EXECUTIVE OF COUNCIL

Date: 19 November 2020
To: Executive of Council
From: Glenys Sylvestre, Executive Director (University Governance) and University Secretary
Re: Meeting of 25 November 2020

A meeting of Executive of Council is scheduled for 25 November 2020, 2:30-4:30 p.m. via web conferencing (Zoom). As per Section 4.6.2 of the Council Rules and Regulations, meetings shall be closed except to persons invited to attend and members of Council who choose to attend as guests.

AGENDA

1.   Approval of the Agenda

2.   Approval of the Minutes of Meeting 28 October 2020 - *circulated with the Agenda*

3.   Business Arising from the Minutes

4.   Remarks from the Chair

5.   Report from the University Secretary
   5.1   Revisions to the Council Rules and Regulations, Appendix I, pp. 2-38

6.   Reports from Committees of Council
   6.1   Council Committee on the Faculty of Graduate Studies and Research, Appendix II, pp. 39-45
   6.2   Council Committee on Undergraduate Admissions and Studies, Appendix III, pp. 46-56
   6.3   Council Nominating Committee, Appendix IV, pp. 57-61
   6.4   Council Committee on Research, Appendix V, pp. 62-81

7.   Graduand Lists
   7.1   Graduand Lists for Approval - Omnibus Motion - *distributed confidentially*
      7.1.1   Faculty of Arts
      7.1.2   Faculty of Business Administration
      7.1.3   Faculty of Graduate Studies and Research
      7.1.4   Faculty of Kinesiology and Health Studies
      7.1.5   Faculty of Social Work
      7.1.6   Centre for Continuing Education

8.   Other Business

9.   Adjournment

REPORT TO EXECUTIVE OF COUNCIL
FROM THE UNIVERSITY SECRETARIAT

ITEM(S) FOR APPROVAL

MOTION: That Executive of Council approve the revisions to the Council Rules and Regulations as presented in Attachment A.

Background and Description:

At the 6 December 2019 meeting of Council, Section 2.1.3 "Delegation of Authority to Executive of Council" was amended to allow Executive of Council to govern its own activities and to enable timely approval and archive of meeting materials. Upon review of the Council Rules and Regulations, this change was not noted in Section 4.1 "Terms of Reference." As such, this amendment is being forward for approval to ensure consistency in the Council Rules and Regulations.

Appendix A of the Council Rules and Regulations requires updating to reflect the various position changes that have occurred at the University of Regina.

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Council Rules and Regulations

25 September 2019

Amended 2.1.3 and 2.2.4 – 6 December 2019

Amended 4.1 and Appendix A – 25 November 2020

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I.   Interpretation

1.1   Definitions

In these Council Rules and Regulations, made by the Council of the University of Regina, unless the context otherwise requires, the following definitions apply.

a. "Academic unit" means a School or Department at the University whose mission is primarily to teach and/or do research.

b. "Act" or *"University Act"* means *The University of Regina Act,* as amended from time to time.

c. "Board" or "Board of Governors" means the Board of Governors of the University established pursuant to the Act.

d. "CCE" means the Centre for Continuing Education.

e. "Chancellor" means the Chancellor of the University established pursuant to the Act.

f. "Council" means the University of Regina Council established pursuant to the Act.

g. "Director" means the most senior leadership role of an Academic Unit or unit that reports to a Vice-President that is responsible for either teaching, research, scholarship or admissions (i.e. Student Affairs, UR International, Enrolment Services).

h. "Executive of Council" means the executive committee of the University of Regina Council established by Council, as described in Part IV of these Rules and Regulations.

i. "*Ex officio*" means a person who holds office because of his/her position.

j. "Faculty" means the branches of learning at the University and includes: Arts, Business Administration, Education, Engineering and Applied Science, Graduate Studies and Research, Kinesiology and Health Studies, La Cité universitaire francophone, Media, Art, and Performance, Nursing, Science and Social Work.

k. "Full-time" for instructors and lecturers means employed continuously for at least 12 months and teaching the normal course load for their rank and academic unit.

l. "Full-time" for students means registered for at least 9 credit hours in the fall and winter semesters.

m. "GSA" means the University of Regina Graduate Student Association with an academic association to URSU.

n. "In camera" means holding a portion of the meeting restricted to Council members.

o. "President" means the President and Vice-Chancellor of the University and the Chair of Council.

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p. "Quorum" means the number of Council members required to be present to legally transact the business of Council or any committee of Council, as the case may be.

q. "Rules and Regulations" means the rules that Council has put in place for governing its meetings and proceedings including the determining of the number of members who shall constitute a quorum for the transaction of business, and the establishment of committees.

r. "Senate" means the University of Regina Senate established pursuant to the Act.

s. "Special Meeting" means a meeting called in accordance with a petition described in section 2.2.1 (d) of these Rules and Regulations.

t. "University" means the University of Regina.

u. "University Calendars" means the publication(s) for undergraduate and graduate students that includes admission procedures and deadlines, academic regulations, programs of study, academic standing, degree requirements, general university policies and codes.

v. "URSU" means the University of Regina Students Union Inc., the non-profit corporation that represents the student body including both undergraduate and graduate students.

w. "University Secretary" means the Secretary of the University as defined in the Act.

x. "University Secretariat" means the Office of the University Secretary.

All terms contained in these Rules and Regulations which are not defined herein and which are defined in the Act shall have the meaning given to such terms in the Act.

1.2   Headings

The headings used throughout the Rules and Regulations are inserted for reference purposes only and are not to be considered in construing the terms and provisions of these Rules and Regulations or to be deemed in any way to clarify, modify or explain the effect of such terms or provisions.

1.3   Conflict with Rules and Regulations

In the event of any conflict between the provisions of these Rules and Regulations and the provisions of the Act, the provisions of the Act shall govern.

1.4   Invalid Provisions

The invalidity or unenforceability of any provisions of these Rules and Regulations shall not affect the validity or enforceability of the remaining provisions of these Rules and Regulations.

1.5   Interpretation

The Council is the sole authority for the interpretation of these Rules and Regulations and the decision of the Council upon any question of interpretation, or upon any matters affecting the University and provided for by these Rules and Regulations shall be final and binding.

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II. Council

2.1 Duties of Council

2.1.1 Authority and Accountability

Council has responsibilities in connection with certain matters related to the academic affairs of the University. It may act either upon the recommendation of a Faculty or Department or upon its own initiative. In certain matters reserved under the Act for the final judgment of the Senate, Council is responsible for acting on behalf of the University in framing the necessary reports, proposals and the recommendations. It may also make recommendations to the President on the academic and physical plans for the University, as well as any matters considered by the Council to be of interest to the University.

Through a delegation from Senate, Council is responsible for academic and non-academic discipline of students including the establishment of regulations respecting the discipline of students.

Section 78 of the Act sets out the duties of Council which includes that Council shall make rules for governing its meetings and proceedings for the transaction of business, setting quorum and establishing committees as required.

Details of academic standards for students approved by Council are found in the *University of Regina Undergraduate Calendar* and/or the *University of Regina Graduate Studies and Research Calendar*. The Calendars published on the University website are the official versions.

Pursuant to section 56 of the Act, Council is also responsible for electing one member of the Faculty who is a lecturer, assistant professor, associate professor or professor, who holds a full time-academic appointment in the university to serve on the Board of Governors.

2.1.2 Role and Responsibilities

Council's roles and responsibilities as defined in Section 78 of the Act are that:

Council shall:

a. Appoint examiners for and conduct the examination of all courses and determine the results of the examinations.

b. Ensure that students have the right to appeal decisions made by a Faculty to either the Council Committee on Student Appeals (on academic matters) or the Council Discipline Committee (on discipline matters).

c. Consider and report to the Senate upon the courses of study to be provided for the Faculties and Departments and upon such matters affecting the educational interests and well-being of the University.

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d. Conduct examinations for professional societies or other bodies as may be directed by the Senate;

e. Deal with or report upon such other matters as are referred to it by the Senate or the Board. Delegated powers of Council include:

    i. approve the graduand lists as recommended by the Faculties, for all students who have satisfied the requirements, be granted the degrees, diplomas and/or certificates as designated and recommend these to the Chancellor for degree conferral;

    ii. in coordination with Senate, set all advanced standing and transfer credit policies for the University;

    iii. make all regulations pertaining to grading, examinations, deferred examinations, supplemental examinations and related matters, as detailed in the University of Regina Calendars;

Council may:

a. Make recommendations to Senate respecting changes in entrance and admission requirements, and standards.

b. Authorize the establishment of exhibitions, scholarships and prizes, and recommend them to the Senate.

c. Determine the dates for the beginning and ending of lectures and the timetable for examinations.

d. Make recommendations to Senate with regard to affiliations and federations.

e. Review the academic and physical plans for the University and make recommendations thereon to the President.

f. Make recommendations to the President regarding matters considered by Council to be of interest to the University.

g. Exercise such other powers as are delegated to it by the Senate or the Board.

2.1.3 Delegation of Authority to Executive of Council

At a meeting held April 29, 1976, Council empowered Executive of Council, a standing committee of Council, to act on its behalf in all matters with the provision that a decision of the Executive may be challenged by requesting a Special Meeting of Council. Such a request may be made by at least 20

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members of Council, no more than ten of whom should be Executive of Council members, and the request must be filed with the University Secretary within ten business days of the issuance of the approved minutes of Executive of Council.

Council reserves to itself, and has not delegated the following matters to Executive of Council:

    a.   To approve any changes to rules governing Council's meetings and proceedings; and

    b.   To overturn or amend any decision made by Council.

2.2   Procedural rules of Council

2.2.1   Meetings of Council

A meeting of Council shall be convened by the University Secretary:

    a.   At the call of the President;

    b.   In response to a motion from Executive of Council requesting a meeting of Council;

    c.   Upon receipt of a challenge to a decision of Executive of Council, made by at least twenty members of Council, no more than ten of whom should be Executive members, and filed with the University Secretary within ten working days of the issuance of the approved minutes of Executive of Council; or,

    d.   Upon receipt of a petition signed by 50 members of Council requesting a Special Meeting of Council.

