

Simon Fraser University

Memorandum

To: Senate
From: Senate Committee on Agenda and Rules
Date: January 19, 1999
Subject: Senate Review

Action undertaken by the Senate Committee on Agenda and Rules gives rise to the following action:

MOTION: "that Senate approve the Terms of Reference and Membership of the Ad Hoc Committee on Senate Review, as set out in S.99-18"

A handwritten signature in black ink, appearing to be "M. Cuthbert", is located in the lower right quadrant of the page.

Senate Review

Purpose

A routine examination of the organization~~al~~ and effectiveness of Senate and its committees should be undertaken from time to time to ensure that Senate and its committees are performing required functions and following appropriate processes in a timely manner. It is many years since the last major review of the Senate structure took place. SCAR recommends that a review should be undertaken in 1999 by an ad hoc committee appointed by and reporting to SCAR.

Terms of Reference

The ad hoc committee will review the structure of Senate, to ensure that the structure is efficient, effective and complies with the requirements of the University Act.

Each committee will be asked to review its own existing terms of reference, membership and processes and make suggestions for change where appropriate to the ad hoc committee.

The University community will be asked to comment on the effectiveness of Senate and its committees.

The ad hoc committee will coordinate the responses, prepare a draft plan for reorganization if required, submit the draft plan to Senate and the affected committees for comment and then prepare a final report.

This examination of structure and processes should take account of the following principles:

1. That decision-making shall normally be achieved by no more than three levels of decision-making bodies;
2. That decision-making shall normally be achieved within 4-6 months.

Membership

2 Faculty, 2 students, 1 administrator, all to be appointed by SCAR. The committee should include at least one Senator or former Senator, and at least one person who has never been a Senator.

Time Frame

From the time of establishment, the committee should deliver its draft suggestions within four months, and its final recommendations within six months.