as appropriate), and supporting documents (as appropriate) and notice of motion. Five calendar days' notice includes the day the notice was sent and the day of the meeting. (Bylaw 2)

E-Votes (does not apply to Senate)

At the discretion of the Chair, an e-vote may be issued on non-controversial matters (with the exception of appointments procedures for limited-term, tenure or tenure-track faculty, or promotion, tenure and renewal procedures, or selection procedures for Deans, Associate Deans and AAU Heads.) Any objection from a member within 48 hours of the issuance of the e-vote will result in the withdrawal of the e-vote and trigger an in-person meeting. (Bylaw 3)

An e-vote can also be conducted on matters that were discussed at a scheduled meeting at which quorum was not achieved. (Bylaw 3)

Quorum

Quorum is one-half of the voting members for Senate and Committees of Senate, with the exception of Renewal, Tenure, and Promotion Committees where quorum is one less than the voting membership. (Bylaws 3 and 22)

Summer quorum applies from May 1 – August 31 for Senate Committees, with the exception of Appointments Committees and Renewal, Tenure, and Promotion Committees. Summer quorum is 40% of the voting members, provided at least one student member is present. If there is no student member present, quorum reverts back to 50% of the voting members.



NOTICE OF MEETING

There will be a meeting of the Senate on Friday, October 9, 2022, at 2:30pm
LOCATION: Virtual Meeting
Link: [Join Microsoft Teams Meeting](#)

SAMPLE AGENDA

Land Acknowledgement

- 1 **Approval of Agenda** (Unstarring agenda items)
- 2 **Minutes of the meeting of May 13, 2022** Approval
S220513M
- 3 **Business arising from the minutes**
- 4 **Outstanding Business/Action Items**
 - 4.1 **Candidates for Degrees, Diplomas and Certificates** Robert Gordon-Approval
S221009-4.1
- 5 **Reports/New Business**
 - 5.1 **Program Development Committee**
 - *5.1.1 **PDC Reports on University Program Reviews (Bachelor of Engineering Technology and Education)** Lionel Walsh-Information
S221009-5.1.1
 - *5.1.2 **Program/Course Changes** Lionel Walsh-Approval
S221009-5.1.2a
 - (a) **School of the Environment – Minor Program Changes (Form C)**
 - *5.1.3 **Social Work (Graduate) – Learning Outcomes** Lionel Walsh-Information
S221009-5.1.3
 - 5.2 **Academic Policy Committee**
 - *5.2.1 **Office of Student Experience Annual Report (2020-2021)** Isabelle Barrette-Ng-Information
S221009-5.2.1
 - 5.3 **Senate Governance Committee**
 - 5.3.1 **Revisions to Bylaws** Jess Dixon-Approval
S221009-5.3.1
 - *5.3.2 **Senate Membership (2022-2023)** Rob Gordon-Information
S221009-5.3.2

SENATE ORIENTATION – SAMPLE AGENDA

- | | | |
|-------|--|---|
| 5.4 | Senate Student Caucus | Dave Andrews-Information |
| 5.5 | Report from the Student Presidents | UWSA/GSS/OPUS-Information |
| 5.6 | Report of the Academic Colleague | Philip Dutton-Information |
| 5.7 | Report of the President | Robert Gordon-Information |
| 5.8 | Report of the Provost | Patti Weir-Information
S221009-5.8 |
| 5.8.1 | Indigenous Engagement Framework for Curriculum Development (PDC Forms) | Patti Weir/Rebecca Major-Information |
| 5.9 | Report of Vice-President, Equity, Diversity, and Inclusion | Clinton Beckford-Information
S221009-5.9 |
| 5.10 | Report of Vice-President, Research and Innovation | Chris Houser-Information
S221009-5.10 |
| 6 | Question Period/Other Business | |
| 7 | Adjournment | |

Please carefully review the 'starred' (*) agenda items. As per the June 3, 2004 Senate meeting, 'starred' items will not be discussed during a scheduled meeting unless a member specifically requests that a 'starred' agenda item be 'unstarred', and therefore open for discussion/debate. This can be done any time before (by forwarding the request to the secretary) or during the meeting. By the end of the meeting, agenda items which remain 'starred' (*) will be deemed approved or received.

Senate & Senate Standing Committee Tips



Senate Meetings

“Regular meetings of the Senate shall be held on the second Friday of each month at 2:30pm from October to June, both inclusive, except in the months when Convocations are held when meetings shall be held on the Friday in the week preceding Convocation; provided that when the day set for a regular meeting of the Senate is a statutory or other public holiday, the meeting shall be held on the preceding Friday. A Senate Orientation session shall be held in September.”