Meetings of Council are *normally* held for matters that deal with broad policy issues and the long term interests of the University.

Meetings of Council shall be open to the University Community and the public, except when Council decides to hold any part of the meeting *in camera* determined by majority vote of Council. All meeting attendees must register as either a Council member or guest prior to the meeting.

2.2.2   Membership

Section 76 of the Act defines the membership of Council. Council shall consist of the president and vice-presidents of the university, the secretary, the registrar, the librarian, the assistant librarian, the professional librarians, the deans, directors, professors, associate professors, assistant professors, full-time lecturers, special-lecturers and instructors who are employed by the university or a federated college of the university and a number of the students who are full-time students as attested by the registrar, to be determined by the council but in no case to exceed ten per cent of the council membership, and who shall be chosen for one-year terms by annual election by students under regulations established by the council with a view to obtaining equitable representation of students in the various faculties, and schools of the university.

The University Secretariat will post the Council members' list at least 21 days prior to any meeting of Council (i.e. with the notice of meeting). Council members are required to verify the validity of the

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list, reporting any concerns to the University Secretariat no later than seven days prior to the meeting of Council.

2.2.3   Election of Student Representatives to Council

Student representatives for the University of Regina Council will be elected pursuant to the bylaws of the URSU. Consistent with the Act, to serve on Council, students must have full-time status at the time of their election and must maintain full-time status while serving as elected student representatives to Council.

Student representatives elected to Council will serve for a one-year term commencing on May 1 following the election and ending on April 30 of the following year.

The Act requires that equitable representation of students from the various Faculties be obtained through the election. The following formula will be used to determine the number of students elected from each Faculty:

a.   The formula is to be based on the current fall semester non-student Council membership and on the fall semester student enrolment in electoral units.

b.   The formula to determine student representation for each Faculty is:

$$K = \text{Number of Students on Council} = \frac{\text{Number of Non-student Council members}}{10}$$

$$\text{Student Representation from each Faculty (A)*} = \frac{\text{Number of Students in A}}{\text{Total Number of Students}} \times K$$

*Faculty includes: Arts, Business Administration, Centre for Continuing Education, Engineering and Applied Science, Graduate Studies, Kinesiology and Health Studies, La Cité universitaire francophone, Media, Art, and Performance, Nursing, Science, Social Work.

c.   No Faculty as defined in section b (above) shall have less than one student representative.

d.   A student elected to Executive of Council will automatically become a student representative on Council.

2.2.4   Quorum and Voting

Quorum for any of meeting of Council shall be set at 100 Council members. The determination as to whether quorum exists will be made by the University Secretary prior to approval of the agenda for the meeting.

Members of Council must be present, in person, at a designated off-campus location(s), to vote on any matters being considered by Council at that meeting. Proxy voting is not permitted.

Voting will normally be done by a show of hands at the call of the Chair; however, with the agreement of the majority at the meeting, Council may agree to have the vote done by secret ballot at a meeting. Also, with the agreement of the majority, a motion can be put to the entire membership of Council which would happen subsequent to a meeting of Council and would normally

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be conducted by the University Secretariat within five business days of the meeting by electronic ballot, allowing up to seven business days for the vote to take place.

2.2.5   Agenda and Minutes

Council agendas will be set by the Council Agenda Committee and will include, but shall not be limited to:

a.   the minutes of every regular or special meeting of Council held since the last regularly scheduled meeting of Council;

b.   a report from the Chair of Council;

c.   reports from standing Committees and *ad hoc* Committees of Council (when applicable); and,

d.   any other information and/or recommendations from members of Council that have been approved by the Council Agenda Committee for inclusion on the agenda.

A notice of meeting will be issued by the University Secretary no later than 21 days prior to a regular meeting of Council. Reports from Council committees for inclusion on the agenda must be submitted to the University Secretary no later than 14 days prior to a meeting of Council.

Individual members of Council may present motions to Council by sending a notice of motion no later than 14 days prior to a meeting of Council with supporting documentation to the University Secretary for consideration by the Council Agenda Committee.

Motions from the floor at the meeting of Council that introduce 'new' business to be considered at the meeting will not be permitted and will be deferred to the next regular meeting of Council.

The Council Agenda Committee will finalize the agenda and the University Secretary will distribute the agenda for the meeting, including all supporting information, no later than five days prior to the meeting.

Notices of meeting, agendas and minutes of Council meetings shall be distributed to Council members electronically and made available on the University's website at http://www.uregina.ca/president/governance/council/index.html.

2.2.6   Chair of Council

Section 77 of the Act states that the chair of Council is the President and in his/her absence, the Provost and Vice-President (Academic) will be the chair and if both are absent, the Council may appoint its own chair.

2.2.7   Rules of Order

Conduct of the meetings of Council and its Committees shall be guided by the rules of order as detailed in the current edition of *Robert's Rules of Order*.

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2.2.8   Effective Dates for Policies, Procedures and Regulations approved by Council

Policies, procedures, and regulations requiring only Council approval will become effective immediately upon approval by Council or such later date as may be specified by Council.

2.2.9   Retention of Official Records

The University Secretary shall hold the official records for Council.

2.2.10   Travel Expenses

All expenses to travel to meetings of Council will *normally* be the responsibility of the Council member.

2.3   Election of Faculty representative to the Board of Governors

2.3.1   Eligibility

Faculty members who hold a full-time academic appointment at the University as a lecturer, assistant professor, associate professor or professor are eligible to be nominated.

2.3.2   Call for Nominations

At the call of the University Secretary to fill either a vacancy or renew an appointment on the Board of Governors, nominations will be sought over a two week period. The names of candidates for nomination to the position of Faculty representative to the Board of Governors must be submitted to the University Secretary no later than 4:00 p.m. on the last day for receipt of nominations. The nomination must be endorsed by three members of Council. The submission must include the written consent of the person being nominated and a brief biography.

2.3.3   Date of the Election

The University Secretary will set the date of the election and the corresponding deadline for nominations to be received allowing no less than seven business days for voting to take place which will be done electronically. If no election is required, the University Secretary will announce the result following the close of nominations.

2.3.4   Announcement of Result

The University Secretary will announce to Council the result of the election.

2.3.5   Term of Office

The Faculty representative of Council to the Board of Governors will hold office for a term of three years and until such time as a successor is elected. The Faculty representative to the Board of Governors is eligible to serve no more than two consecutive terms.

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III.   Committees of Council

3.1   Authority

Section 78(1)(a) of the Act states that Council shall establish committees as required. Council has further delegated to Executive of Council the power to create or dissolve such committees as are consistent with Council's obligations and wishes. All committees' terms of reference, including revisions thereto, are subject to the approval of Executive of Council, except where Council has expressed its will.

3.2   Establishment of Committees

Each standing and *ad hoc* special committee shall have written terms of reference outlining the committee's mandate, composition and accountabilities. *Ad hoc* special committees' terms of reference will include clear outcomes and a termination date for the work of the committee.

Committees of Council report to Executive of Council and/or Council, at least once per year, or more frequently as required, as defined in the committee's terms of reference.

Committees of Council will be required to review their terms of reference no less than once every five years, reporting to Executive of Council that this has been done.

3.3   Inactive Committees

Any standing committee of Council that has had no business meetings during the year must nevertheless report to Executive of Council justifying its status. If no such report is made before the June meeting of Executive of Council, the University Secretary shall inform all members of the committee that the committee is to be changed to *ad hoc* status with a one-year time limit and subsequently disbanded if no further activity has taken place over the course of the ensuing year. The University Secretary will report any such actions taken due to inactive committees to the June meeting of Executive of Council.

3.4   Membership and Term of Office

All members of Council are eligible to serve on committees of Council.

Membership on any committee of Council shall be drawn from Council, unless specific membership is otherwise stated in the committee's terms of reference.

Student representatives to Council, who are members of any committees of Council, shall enjoy all rights and responsibilities of membership.

Membership on the Executive of Council will be determined by election based on the procedures as outlined in section 4 of these Rules and Regulations.

For all other committees, an annual call for volunteers to fill vacancies on committees requiring Council membership will be made by the University Secretary. Depending on the response to this annual call, the Council Nominating Committee will determine if an election is required. Should an election be required, the University Secretariat will carry out the election consistent with the procedures outlined in section 3.6 of these Rules and Regulations regarding elections of Council members to committees.

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The Council Nominating Committee will prepare a nomination slate, including those positions filled by election, for committees of Council that will be approved by Executive of Council. Committee members' terms (with the exception of student members) will be effective July 1 and run for three years unless otherwise stated in the committee's terms of reference. Student committee members' terms are for one year effective May 1 of the applicable year.

In the event that a Council committee experiences the resignation of a committee member or a member who takes leave for a part of the member's allotted term, the Committee Chair may after consultation with the committee member request that the Council Nominating Committee find a replacement either for the remainder of the resigned member's term or for the duration of the period that a member is on leave. Replacements would conform to the criteria of membership outlined in that committee's terms of reference in Section 5 of the *Council Rules and Regulations*, by using names (if any) of those who volunteered for the Committee membership at the time of the last call for membership or if need be a new call for volunteers. The Council Nominating Committee may propose these replacements with a motion brought to Executive of Council at its next meeting.

Unless otherwise noted in the terms of reference, positions on committees will not *normally* be filled by the same individual for consecutive terms.

3.5   Membership on more than one committee

Normally a member should be nominated or elected to serve on no more than one committee of Council. Membership on Executive of Council is not included when determining on how many committees a member of Council is serving.

3.6   Nomination and Election process for Committees

Should multiple nominations be received for a vacancy on a committee, the Council Nominating Committee will be so advised by the University Secretary and will recommend committee members to fill vacant positions, considering the benefit of committee turnover, the limitation of 3.5, preferences of council members, as well as faculty representation on committees. If necessary, the Council Nominating Committee has the discretion to instead hold an election to determine the person that will fill the vacancy.

The University Secretary will determine the date for these elections to be held. These elections will *normally* only be conducted once per year, at such time that committee member terms can start on July 1 of each year. For these elections, a brief biography (100 words or less) may be required to accompany the nomination.

3.7   Committee Chair and Chair responsibilities

For those committees that do not have a Chair, it is the responsibility of the University Secretary to call the first meeting for the purpose of selecting a Chair. The agenda for this first meeting shall confirm the selection of the Chair and set the meeting schedule for the year.

Unless otherwise specified in the terms of reference, each committee should *normally* elect its own Chair from those nominated or elected members who have served on the committee during the preceding year.

The Chair of a Council committee, if not a member of the Executive of Council, will be permitted to move motions which are being presented to Executive of Council by the committee.

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The Chair or designate of each committee will be responsible for keeping records of the activities of that committee.

The Chair of each committee will make a written report to Executive of Council and/or Council at least once per year.

3.8   Conflict of Interest

A conflict of interest, be it real, potential or apparent, whether personal, financial or otherwise, may arise when the private interest(s) of a Council member is/are or may be in conflict with the interests of the University.

It is incumbent upon Council members to declare, at any time, if a conflict of interest exists, be it real, potential or apparent, financial or otherwise, prior to discussion of and decision on an issue. Having declared that interest, the Council member shall refrain from voting, and, at the discretion of the Chair, may be requested to withdraw from the meeting for that item.

The minutes will reflect any declarations made.

University Policy number GOV-022-010 http://www.uregina.ca/policy/browse-policy/policy-GOV-022-010.html is applicable to all Council members.

3.9   Circulation of Reports and Minutes

Each Committee will send its agenda, supporting documents, and minutes to the University Secretary.

Written reports from committees should be submitted to the University Secretary by the deadline issued in the notice of meeting which is normally at least ten calendar days prior to the meeting of Executive of Council or 14 days prior to the meeting of Council.

Committees will *normally* report in the first instance to Executive of Council.

3.10   Use of Sub-Committees

Committees can appoint sub-committees for specialized functions; however, these sub-committees will be under the authority and direction of the committee of Council.

3.11   Minority Reports

If a committee is seriously divided on an issue, Executive of Council and Council may be so informed by the attachment to the committee's report that there is a dissenting report which will be provided by those with the dissenting opinion, indicating the basis for the divergence of view.

3.12   Appearance before Committees

Any member of Council, and as required, members of staff, may request or be requested to meet with any committee to discuss matters within the terms of reference of that committee.

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3.13   *Ex officio* representation by Federated Colleges

If *ex officio* representation from Federated Colleges is required on a Council committee, there will be one designate from each of the Federated Colleges.

3.14   Quorum and Voting

Quorum for any committee meeting shall be 50 % + 1 unless otherwise noted in the committee's terms of reference.

On any committee of Council, all committee members including students will have voting rights, unless otherwise specified in the committee's terms of reference.

3.14.1   Normal Voting

Unless otherwise noted in the committee's terms of reference, voting will be done by a show of hands at the call of the Chair. In the event that a Council member attends a committee meeting remotely, the Council member will vote by verbal affirmation.

3.14.2   Alternative Voting Procedures and Authorized Media

A vote by written resolution (through electronic or authorized media) may be called if required in order to deal with a matter outside of a regularly scheduled committee meeting, at the determination of the Chair of the committee.

The regulations for voting by electronic or authorized media of committees of Council are as follows:

a.   Decision by electronic ballot shall require an eighty percent (80%) return of responses and a two thirds (66.6%) majority of those voting.

b.   Three business days from date of notification for the vote shall be allowed to complete the poll.

c.   Committee decisions by electronic or authorized media will be recommended to Executive of Council for approval at its next meeting.

3.15   Joint Committees

Joint committees are those committees that are comprised with joint representation of Senate and Council and are required to report and make recommendations to both Senate and Council (or Executive of Council) prior to the motions presented by these committees being adopted.

3.16   Advisory Committees

Advisory Committees are established by the President or Vice-Presidents and are not committees of Council, although members of Council are entitled to serve on these committees, as required and outlined in the committee's terms of reference. The senior executive responsible for such committees is responsible for ensuring the committee is duly constituted.

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IV.   Executive of Council

4.1   Terms of Reference

At a meeting held April 29, 1976, Council empowered Executive of Council, a standing committee of Council, to act on its behalf in all matters with the provision that a decision of the Executive may be challenged by requesting a Special Meeting of Council. Such a request may be made by at least 20 members of Council, no more than ten of whom should be Executive of Council members, and the request must be filed with the University Secretary within ten business days of the issuance of the approved minutes of Executive of Council.

At a meeting held on April 25, 2013, Council resolved that Council reserves to itself, and has not delegated the following matters to Executive of Council:

a. To approve any changes to rules governing its meetings and proceedings, and the rules governing meetings and proceedings of its Executive of Council;

b. To approve the minutes of any meetings of Council; and,

c.b. To overturn or amend any decision made by Council.

4.2   Chair

The chair of Executive of Council is the President and in his/her absence, the Provost and Vice-President (Academic) will be the chair and if both are absent, the President may appoint a chair.

4.3   Membership

Membership of the Executive of Council will reflect largely on a proportional basis, the academic composition (Faculties, Federated Colleges and Academic Units) of the University. *Ex officio* members of Executive of Council and elected members of Executive of Council are required to communicate to their respective Faculty, Federated College or Academic Unit the work of Executive of Council on a regular basis.

4.3.1   Eligibility

Persons employed in full-time academic positions as detailed in Section 76 of the Act are eligible for election to Executive of Council.

4.3.2   Size of Executive of Council

The number of elected members on Executive of Council compared to the number on Council will be approximately 1 to 6.

4.3.3   Term of Office

The term of office for members elected to Executive of Council will be two years, effective July 1.

Annual elections will be held to replace vacancies with normally half of the members being elected (or re-elected) annually.

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4.3.4   *Ex officio* **Membership**

Ex officio membership will include the President, Vice-Presidents, Directors (refer to Appendix A), University Secretary, Deans, Presidents and Deans of the Federated Colleges, the Registrar and the University Librarian.

On the approval of Executive of Council, the *ex officio* membership of Executive of Council can be modified to reflect the current structure of the University.

4.3.5   **Electoral Units**

The following electoral units may elect representatives to Executive of Council:

a.   Faculty of Arts (Humanities) – *includes: English, Gender, Religion, and Critical Studies, International Languages, Journalism, Philosophy and Classics*
b.   Faculty of Arts (Social Sciences) – *includes: Anthropology, Economics, Geography and Environmental Studies, History, Justice Studies, Politics and International Studies, Psychology, and Sociology and Social Studies*
c.   Faculty of Business Administration
d.   Faculty of Education
e.   Faculty of Engineering and Applied Science
f.   Faculty of Graduate Studies and Research
g.   Johnson Shoyama Graduate School of Public Policy
h.   Faculty of Kinesiology and Health Studies
i.   La Cité universitaire francophone
j.   Faculty of Media, Art, and Performance
k.   Faculty of Nursing
l.   Faculty of Science
m.   Faculty of Social Work
n.   Library
o.   Campion College
p.   Luther College
q.   First Nations University of Canada
r.   Centre for Continuing Education

4.3.6   **Future Academic Entities**

Future proposals for affiliation and federation or establishment of new Academic Units should contain a recommendation to provide for appropriate representation of these new units on Executive of Council.

4.4   Election of Council members to Executive of Council

For any University election held under the jurisdiction of the President's Office and organized by the University Secretariat, the University Secretary is assumed to have the duties and responsibilities normally associated with a chief electoral officer.

The University Secretary interprets the proposed rules for purposes of the election. Further, on an annual basis the University Secretary shall determine the number of persons eligible for election from each electoral

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unit and shall coordinate the timing of the various electoral unit elections which are *normally* conducted in the winter semester.

The electorate consists of all members of Council in their respective electoral units. *Ex officio* members described in section 4.3.4 are not members of the electorate while holding their *ex officio* role. The University Secretary will call for nominations in each electoral unit to fill the vacancies that have been determined, allowing three weeks for individuals to submit their nomination which must be endorsed by three members of the electoral unit that they are representing and must be received by the University Secretariat no later than 4:00 p.m. on the last day for nominations.

At the close of nominations, if the number of nominations received is less than or equal to the number of vacancies, the University Secretary will announce that those nominated have been acclaimed to fill the vacant positions on Executive of Council. If more nominations are received than what is needed to fill the vacancies in an electoral unit, the University Secretariat will announce that an election will be held within that electoral unit to elect those that will be elected to fill the vacant positions on Executive of Council. Should an election be required, this will *normally* happen five business days after the close of nominations and the voting deadline will be seven business days after the ballots have been sent.

Voting will be done by electronic ballot circulated to Council members of the applicable electoral unit. The electronic ballot will include a link to an online voting system, along with an individual password used to login for voting.

As no member may represent more than one electoral unit, the election for the Faculty of Graduate Studies and Research is held immediately after the election for other electoral units. The timelines for nomination and election for the Faculty of Graduate Studies and Research (as required) will follow the process outlined above.

Positions left vacant by persons going on leave will be filled, for the duration of the absence, by using names (if any) of those receiving the next highest number of votes for each electoral unit. If no additional persons are available to fill the vacant position, the position will remain vacant until the next call for nominations.

4.5   Election of student representatives to Executive of Council

Student representatives to Executive of Council will be elected pursuant to the bylaws of URSU.

Consistent with the Act, students must have full-time status at the time of election and must maintain full-time status while serving as elected student representatives to Executive of Council.

Student representatives elected to Executive of Council will serve for a one year term from May 1 to April 30 of the following year.

The number of student members to be elected to Executive of Council will be determined according to the following formula:

$$\frac{\text{Number of Non-Student Members on Executive of Council (Elected members only)}}{10}$$

Additionally, at a minimum, each Faculty of the University will have no less than one student representative on Executive of Council.

ATTACHMENT A

If and when the formula allows for more than ten student representatives, representation will be increased to two students per Faculty with first priority given to the Faculty with the highest student enrolment. With regard to student representation and enrolment figures, students registered through Campion College, Luther College, and First Nations University of Canada will be considered to be students in whichever Faculty they are registered.