“The Senate shall not remain in session later than five o'clock p.m., except by unanimous consent or, failing that, by a two-thirds vote of the members present.” (Bylaw 2)



Communication

- Email is used exclusively for Senate and its committees. It is imperative that members check their email regularly and inform the appropriate contact person of any changes to their email address.
- Students must use their University of Windsor email address.
- Please ensure you have the latest version of Adobe on your machine.
- Senate and Senate Standing Committee agendas and supporting documentation will be sent to you by email a minimum of 5 calendar days prior to the meeting, in accordance with Bylaw 2.

*Starred Items Appearing on the Agenda

As per the June 3, 2004 Senate meeting, ‘starred’ items will not be discussed during a scheduled meeting unless a member specifically requests that a ‘starred’ agenda item be ‘unstarred’, and therefore open for discussion/debate. This can be done any time before (by forwarding the request to the secretary) or during the meeting. By the end of the meeting, agenda items which remain ‘starred’ (*) will be deemed approved or received.



Your Senate or Standing Committee Package

A package containing the agenda/supporting documentation will be emailed to you in one combined PDF file for easy printing. Included in this email will be the minutes from the previous meeting. Please review this information prior to the meeting.

ACCESSING & NAVIGATING YOUR DOCUMENTS WITH EASE

To accommodate the different types of technologies to view the materials prior to and during the Senate and Standing Committee meetings, we offer the following options.

Use the Direct Web Link: The direct web link to the Senate meetings, contain links to the agenda/supporting documentation for the current meeting and past meetings.

<http://www.uwindsor.ca/secretariat/7/senate>

or

Use the Combined PDF's Emailed to You. A minimum of five calendar days prior to each meeting you will receive an email containing two PDFs, one containing the agenda/supporting documentation and one containing the minutes.

- Once you click on either the meeting date on our website or the combined PDF emailed to you, the documentation will open in a PDF file.
- The combined PDF file will contain overall page numbering that will be in the lower left-hand side of each page and may be used to refer you to an item.
- There is also an item number on each document (Example 5.5.1)
- We have added a Bookmark feature (This can be accessed by opening this file in Adobe). If the bookmarks do not appear when the document opens, just click on the icon that looks like a cut ribbon on the left-hand side of the page. Separate bookmarks have been created for each agenda item. Just click on the bookmark created for the item number and it will take you directly to that item. This will help you to navigate through the document with increased efficiency and ease.
- Links to other documents not included in the combined pdf such as PDC supporting documentation are contained under the Rationale/Approvals section.
- You can also navigate through the document by using the “find” feature. Press Ctrl and F simultaneously and a text box will pop up. Type in the word that you are searching for, press enter, and it will take you there. Press the down arrow to take you to the next instance.

For iPad users

- The ibooks app can be downloaded from the Apple website.
- You may find this useful to navigate through the Senate document as you would a book.



I can't make a meeting...

Regrets

- Please submit all regrets for Senate, Senate Governance Committee and Senate Student Caucus to danny.anger@uwindsor.ca
- Please submit all regrets for the Program Development Committee and Academic Policy Committee to Alison Zilli at alisonz@uwindsor.ca

If you miss 3 Senate meetings in a row without sending regrets...

*****It is important to note that according to Bylaw 1, 10.2, an elected Senator shall be deemed to have resigned if they are “absent without regrets” from three consecutive regular meetings of the Senate.**

Elections-Voting

Elections will be conducted by the University Secretariat and voting will normally occur electronically. The process will require participants to know their UWin ID and their password. Once the voter logs on it will be a matter of clicking to cast their vote. Always follow the instructions outlined. The voter's anonymity is ensured.

Reporting Senate Information to your Area

Senators should relay information from each Senate meeting to their home area. It may be helpful to have a standing item titled ‘Senate Report’ on your council or student group agenda, as a reminder to report any relevant information.