4.6   Meetings

4.6.1   Frequency of Meetings

Regular meetings of Executive of Council shall normally be held the fourth Wednesday of each month from September through June except for December.

Special meetings of Executive of Council may occur at the call of the Chair or the University Secretary. Notice of such meetings shall be sent to Executive of Council members at least three days prior to the meeting, and only those items specified in the notice shall be considered at any such meeting.

4.6.2   Closed Meetings

Executive of Council meetings shall be closed except to persons invited to attend and all members of Council who choose to attend as guests.

4.6.3   Agenda and Minutes

The University Secretary will issue a call for agenda items from the committees of Council 21 days prior to the scheduled meeting of Executive of Council. The agenda will be prepared by the University Secretary and shall be distributed along with the minutes from the last meeting at least five days prior to the meeting of Executive of Council.

Agendas and minutes will be subsequently posted on the University's web site at:
http://www.uregina.ca/president/governance/council/minutes.html

4.6.4   Quorum

A quorum of any meeting of the Executive of Council shall be set at 50 members. The determination as to whether quorum exists will be made by the University Secretary prior to the approval of the agenda.

4.6.5   Voting

Members of Executive of Council must be present and in person to vote on any matters being considered by Executive of Council. Proxy voting is not permitted.

Voting will normally be done by a show of hands at the call of the Chair.

In cases where the Chair calls a meeting indicating an option for remote attendance, web conferencing technology may be used to facilitate the attendance of, participation in, and voting by members of Executive of Council.

ATTACHMENT A

4.6.6   Reporting to Council

At every regular meeting of Council, the Chair of Council will report on the activities of Executive of Council. The University Secretary will also publish on the web site a report following every meeting of Executive of Council and in every agenda for a regular meeting of Council will direct Council members to the recent activities reported by Executive of Council.

4.6.7   Travel Expenses

All expenses to travel to meetings of the Executive of Council will *normally* be the responsibility of the applicable Faculty or Academic Unit.

4.6.8   Official Records

The University Secretary shall hold the official records for Executive of Council.

ATTACHMENT A

V.   Standing Committees of Council

Unless otherwise noted in the terms of reference, Section 3 of the Rules and Regulations applies to all committees of Council.

5.1   Council Agenda Committee

Purpose: The Council Agenda Committee shall act on all matters relating to the call of Council meetings and will meet as required in accordance with the Rules and Regulations of Council upon receiving a call for a Special Meeting of Council or for planning regular meetings of Council.

Membership: 3 members of Council
              Ex officio: President
                             University Secretary

Term of Office: Three (3) years for members of Council on the Committee

Resources: University Secretariat

Roles and Responsibilities:

1. The Council Agenda Committee will be called to meet by the University Secretary to plan the regular meetings of Council as well as in the event that a Special Meeting of Council is requested.
2. The Council Agenda Committee will notify Council of upcoming meetings, and issue a call for submissions of agenda items by Council Committees and Council members.
3. The Council Agenda Committee will review all items submitted and determine which items will appear on the agenda, as well as where they will be placed on the agenda for the next meeting of Council. As articulated in Council's Rules and Regulations, it is expected that agenda items for Council will *normally* pertain to broad policy issues and long term interest of the University.
4. Should the Council Agenda Committee determine it is appropriate, they may prepare an advance draft of the agenda which may be circulated as a working paper, soliciting response from the academic community prior to the preparation and distribution of the formal agenda and notice of meeting.

Council approved 26 February 2014

ATTACHMENT A

5.2   Council Committee on Academic Mission

Purpose: As a voice of Council on the academic mission of the University, the Council Committee on Academic Mission shall recommend reports to Council on matters relating to the academic structure of the University (i.e. Faculties, Academic Units, affiliations or federations) and advise the President on matters that relate to academic planning, programs, academic unit reviews, and university strategic planning.

Membership: 8 members of Council, with no more than 2 members representing a Faculty or Academic Unit
2 students, appointed by URSU and GSA, respectively
Ex officio: Provost and Vice-President (Academic)
                    Vice-President (Research)
                    Associate Vice-President (Academic)

Resources: Provost and Vice-President (Academic) office

Roles and Responsibilities:

1. To review, assess and prepare recommendations for the President on the University progress on the strategic plan and to provide such reports regularly (no less than once per year) to Council and Executive of Council.
2. To review and make recommendations to the President on academic planning and programming.
3. To participate, on Council's behalf, actively in the creation of future University strategic planning, reporting back to Council as required.
4. To consult regularly with the Council Committee on Budget for continuity and effective collaboration.
5. To review and make recommendation on the process for Faculty and Academic Unit reviews, receiving reports, and report to Executive of Council and Council, as required.
6. To report and recommend to Council on matters relating to the academic structure of the University (i.e. Faculty, Academic Units, affiliations or federations).

Executive of Council approved 20 May 2020

ATTACHMENT A

5.3   Council Committee on Budget

Purpose: As a voice of Council on the budgetary matters as they support the academic mission of the University, the Council Committee on Budget shall advise the President on matters relating to the University budget and its allocation with respect to practices, policies, planning and priorities.

Membership: 8 members of Council, with no more than 2 members representing a Faculty or Academic Unit and with no more than 1 member from Federated Colleges
2 students, appointed by URSU and the GSA, respectively

Ex officio: Vice-President (Administration)
Provost and Vice-President (Academic)
Vice-President (Research)

Resources: Vice-President (Administration) office

Roles and Responsibilities:

1. To review and assess budget principles, allocations and related financials, providing advice to the President from Council on the annual budget.
2. To consult with Faculty members, academic staff, staff, students, senior administrators and other resources, as required, on financial matters.
3. To consult regularly with the Council Committee on Academic Mission for continuity and effective collaboration.
4. To evaluate the budgetary implications of proposals for new and substantially revised programs as these proposals are referred by the Council Committee on Undergraduate Admissions and Studies, the Council Committee on the Faculty of Graduate Studies and Research, or Executive of Council in accordance with the Guidelines for Academic Program Approval Process.
5. To communicate regularly with the University Budget Team on allocations during the annual budget preparation process.

Executive of Council approved 28 February 2018

ATTACHMENT A

5.4   Council Committee on the Faculty of Graduate Studies and Research

Purpose: Responsible for advising Council on graduate academic programs, policy, regulations and standards

Membership: *Ex officio*:   President and Vice-Chancellor
                        Dean, FGSR as Chair
                        Associate Deans of FGSR
                        Provost and Vice-President (Academic)
                        Vice-President (Research)
                        University Secretary
                        Director, Graduate Student Services, FGSR
                        Manager, Graduate Scholarships & Awards, FGSR
                        Chairs, Standing Committees, FGSR
                        University Librarian or designate
                        Registrar or designate
                        President, Graduate Students' Association
                        Associate Deans of Graduate Studies & Research or designate from each faculty offering graduate programs
                        Director or Associate Director of Johnson-Shoyama Graduate School (Regina Campus) or designate
                        Director, La Cité universitaire francophone
              Appointed: Federated Colleges (one accredited Faculty member from each)
                        *Accredited Faculty members (base of 2 from each Faculty (staggered by one year re: termination date)
                        Faculties with >100 graduate students -3 members
                        *4 Graduate students representative of thesis and professional programs at master's and doctoral levels
              Elected: 3 members of Senate

        * Selection process to be determined by Faculties and GSA, respectively.

Terms of Office: 2 years for accredited Faculty members and members of Senate
                1 year for graduate student representatives

Resources: FGSR Dean's Office

Roles and Responsibilities:

Note: All new, or substantially revised, graduate academic programs will normally first be considered by the Council   Committee on Budget.

1. To promote and coordinate graduate education at the University.

2. To establish and maintain high academic standards across all graduate programs by:
    a) Ensuring that policies and procedures are available for the assessment of teaching/supervisory faculty members and for curriculum and resources; and

    b) By adopting and implementing regulations governing academic standards for admission, academic performance within the program and degree requirements.

ATTACHMENT A

3. To assess major new program proposals forwarded through the Council Committee on Budget.

4. To recommend proposals for new, revised and deleted graduate degree programs to Executive of Council.

5. To review graduate programs in consultation with Academic Units undergoing unit review, while maintaining a continuing review of existing graduate programs and periodically undertaking specific studies including making recommendations concerning continuance, modification, or discontinuance of existing programs.

6. To enact such procedures, regulations and policies as may be necessary to carry out the mandate of the FGSR

7. To review proposals for new, revised and historical graduate courses.

8. To serve as an advisory body to the Dean of FGSR

Administrative Matters:

Academic matters constitute the core of a Faculty's function and the processes within faculties and their corresponding committees effectively administer to the scope of the academic aspects.

The Council Committee on the Faculty of Graduate Studies and Research receives materials that have been critically assessed and approved by individual academic units and as a consequence of the broad representation in the FGSR Council from Academic Units with graduate programs, these submissions are, in turn, duly evaluated by a cross section of academics, paralleling the Executive of Council process. Accordingly, Executive of Council should receive major programs and policies for approval, whereas other matters will be taken to Executive of Council for information. Course forms and similar materials will be approved and forwarded from the Council Committee on the Faculty of Graduate Studies and Research to the Registrar's Office.

1. The Council Committee on the Faculty of Graduate Studies and Research will report directly to Executive of Council and a member of the Faculty Council will serve as a member of the Council Committee on Student Appeals.
2. The Scholarship and Awards Committee and the PhD Committee are standing committees of the Council Committee on the Faculty of Graduate Studies and Research.
3. As necessary, the Ph.D. Committee may be called upon to assist in matters related to FGSR Accreditation.
4. The Council Committee on the Faculty of Graduate Studies and Research is responsible for decision-making on academic policy, procedures and regulations.
5. The Council Committee on the Faculty of Graduate Studies and Research can delegate authority for some matters to the standing committee(s) and will periodically review the work of each committee.
6. As necessary, sub-committees may be formed to deal with non-routine matters; and that from time to time, and as necessary, Faculty members, or others, who are not on the Council Committee on the Faculty of Graduate Studies and Research, may be invited to attend meetings.

Executive of Council approved 25 June 2014

ATTACHMENT A

5.5   Council Committee on Research

Purpose: The Council Committee on Research is responsible for providing strategic advice and recommendations on research initiatives, policy and matters at the University to Council and its representatives and the Vice-President (Research).

Membership: 3 elected members of Council
1 graduate student, appointed by the GSA, need not be a member of Council
Ex officio: Vice-President (Research)
           Associate Vice-President (Research)/Dean, Faculty of Graduate Studies and Research
           Director, Research Office
           Each Faculty's Associate Dean of Research
           (Associate) Director at the UofR campus, Johnson-Shoyama Graduate School of Public Policy
Appointed: University Library designate
           Each Federated College's designate
           Canada Research Chair designate, appointed by the Vice-President (Research)
           Director, University-based Centres/Institutes designate, appointed by the Vice-President (Research)

Resources: Research Office

Chair: Normally an elected member of Council serving their third year will serve a two-year term as chair of the Committee.

Term: Appointed and elected members' terms run for four years, except for the Graduate Student designate whose term is for one year.

Roles and Responsibilities:

1. Recommend the establishment of research centres/institutes and chairs to Executive of Council for recommendation to Senate.

2. Participate in the review of University-base centres.

3. Recommend policies related to the University's research endeavors to Executive of Council for recommendation to Senate and to Vice-President (Research) for recommendation to Board of Governors.

4. Develop and review the University's strategic research planning.

5. Advise the Vice-President (Research) and report to Council and its representatives on initiatives and issues related to research endeavors at the University.

6. Review, recommend and report the awarding of grants from University-wide research funding programs (e.g. Research Trust Fund, Sabbatical Research Grants) and funding initiatives established by the Vice-President (Research).

7. Review and recommend applications to external agencies that have an allocated envelope (e.g. Canadian Foundation for Innovation, NSERC Research Tools and Instruments) to the Vice-President (Research).

Executive of Council approved 22 April 2020

ATTACHMENT A

5.6   Council Committee on Student Appeals

Purpose: The Council Committee on Student Appeals ensures that the Council has appointed a committee that will hear and decide upon all appeals by students or others on academic matters in connection with any faculty of the university.

Membership: 4 members of Council holding academic appointments (and 4 alternates)
3 students appointed by URSU and GSA (and 3 alternates) including at least one member and one alternate from the GSA
Ex officio: Chair, Council Committee on Undergraduate Admissions and Studies
Chair, Graduate Studies PhD Committee
University Secretary (non-voting)

Resources: University Secretariat

Chair: The committee will select its own chair who will serve for one year.

Quorum: 7 voting members as follows: 4 members of Council, 2 student members and 1 of the *ex officio* voting members.

NOTE: In the event that quorum is not met when a hearing is scheduled, the Chair may ask the Appellant and the Respondent if they agree to waive the quorum requirement and are prepared to proceed before the Committee members present at that hearing. The Appellant and the Respondent must both agree prior to do so. Otherwise, the hearing will be rescheduled.

Roles and Responsibilities:

1. Appeals by students in connection with academic decisions of any Faculty will be heard by the Council Committee on Student Appeals except for matters of discipline which will be heard by the Council Discipline Committee. Matters such as grades assigned for individual classes or credits given for classes transferred from other institutions will usually not be considered by the Council Committee on Student Appeals.
2. Students must apply, in writing, to appeal academic decisions to the Council Committee on Student Appeals. Applications are to be made to the University Secretary within 30 days of the decision by the relevant Faculty-level appeal body.
3. Grounds for an appeal to the Council Committee on Student Appeals should be based on one or more of the following:
   a) There is additional relevant information which was not considered at the Faculty level.
   b) There was a problem in procedure at the Faculty level.
   c) The substance of the case was not considered correctly at the Faculty level. For example, relevant rules and regulations were applied incorrectly.
4. To recommend to Council the appeal proceedings that will be followed by the Committee. Students appealing to the Council Committee on Student Appeals have a right to a fair hearing in accordance with the rules of natural justice.
5. Decisions of the Council Committee on Student Appeals can be appealed to the Senate Appeals Committee under Section 33 (1) (e) of The University of Regina Act and The University of Regina Senate By-Laws.
6. The meeting dates of the Council Committee on Student Appeals will be pre-set for each semester to consider appeals pertaining to the previous semester and additionally as required at the discretion of the University Secretary.

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7. The Council Committee on Student Appeals will report at least annually on its activities to Executive of Council.
8. Procedural rules are available at: http://www.uregina.ca/president/executive-team/ed-governance-univ-secretary/student-appeals/index.html

Executive of Council approved 26 March 2014

ATTACHMENT A

5.7   Council Committee on Undergraduate Admissions and Studies

Purpose: Responsible for advising Council on undergraduate academic programs, policy, regulations and standards.

Membership: 3 elected members of Council recommended by the Nominating Committee of Council and approved by Executive of Council (1 member will be replaced each year, there will be no more than one from each faculty, and one of these members will be elected at the first meeting in the new academic year to act as Chair). This member will also be a member of the Council Committee on Student Appeals.
2 undergraduate students appointed by the Students' Union from the student members of Council
1 designate from each Federated College named by the Federated College
The Director of the Centre for Continuing Education (or designate)
The Associate Dean responsible for undergraduate academic affairs (or designate) from each undergraduate faculty
Ex officio: President
                   University Secretary
                   AVP (Student Affairs)
                   Registrar
                   Director (Enrolment Services)
                   Associate Director (UR International)

Resources: Registrar's office

Roles and Responsibilities:

    Note: All new, or substantially revised, undergraduate academic programs, policy, regulations and standards will normally first be considered by the Council Committee on Budget.

    1.   To recommend proposals for new, revised, and deleted undergraduate degree and non-degree programmes to Executive of Council.
    2.   To recommend proposals for new, revised, and deleted undergraduate academic policies and standards to Executive of Council.
    3.   To recommend proposals for new, revised, and deleted standards for undergraduate admission and graduation to Executive of Council.
    4.   To receive for information new, revised, and deleted undergraduate courses. The Committee reserves the right to raise any such course to the table for approval.

Executive of Council Approved 22 March 2017

ATTACHMENT A

5.8 Council Committee on Undergraduate Awards

Purpose: In support of the academic mission of the University, the Council Committee on Undergraduate Awards shall make recommendations to Council on matters related to the undergraduate awards program.

Membership: 3 members of Council
Ex officio: Chair of each Faculty's undergraduate awards committee (or designate who is a member of Council)
One designate from each federated college (who is a member of Council named by the federated college)
Registrar
Director, Enrolment Services
University Secretary
Student representative (from Council appointed by URSU and excluded from award selection)

Term of Office: Three (3) years for members of Council on the Committee

Resources: Manager, Student Awards and Financial Aid, Enrolment Services Office

Selection of Chair: Normally, the representative from Council who is in the third year of membership.

Roles and Responsibilities:

1. To develop, review and recommend to Council the Undergraduate Awards Strategy.
2. To oversee the implementation of the Undergraduate Awards Strategy and programs at the University.
3. To review and recommend to Council policies governing undergraduate awards.
4. Members of the Undergraduate Scholarship Committee will participate in the selection of scholarship recipients for both entrance and continuing scholarships.

Executive of Council approved 26 March 2014

ATTACHMENT A

5.9   Council Discipline Committee

Purpose: The Council Discipline Committee ensures that the University enacts its student disciplinary bylaws in accordance with the principles of natural justice. It is also the body responsible for hearing all student appeals with respect to decisions of academic and non-academic misconduct.

Membership: 3 members of Council holding academic appointments (and 3 alternates)

3 students appointed by URSU and GSA (and 3 alternates) including at least one member and one alternate from the GSA

Ex officio: Provost and Vice-President (Academic) or designate who will be the Chair

University Secretary (non-voting)

Resources: University Secretariat

Quorum: 7 voting members as follows: Provost and Vice-President (Academic) or designate, 3 members of Council, 3 members appointed by URSU including 1 representative from the GSA

NOTE: In the event that quorum is not met, the Chair may ask the Appellant and the Respondent if they agree to waive the quorum requirement and are prepared to proceed before the Committee members present at the hearing. The Appellant and the Respondent must both agree prior to do so. Otherwise, the hearing will be re-scheduled.

Roles and Responsibilities:

1. To carry out such powers as are delegated by Senate in relation to disciplinary matters.
2. To recommend to Council changes in the disciplinary by-laws, in accordance with section 33(1)(f) of the Act and Senate By-Law 7.2
3. To recommend to Council the appeal proceedings that will be followed by the Committee. Students appealing to the Council Discipline Committee have a right to a fair hearing in accordance with the rules of natural justice.
4. To provide a hearing of cases of academic and non-academic misconduct, on request from any student who has been found to have committed an act of misconduct.
5. To consider expelled students' petitions for permission to apply for re-admission to the University.
6. To publish annually and report to Council a summary of the Committee's proceedings over the course of the previous year.

Further Information:

Grounds for an appeal to the Council Discipline Committee are based on one or more of the following:

a)   There is additional relevant information which was not considered by the Investigating Dean.
b)   There was a problem in procedure during the investigation.
c)   The substance of the case was not considered correctly by the Investigating Dean. For example, relevant rules and regulations were applied incorrectly.

ATTACHMENT A

    d)   Even if relevant rules and regulations were applied correctly, the resulting decision is unfair or unreasonable in the circumstances.

Decisions of the Council Discipline Committee can be appealed to the Senate Appeals Committee under Section 33 (1) (e) of the *University of Regina Act* and the *University of Regina Senate By-Laws.*

Procedural rules are available at http://www.uregina.ca/president/executive-team/ed-governance-univ-secretary/student-appeals/appeals/disciplinary-appeals.html

Executive of Council approved 26 March 2014

ATTACHMENT A

5.10   Council Nominating Committee

Purpose: The Council Nominating Committee will ensure that council committees are appropriately resourced with members of Council that have agreed to either volunteer or be elected to serve on a Council committee.