Glossary of Terms

<u>A</u>		CORe	Essex Centre of Research
AAS/LS	Ancillary Academic Staff as Learning Specialist	COU	Council of Ontario Universities
AAU	Academic Administrative Unit	COUS	Council of Ontario University Secretaries
ABR	Anti-Black Racism	CTL	Centre for Teaching & Learning
ACC	Animal Care Committee	CTP	Campus Transformation Plan (Also Known as Capital Transformation Plan)
ACT	Assessment and Care Team	CUBA	Canadian University Boards Association
APC	Academic Policy Committee	CUCC	Colleges and Universities Coordinating Council
ARDC	Automotive Research & Development Centre	CUDO	Common University Data Ontario
AODA	Accessibility for Ontarians with Disabilities Act	CUPA	Council on University Planning & Analysis
ASC	Academic Standing Committee	<u>D</u>	
<u>B</u>		DARS	Degree Audit Record System
BIP	Behavior Intervention Plan	DC	Deans' Council
BOG	Board of Governors	DEAP	Diversity and Equity Assessment and Planning (tool)
<u>C</u>		<u>E</u>	
CAAT	College of Applied Arts & Technology	ECC	Energy Conversion Centre
CACC	Campus Accessibility Coordinating Committee	EDU	Ministry of Education
CARE	Centre for Automotive Research	ELIP	English Language Improvement Program
CCDAHSS	Canadian Council of Deans of Arts, Humanities & Social Sciences	ERM	Enterprise Risk Management
CCES	Co-op Career and Employment Services	ERP	Enterprise Resource Planning
CCOU	Council of Chairs of Ontario Universities	ETS	Education Testing Service
CDAS	Canadian Deans of Arts & Science	<u>F</u>	
CEI	Ed Lumley Centre for Engineering Innovation	FAC	Faculty Advisory Committee
CEPE	Centre for Executive & Professional Education	FAHSS	Faculty of Arts, Humanities and Social Sciences
CESPA	Committee on Enrolment Statistics, Projections and Analysis	FCC	Faculty Coordinating Council
CFHSS	Canadian Federation for the Humanities & Social Sciences	FIPPA	Freedom of Information and Protection of Privacy Legislation Act
CFI	Canadian Foundation for Innovation	FTE	Full-Time Equivalent Student
CFS	Canadian Federation of Students	<u>G</u>	
CGPSS	Canadian Graduate & Professional Student Survey	GLIER	Great Lakes Institute for Environmental Research
CIDA	Canadian International Development Agency	GPA	Grade Point Average
CIHR	Canadian Institute for Health Research	GSS	Graduate Students Society
CLC	Canadian Language Council	<u>H</u>	
CMEC	Council of Ministers of Education – Canada	HEQCO	Higher Education Quality Council of Ontario
CMP	Campus Master Plan	HRIS	Human Resources Information Systems
CODAS	Council of Ontario Deans of Arts & Science	<u>I</u>	
COG	Core Operating Grant	INC or IN	Incomplete Grade
		IQAP	Institutional Quality Assurance Process
		IRTC	Industrial Research and Technology
		ISC	International Students' Centre
		ISS	International Student Society
		ITS	Information Technology Services

Glossary of Terms

<u>J</u>		<u>P</u>	
JCC	Joint Consultative Committee	PAC	Public Affairs & Communication
<u>K</u>		PCEE	President's Commission on Employment Equity
KPI	Key Performance Indicators	PDC	Program Development Committee
<u>L</u>		PEQAB	Post-Secondary Education Quality Assessment Board
LAPS	Liberal Arts & Professional Studies Program	PLAR	Prior Learning Assessment and Recognition
LLGLERC	London Life Great Lakes for Environmental Research Centre	PMO	Prime Minister's Office
LO	Learning Outcome	PSE	Post Secondary Education
LSRC	Lancer Sports and Recreation Centre	RTP	Renewal, Tenure & Promotion
LSSSE	Law School Survey of Student Engagement	<u>Q</u>	
LTA	Limited Term Appointment	QAF	Quality Assurance Framework
<u>M</u>		QC	Ontario Universities Council on Quality Assurance
MGS	Ministry of Government Services	<u>R</u>	
MOF	Ministry of Finance	RAC	Resource Allocation Committee
MOH	Ministry of Health	RCEE	Review Committee on Employee Equity
MOLTC	Ministry of Long-term Care	RCIM	Research Centre for Integrated Microsystems
MRI	Ministry of Research & Innovation	REB	Research Ethics Board
MCU	Ministry of Colleges and Universities	RTW	Required to Withdraw
<u>N</u>		<u>S</u>	
NR	No Report	SAG	Student Access Guarantee
NSERC	Natural Sciences and Engineering Research Council	SAP	Strategic Academic Plan
NSSE	National Survey of Student Engagement	SSC	Senate Student Caucus (Formerly Student Committee)
<u>O</u>		SEM	Strategic Enrolment Management
OCAV	Ontario Council of Academic Vice Presidents	SET	Student Evaluations of Teaching
OCGS	Ontario Council of Graduate Studies	SEU	Semester Enrolment Unit
OCUFA	Ontario Confederation of University Faculty Associations	SIRC	Student Information Research Centre
OCUA	Ontario Council of University Affairs	SGC	Senate Governance Committee
OCUR	Ontario Council on University Research	SIS	Student Information System
OEN	Ontario Education Number	SMA	Strategic Mandate Agreement
OIT	Ontario Innovation Trust	SMFA	Strategic Mandate Agreement Fund
ONCAT	Ontario Council on Articulation & Transfer	SPF	Strategic Priority Fund
OPUS	Organization of Part-Time University Students	SRP	Strategic Research Plan
ORCF	Ontario Research Challenge Fund	SSHRC	Social Sciences and Humanities Research Council of Canada
OSAP	Ontario Student Assistance Program	SWOMEN	South-Western Ontario Medical Education Network
OUAC	Ontario Universities Application Centre	<u>T</u>	
OUSA	Ontario Undergraduate Students Alliance	TT	Tenure Track
		<u>U</u>	
		UC	Universities Canada (Formerly Association of Universities and Colleges of Canada)
		UCAPT	University Committee on Academic Promotion and Tenure