Membership: 9 members of Council (one from each undergraduate Faculty)
                Ex officio: President
                                University Secretary

Resources: University Secretariat

Roles and Responsibilities:

1. The Council Nominating Committee will ensure that for all council committees, an annual call for volunteers to fill vacancies on committees requiring Council members will be made by the University Secretary.
2. Depending on the response to this annual call, the Council Nominating Committee will meet to determine if an election is required to fill these vacancies or if these vacancies can be filled by appointment.
3. Should an election be required, the University Secretary will carry out the election consistent with the procedures outlined in section 3.6 of these Rules and Regulations regarding elections of Council members to committees.
4. The Council Nominating Committee must secure permission of volunteers prior to forwarding their name for election and/or to the Executive of Council for appointment.
5. The Council Nominating Committee will prepare a nomination slate for those appointed to committees of Council which will require the approval of Executive of Council at its next meeting. For all committee vacancies filled by election, the result of the election will be reported to Executive of Council either by email or at its next meeting for information.

Executive of Council approved 21 May 2014

ATTACHMENT A

5.11   Joint Council/Senate Committee

5.11.1   Joint Council/Senate Committee on Ceremonies

Purpose:

Note from the Special Committee of Council: Committee on Ceremonies is asked to fill in its purpose when it reviews its Terms of Reference and consider its terms and if these could be standardized to three year, similar to most other committees of Council.

Membership: 2 members of Council
2 members of Senate
1 member appointed by the Alumni Association
Ex officio: Chancellor
President and Vice-Chancellor (Chair)
University Secretary

Term of Office: Two (2) years for members of Council, Senate and the Alumni Association on the Committee.

Resources: Registrar
Associate Registrar (Academic Policy Services and Ceremonies) – *as secretary*

Roles and Responsibilities:

1. Have general responsibility for all ceremonial functions associated with the University;
2. Review the relevant sections of the Senate By-Laws relating to the Convocation ceremonies and recommend changes to Council and Senate;
3. Advise the Chancellor and/or President, when requested to do so, with respect to official delegates to represent the University at ceremonial functions;
4. Determine appropriate guidelines and criteria for the awarding of honorary degrees;
5. Invite, receive and review suggestions for candidates to whom honorary degrees might be awarded;
6. Recommend for approval to Council and Senate candidates for honorary degrees;
7. Provide adequate resumes for all honorary degree candidates recommended to Council and Senate; and
8. Approve convocation hoods when requested by faculty for new degrees.

Approved by Executive of Council 28 January 2009

ATTACHMENT A

Appendix A

Associate Vice-Presidents and Directors that are *ex officio* members of Executive of Council (effective ~~September~~ November ~~2020~~2019)

Associate Vice-President (Academic)
Associate Vice-President (Research) ~~and Dean, Faculty of Graduate Studies and Research~~
Associate Vice-President (Student Affairs)
Associate Vice-President (UR International)
~~Associate Vice-President (Teaching and Student Analytics)~~
Director, Centre for Continuing Education
Director, La Cité universitaire francophone
Executive Director or Director, Johnson Shoyama Graduate School of Public Policy

REPORT TO EXECUTIVE OF COUNCIL
FROM THE 12 NOVEMBER 2020 MEETING OF THE
COUNCIL COMMITTEE ON THE FACULTY OF GRADUATE STUDIES AND RESEARCH

ITEM(S) FOR APPROVAL

1.   FACULTY OF BUSINESS ADMINISTRATION

1.1   PROGRAM CHANGE - MASTERS OF BUSINESS ADMINISTRATION (MBA) GENERAL MANAGEMENT

MOTION: That the Levene MBA with Specializations – General Management (course and co-op option) program be modified, effective 202120.

Current General Management Program – Course Option (39 credit hours)		Proposed General Management Program – Course Option (**30** - 39 credit hours)	
Business Foundations (9 credit hours)	MBA 701 MBA 702 MBA 703 MBA 704 MBA 705 MBA 706	Business Foundations (**0** - 9 credit hours)	MBA 701 MBA 702 MBA 703 MBA 704 MBA 705 MBA 706
Required Core Courses (15 credit hours)	MBA 815 MBA 830 MBA 834 MBA 880 One of: MBA 835 MBA 841 MBA 848AA-ZZ	Required Core Courses (15 credit hours)	MBA 815 MBA 830 MBA 834 MBA 880 One of: MBA 835 MBA 841 MBA 848AA-ZZ
Elective Courses (15 credit hours)	Any 5 MBA/GBUS electives	Elective Courses (15 credit hours)	Any 5 MBA/GBUS electives

* *Applicants with undergraduate education in business may be exempt from taking some or all of the 700-level Business Foundation courses, as indicated in their admission letter. Students cannot take any courses from which they are exempt for credit as part of their program.*

Current General Management Program – Co-op Option (39 credit hours)		Proposed General Management Program – Co-op Option (**30** – 39 credit hours)	
Business Foundations (9 credit hours)	MBA 701 MBA 702 MBA 703 MBA 704 MBA 705 MBA 706	Business Foundations (**0** - 9 credit hours)	MBA 701 MBA 702 MBA 703 MBA 704 MBA 705 MBA 706
Required Core Courses (15 credit hours)	MBA 815 MBA 830 MBA 834	Required Core Courses (15 credit hours)	MBA 815 MBA 830 MBA 834

	MBA 880 One of: MBA 835 MBA 841 MBA 848AA-ZZ		MBA 880 One of: MBA 835 MBA 841 MBA 848AA-ZZ
Elective Courses (15 credit hours)	Any 5 MBA/GBUS electives	Elective Courses (15 credit hours)	Any 5 MBA/GBUS electives
Co-op Work Term 1 (o credit hours)	MBA 801	Co-op Work Term 1 (o credit hours)	MBA 801
Co-op Work Term 2 (0 credit hours)	MBA 802	Co-op Work Term 2 (0 credit hours)	MBA 802

Applicants with undergraduate education in business may be exempt from taking some or all of the 700-level Business Foundation courses, as indicated in their admission letter. Students cannot take any courses from which they are exempt for credit as part of their program.

Rationale:

This was an oversight when bringing forward the program for approval originally. The intention was to permit exemptions from Business Foundations courses based on applicants' academic backgrounds in business but that flexibility was not properly captured in the original motion. This correction will reflect the faculty's intention and current practice.

(end of Motion)

2. FACULTY OF ENGINEERING AND APPLIED SCIENCE

2.1 COURSE CHANGE - ENSE 885AA-ZZ

MOTION: That ENSE 885AA-ZZ course components change, effective 202130.

Current ENSE 885AA-ZZ	Proposed ENSE 885AA-ZZ
Grading mode: Normal	Grading mode: Normal, ***credit/no credit, pass/fail***
Credit hours: 0 - 6	Credit hours: ***1 - 6***
Lecture hours: 0 - 6	Lecture hours: ***1 - 6***
Lab hours: 0 - 3	Lab hours: 0 - ***6***
Schedule type: Lecture, Lab, Independent Study, Examination	Schedule type: Lecture, Lab, Independent Study, Examination, ***Report, Thesis, Field, Ensemble, Project, Field Trip, Maintenance of Candidacy, Internship Practicum, Research, Seminar, Studio, Directed Reading, Co-op Educ, Exchange Program, Grad Work Placement***

Rationale:

The motion is to change the base course to allow the Faculty of Engineering to schedule other types of courses such as directed readings, projects and seminars. This change would allow the Faculty more flexibility in scheduling courses.

(end of Motion)

3.   FACULTY OF GRADUATE STUDIES AND RESEARCH

3.1   REGULATION CHANGE - GRADUATE CO-OPERATIVE EDUCATION

MOTION: That the regulation on Co-operative Education at the graduate level be modified, effective 202130.

Current	Proposed
Graduate Co-operative Education ~~*Program*~~ *https://www.uregina.ca/gradstudies/current-students/grad-calendar/programs-overview.html* ~~At the master's level there are two ways that a student can participate in a co-operative education experience. The first way is to register in one of the co-operative education programs offered at the University of Regina. Alternately, some units offer Graduate Co-operative Education courses, outside of a co-operative education program. Students who complete either a Co-operative Education Program, or complete an approved Graduate Co-op Work Term Course will have a Co-operative Education Designation added to their degree~~. ~~Any masters student in good standing in an academic unit supporting a co-operative education Program is eligible to apply for this route (either at time of admission or by submitting a Request for Graduate Transfer). Similarly, any full-time masters student in good standing in a unit that offers a Graduate Co-op Work Term course may apply to take the co-operative education course. The student's academic unit has to provide approval for the student to enroll in either the co-operative education program or the co-operative education courses; academic units may have additional requirements or constraints on the students who are either accepted into a co-operative education route or are granted permission to take a graduate work term. A recommendation for a co-operative education placement requires the approval of both the student's academic unit and FGSR.~~ ~~Students in a co-operative Education Program will be required to register in at least 6 credit hours (or equivalent) for each of two work semesters in a work placement for a total of 12 credit hours (or equivalent). Each work semester will be graded (Pass/Fail). Students may be required to submit a report or make a formal presentation on their co-~~	*Graduate Co-operative Education* **Experience** *https://www.uregina.ca/gradstudies/current-students/grad-calendar/programs-overview.html* ***At the master's level there are two ways to enter into co-operative education experiences. Some units have built requirements into the program itself (co-op program), where other units have added the option to apply for this experience in addition to the program requirements (co-op option).*** ***A master's student must be in good standing to be eligible for the Co-operative Education experience (Academic units may have additional requirements for entry). A recommendation for a co-operative education placement requires the approval of the student's academic unit.*** ***Students seeking a Co-operative Education designation will be required to register in two work terms. Each work term will be graded (Pass/Fail or Credit/No Credit). Students may be required to submit a report or make a formal presentation on their co-operative work term which will be subject to the academic review to assess its merits.*** ***International students who wish to participate in a Co-operative Education experience must apply for a Work Permit as well as a Study Permit prior to applying for co-operative education work placement. Please consult with the Co-operative Education office or refer to Immigration, Refugees and Citizenship Canada (IRCC) regulations.*** ***Students who complete two approved co-operative education work terms will have a Co-operative Education designation added to their degree***.

~~operative work term which will be subject to academic review to assess its merits.~~ ~~Units that do not have a co-operative Education Route may offer a Graduate Work Term course. Instructions on how to create these courses is described~~ ~~here~~~~. Graduate Work-Term classes will be in addition to the student's program and will not replace required courses in the student's program. Remuneration provided to the student during the course of the placements is expected to be consistent with pay provided to regular employees undertaking similar responsibilities.~~ ~~International students who wish to participate in a Co-op Route program or for Graduate Work Term classes must apply for a Work Permit as well as a Study Permit. Please refer to Citizenship & Immigration Canada's (CIC) regulations.~~	
Current	Proposed
Registration Status *https://www.uregina.ca/gradstudies/current-students/grad-calendar/reg-rules.html* A student's status will be determined as follows: **Full-time**: • registration in 6 credit hours or more in a ~~semester~~; • ~~registration in ARTS 601 and ARTS 602;~~ • ~~registration in CS 903;~~ • registration in Psychology internship ~~classes~~ (PSYC 876-879, PSYC 880AA, PSYC 880AB); • registration in any JSGS internship (JSGS 850AA-ZZ); • ~~registration in any work placement~~ course (~~GRST 600~~, GBUS 801, 802, 803, MBA 801, 802, 803); • ~~registration in any Co-op Work Term course (CS 601, 602, ENGG 601, 602);~~ • registration in GRST 995AA for post program for students who have completed course and other program credit hour requirements, but have not finished writing or defending the thesis/project/practicum; • registration in GRST 996AA, for students who have received approval for an extension; • registration in the last requirements of a graduate program (e.g. just have one course remaining); and who will otherwise	*Registration Status* *https://www.uregina.ca/gradstudies/current-students/grad-calendar/reg-rules.html* A student's registration status will be determined as follows: **Full-time**: • registration in 6 credit hours or more in a ***term***; • registration in ***a*** Psychology internship ***course*** (PSYC 876-879, PSYC 880AA, PSYC 880AB); • registration in any JSGS internship ***course*** (JSGS 850AA-ZZ); • registration in any ***Co-operative Education/Work Term*** course (***ARTS 601, ARTS 602, CS 601, 602, ENGG 601, 602,*** GBUS 801, 802, 803, MBA 801, 802, 803); • registration in GRST 995AA for post program for students who have completed course and other program credit hour requirements, but have not finished writing or defending the thesis/project/practicum; • registration in GRST 996AA, for students who have received approval for an extension; • registration in the last requirements of a graduate program (e.g. just have one course remaining); and who will otherwise be engaged in thesis research/writing. These students register in the required

be engaged in thesis research/writing. These students register in the required credit hours, but registration must be for a minimum of 3 credit hours. Students in this category must contact FGSR who will notify Financial Services to adjust their Income Tax (T2202) form. **Part-time:** • ~R~egistration in less than 6 credit hours in a semester~.~ • ~R~egistration in GRST 995AB for post-program students using university facilities~.~ • ~R~egistration in GRST 996AB, for students who have received approval for an extension~.~ • ~R~egistration in GRST 999 (non-resident maintenance) for students not using university facilities. *Registration must be for a minimum of 3 credit hours for students who have credit hours remaining on their program.*	credit hours, but registration must be for a minimum of 3 credit hours. Students in this category must contact FGSR who will notify Financial Services to adjust their Income Tax (T2202) form. **Part-time:** • *r*egistration in less than 6 credit hours in a semester*;* • *r*egistration in GRST 995AB for post-program students using university facilities*;* • *r*egistration in GRST 996AB, for students who have received approval for an extension*;* • *r*egistration in GRST 999 (non-resident maintenance) for students not using university facilities. *Registration normally must be for a minimum of 3 credit hours for students who have credit hours remaining on their program.*

Rationale:

A motion for a new co-operative education option at the graduate level was approved at Senate in October 2017. The intention of this was to allow Faculties without graduate co-op programs to facilitate experiential learning opportunities for their students in addition to their program requirements. Two courses were to be developed in each faculty at six credit hours each (full time) and only be charged the co-op fee ($920.75 at the time).

A motion at Board of Governor's was passed in May 2018 stating "That the Co-op Fee be increased by 2.8% to the nearest $0.25 ($895.50) and that the application of this fee be extended to all graduate co-op placements".

FGSR's motion was interpreted that students in the co-operative education option and programs would be charged the co-op education fee in addition to any credit hours (tuition and service fees) associated with the class as determined by the unit.

This and subsequent motions are being submitted to correct what students are being charged when registered for a graduate co-op placement and to ensure that full time status is maintained while registered.

All of this material has been previously approved, this is brought forward to update the calendar.

(end of Motion)

4.   FACULTY OF MEDIA, ART, AND PERFORMANCE

4.1   PROGRAM CHANGE - PHD IN MEDIA AND ARTISTIC RESEARCH

> **MOTION:** That the PhD in Media and Artistic Research program be modified, effective 202120.

Current		Proposed	
FA 800	3	FA 800	3
FA 803	3	FA 803	3
FA 804 or FILM 804	3	FA 804 or FILM 804	3
FA 805	3	FA 805	3
FA 900 Comps	3	FA 900	3
Any ART, ARTH, FA, FILM, MU or THEA 8xx	~~18~~	Any ART, ARTH, FA, FILM, MU or THEA 8xx *or relevant elective outside the MAP Faculty*	*9*
Thesis or Final Project: FA 901 or ~~FA 902~~	~~27~~	Thesis or Final Project: FA 901	*36*
Total:	**60**	**Total:**	**60**

Rationale:

This reduction is a key recommendation of the IDS Grad Unit Review Team. It reflects best practices in course standards and timelines to completion in PhDs across the University of Regina and in interdisciplinary programs across Canada. Students working at the advanced doctoral level will benefit from the reduction of excessive required elective courses (a residue of the old Special Case requirements) and the increase of required research credit hours. For current students, it will reduce the timeline to completion, from 6 years to 4 years. For prospective students, it will be a more attractive and competitive scenario for undertaking their doctoral research. Finally, it will obviate the need for delivering an excessive number of Directed Readings by supervisors, or by other faculty members, in a small faculty.

Year 1

Fall	Winter	SS
GRST 800AA FA 800 (3) * FA 804 (core or elective) (3)	FA 803 (3) * FILM 804 (core or elective) (3)	Elective (3) Elective (3)

Year 2

Fall	Winter	SS
FA 901 (6): Comps/ Comps Research	FA 901 (6): Comps / Comps Research and Thesis Proposal	FA 900: Comps (3) FA 901 (3): Thesis Research

Year 3

Fall	Winter	SS
FA 901 (6): Thesis Research	FA 901 (6): Thesis Research	FA 901 (6): Thesis Research

Year 4

Fall	Winter	SS
FA 805: Doctoral Research Showcase (3) *** FA 901 (3): Thesis Defense		

* In consultation with the supervisor and Associate Dean, FA 800 and FA 803 may be substituted for other courses if already used to fulfil a master's degree.

** FA 805 is scheduled in the last term of the degree, along with the last credits of FA 901 in which the thesis will be defended. The symposium presentation is to be delivered before, and entirely separately from, the FA 901 in which the thesis defense occurs (for example, a March presentation; an April defense).

(end of Motion)

### 5.	FACULTY OF SCIENCE

#### 5.1	COURSE CHANGE - BIOL 880AA-ZZ

MOTION: That BIOL 880AA-ZZ base series course components change, effective 202130.

Current BIOLAA-ZZ	Proposed BIOLAA-ZZ
Credit hours: 1 – 6	Credit hours: *0* - 6
Lecture hours: 1 - 6	Lecture hours: *0* - 6
Lab hours: 1 – 6	Lab hours: *0* - 6
Other hours: 1 – 6	Other hours: *0* – 6
Grading mode: Normal	Grading mode: Normal, ***Credit/No Credit, Pass/Fail***
Schedule type: Independent Study	Schedule type: Independent Study, ***Lecture, Lab, Report, Field, Project, Seminar, Directed Reading***,

Rationale:
BIOL 880 is a Directed Readings "base course", with individual courses scheduled as e.g. BIOL 880AG (each course has a unique two letter combination). At present, Schedule Type is only "I - Independent Study", Grading Mode is only "Normal", and "Lab Contact Hours" are not permitted. Thus there is currently an inconsistency in the description of the base course versus how the actual courses have been offered. The proposed changes would align the base course description with actual practice. "The Catalogue" is aware of the inconsistencies (we have been in contact with them).

(end of Motion)

REPORT TO EXECUTIVE OF COUNCIL
FROM THE 6 NOVEMBER 2020 MEETING OF THE
COUNCIL COMMITTEE ON UNDERGRADUATE ADMISSIONS AND STUDIES

ITEM(S) FOR APPROVAL

1.   FACULTY OF ENGINEERING AND APPLIED SCIENCE

1.1   PROGRAM REVISION - ENVIRONMENTAL SYSTEMS ENGINEERING (EVSE)

MOTION: To replace ENGG 330 with ENEV 322 in Term 5, effective 202120.