Glossary of Terms

UCRPPLM	University Committee on Renewal, Promotion and Permanence for Librarian Members
UPR	University Program Review
URCFW	University Review Committee on Faculty Workloads
URCLW	University Review Committee on Librarian Workloads
UWSMRS	University of Windsor Student Medical Response Service
UWSA	University of Windsor Students' Alliance

V

VW	Voluntary Withdrawal
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W

WEDNET	Windsor-Essex Development Network
WISE	Windsor International Student Employment Program
WGU	Weighted Grant Unit
WIU	Weighted Income Unit
WUFA	Windsor University Faculty Association
WURA	Windsor University Retirees' Association
WUSC	World University Service of Canada

Senate Meeting Schedule
2023-2024

Bylaw 2: Senate Rules of Procedure

A. Senate Meetings

Regular meetings of the Senate shall be held on the second Friday of each month at 2:30pm from October to June, both inclusive, except in the months when Convocations are held when meetings shall be held on the Friday in the week preceding Convocation; provided that when the day set for a regular meeting of the Senate is a statutory or other public holiday, the meeting shall be held on the preceding Friday. A Senate Orientation session shall be held in September.

Senate Meetings Fridays 2:30-4:30 PM	Additional Senate Meetings Mondays 2:30-4:30PM	Senate Information Sessions Fridays 2:00-3:00 PM
1. September 8, 2023 (Senate Orientation)	-----	-----
2. October 6, 2023	1. October 10, 2023	-----
3. November 10, 2023	2. November 13, 2023	1. November 3, 2023
4. December 8, 2023	3. December 11, 2023	2. December 1, 2023
5. January 12, 2024	4. January 15, 2024	3. February 2, 2024
6. February 9, 2024	5. February 12, 2024	4. March 1, 2024
7. March 8, 2024	6. March 11, 2024	5. April 5, 2024
8. April 12, 2024	7. April 15, 2024	6. May 3, 2024
9. May 10, 2024	8. May 13, 2024	7. May 24, 2024
10. May 31, 2024		

All Senate meetings are held in-person in Toldo Room 203 (2nd Floor).

For information

**Board Meeting Schedule
2023-2024**

[Board meetings are normally held on the 4th Tuesday of the month in which a meeting is held, with some exceptions as necessary.]

Wed. Sept. 27, 2023	Joint Board/Senate Retreat, 5:30pm
Wed. Oct. 18, 2023	Board Mtg, 4:00pm
Tues. Nov. 28, 2023	Board Mtg, 4:00pm
Tues. Jan. 23, 2024	Board Retreat, 4:00pm
Tues. Feb. 27, 2024	Board Mtg, 4:00pm
Tues. Mar. 26, 2024	Board Retreat, 4:00pm
Tues. Apr. 30, 2024	Board Mtg, 4:00pm (5th Tuesday due to scheduling conflict)
Tues. May 21, 2024	Board Mtg, 4:00pm (3rd Tuesday due to scheduling conflict)
Tues. June 25, 2024	Board Mtg, 4:00pm (tentative meeting)

All meetings are held in the Freed-Orman Centre.