Credit hours	BASc in Environmental Systems Engineering Required Courses
Term 1 (Fall)	
3.0	CHEM 104
3.0	ENGG 123
3.0	ENGG 140
3.0	MATH 110
3.0	MATH 122
Term 2 (Winter)	
3.0	CS 110
3.0	ENGG 100
3.0	ENGL 100
3.0	MATH 111
3.0	PHYS 119
Term 3 (Fall)	
3.0	CHEM 140
3.0	ENEV 223
3.0	ENEV 372
3.0	ENGG 141
3.0	GEOL 102
Term 4 (Winter, Spring/Summer)	
3.0	ECON 201
3.0	ENIN 241
3.0	*Social Sciences and Humanities Elective
3.0	MATH 213
3.0	STAT 289
Term 5 (Fall)	
3.0	BIOL 223
3.0	ENEV 261
3.0	ENEV 321
3.0	~~ENGG 330~~ **ENVE 322**
3.0	*Approved Elective
Term 6 (Spring/Summer)	

Credit hours	BASc in Environmental Systems Engineering Required Courses
3.0	ENEV 281
3.0	ENEV 334
3.0	ENEV 384
3.0	ENEV 480
3.0	ENIN 253
Term 7 (Winter)	
3.0	ENEV 360
3.0	ENEV 421
3.0	ENEV 422
3.0	ENEV 440
3.0	ENEV 462
Term 8 (Fall)	
3.0	ENEV 363
3.0	ENEV 383
1.0	ENEV 400
3.0	ENEV 435
3.0	ENGG 303
3.0	*Approved Elective
Term 9 (Winter)	
3.0	ENEV 415
3.0	ENEV 469
3.0	ENGG 401
3.0	*Approved Elective
3.0	*Approved Elective
136.0	**TOTAL**
* **Approved Electives** (these electives may not be offered regularly): Choose at least three from the following: ENEV 408, ENEV 445, ENEV 463, ENEV 465, ENEV 475, ENEV 484, ENGG 411, ENIN 350, ENIN 453, ENIN 455, ENPE 490 Note: ENEV 475 and ENEV 484 run alternating years in the Fall term.	
Choose at most one from the following: BUS 260, BUS 302, ENEL 280	
Social Sciences and Humanities elective: choose one Faculty of Arts or La Cité course.	

Rationale:

EVSE students take STAT 289 which includes some numerical analysis. Students are currently taking numerical analysis in the revised ENEV 334 (Simulation and Decision Making for Engineers). These two courses combined can provide equivalent content to ENGG 330.

ENEV 322 is a course on the application of microbiology to water treatment and solid waste. ENEV 322 is being added to the program slot with BIOL 223, which is an introduction of microbiology to human society. Our students take CHEM 140 (Term 3) to learn the general chemistry and take ENEV 321 and ENEV 363 (Term 8) for water treatment in the following terms. Without the approval, we have no slot to have ENEV 322 in the

system.

The replacement of ENGG 330 has no impact on the pre-requisite of other courses.

ENEV 322 is mainly engineering science and design. We will add GA to ENEV 322 when the initial mapping is completed. The course can increase the Design count in EVSE. It has no impact to AU counts. We will move some GAs from ENGG 330 to ENEV 334 as well.

(end of Motion)

1.2   PROGRAM REVISIONS – ELECTRONIC SYSTEMS ENGINEERING (ESE)

MOTION: To update the Electronic Systems Engineering (ESE) program, effective 202120.

Bachelor of Applied Science in Electronic Systems Engineering (ESE)

Electronic Systems Engineering applies skills in electronics and computers to the design and operation of products or systems for handling information. Such systems include modern telecommunications, industrial controls and electronic consumer products.

Credit hours	BASc in Electronic Systems Engineering Required Courses
Term 1 (Fall)	
3.0	CHEM 104
3.0	ENGG 123
3.0	MATH 122
3.0	ENGG 140
3.0	MATH 110
Term 2 (Winter)	
3.0	CS 110
3.0	ENGG 100
3.0	ENGL 100
3.0	MATH 111
3.0	PHYS 119
Term 3 (Fall)	
3.0	CS115
3.0	ENEL 280
3.0	ENEV 223
3.0	MATH 217
3.0	PHYS 112
Term 4 (Winter, Spring/Summer)	
3.0	CS 210
3.0	ENEL 281
3.0	ENEL 282
3.0	MATH 213

Credit hours	BASc in Electronic Systems Engineering Required Courses
3.0	STAT 289
Term 5 (Fall)	
3.0	BUS 260
3.0	ENEL 383
3.0	ENEL 384
3.0	ENSE 352
3.0	PHYS 201
Term 6 (Spring/Summer)	
3.0	BUS Elective (BUS 210, 250, 285, or 302)
3.0	CS 335
3.0	ECON 201
3.0	~~ENEL 380~~ **ENEL 361**
3.0	~~ENEL 390~~ **ENEL 341**
Term 7 (Winter)	
3.0	ENEL 371
3.0	~~ENEL 387~~ **ENEL 351**
3.0	ENSE 350
3.0	* Approved Elective
3.0	* Approved Elective
Term 8 (Fall)	
1.0	ENEL 400
3.0	ENGG 303
3.0	*Approved Elective
3.0	*Approved Elective
3.0	*Approved Elective
3.0	*Approved Elective
Term 9 (Winter	
3.0	ENEL 417
3.0	ENGG 401
3.0	*Approved Elective
3.0	*Approved Elective
3.0	*Approved Elective
136.0	**TOTAL**

Credit hours	BASc in Electronic Systems Engineering Required Courses
	* Approved Electives Choose electives from one of the following streams: **Communications**: ENEL ~~393~~ **442,** ENEL ~~492~~ **443** and five courses from the approved list below. **Micro-Electronics:** ENEL ~~487~~ **452**, ENEL ~~489~~ **453** and five courses from the approved list below. **Control Systems:** ENEL ~~389~~ **462**, ENEL ~~484~~ **463** and five courses from the approved list below. **Power:** ENEL 472, ENEL ~~482~~ **473** and five courses from the approved list below.
	Approved List: **Technical Electives:** ENEL ~~389~~ **462**, ENEL ~~393~~ **442**, ENEL 395, ENEL 472, ENEL ~~482~~ **473**, ENEL ~~484~~ **463**, ENEL ~~487~~ **452**, ENEL ~~489~~ **453**, ENEL ~~492~~ **443**, ENEL 494, ENEL 495, ENEV 261, ENIN 253, ENSE 481 **Software Electives (may choose one**): CS 215, CS 330, CS 340, CS 350, CS 372, CS 375 or any ENSE class except ENSE 477. **Risk and Industrial Safety Electives** (may choose one): ENEV 334, ENGG 411, ENIN 433, ENIN 440.
	Social Sciences and Humanities elective: choose **one** Faculty of Arts or La Cité course.
	Natural Science Elective (choose one): from astronomy, biochemistry, biology, chemistry, geology, and physics. (CHEM 100 not permitted)

Rationale:

With these changes; 1) all courses in the Control Systems stream will have numbers in a sequence: 361, 462, and 463. ENEL 361 is the first course of the stream offered in Term 6. ENEL 462 and ENEL 463 are offered in Term 8 and Term 9, respectively, 2) all courses in the Micro- Electronics stream will have numbers in a sequence: 351, 452, and 453. ENEL 351 is the first course of the stream offered in Term 7. ENEL 452 and ENEL 453 are offered in Term 8 and Term 9, respectively, 3) all courses in the Communications stream will have numbers in a sequence: 341, 442, and 443. ENEL 341 is the first course of the stream offered in Term 6. ENEL 442 and ENEL 443 are offered in Term 8 and Term 9, respectively, and 4) all courses in the Power stream will have numbers in a sequence: 371, 472, and 473. ENEL 371 is the first course of the stream offered in Term 7. ENEL 472 and ENEL 473 are offered in Term 8 and Term 9, respectively.

These courses are renumbered in order to match the streams of study and so the course numeric pattern make more sense to the students.

(end of Motion)

1.3   REVISIONS - ENGINEERING MINORS

MOTION: To update all Engineering minors, based on Software Systems and Electronic Systems course renumbering, effective 202120.

Communications Stream Engineering Minor

Credit hours	Communications stream Engineering Minor Required Courses
3.0	~~ENEL 390~~ **ENEL 341**
3.0	~~ENEL 393~~ **ENEL 442**
3.0	~~ENEL 492~~ **ENEL 443**
6.0	Any two approved ENEL Courses
15.0	**TOTAL**

Micro-electronics Stream Engineering Minor

Credit hours	Micro-electronics Stream Engineering Minor Required Courses
3.0	~~ENEL 387~~ **ENEL 351**
3.0	~~ENEL 487~~ **ENEL 452**
3.0	~~ENEL 489~~ **ENEL 453**
6.0	Any two approved ENEL courses
15.0	**TOTAL**

Instrumentation and Control Stream Engineering Minor

Credit hours	Instrumentation and Control Stream Engineering Minor Required Courses
3.0	~~ENEL 380~~ **ENEL 361**
3.0	~~ENEL 389~~ **ENEL 462**
3.0	~~ENEL 484~~ **ENEL 463**
6.0	Any two approved ENEL courses
15.0	**TOTAL**

Power Stream Engineering Minor

Credit hours	Power Stream Engineering Minor Required Courses
3.0	ENEL 371
3.0	ENEL 472
3.0	~~ENEL 482~~ **ENEL 473**
6.0	Any two approved ENEL courses
15.0	**TOTAL**

Manufacturing Engineering Minor

Credit hours	Manufacturing Engineering Minor Required Courses
15.0	Five of: ENIN 349, ENIN 350, ENIN 445, ENIN 448, ~~ENEL 389~~ **ENEL 462**, ~~ENEL 484~~ **ENEL 463**
15.0	**TOTAL**

Software Engineering Minor

Credit hours	Software Engineering Minor Required Courses
3.0	ENSE 374

3.0	ENSE ~~470~~ **370**
6.0	Any two courses from ENSE **271**, 350, 352, 353, **375** ~~471~~, 472~~, 475~~
3.0	Any listed ENSE course excluding ENSE 400 and 477
15.0	**TOTAL**

Rationale:

These course numbers need to be updated to reflect the course number changes made by the Software Systems and Electronic Systems programs.

(end of Motion)

1.4 Program Revisions - Software Systems Engineering (SSE)

MOTION: To update the Software Systems Engineering (SSE) program based on the ENEL course number changes, effective 202120.

Credit hours	BASc in Software Systems Engineering Required Courses
Term 1 (Fall)	
3.0	CHEM 104
3.0	ENGG 123
3.0	ENGG 140
3.0	MATH 110
3.0	MATH 122
Term 2 (Winter)	
3.0	CS 110
3.0	ENGG 100
3.0	ENGL 100
3.0	MATH 111
3.0	PHYS 119
Term 3 (Fall)	
3.0	CS 115
3.0	ENEL 280
3.0	ENEV 223
3.0	MATH 217
3.0	PHYS 112
Term 4 (Winter, Spring/Summer)	
3.0	CS 210
3.0	ENSE 271
3.0	ENEL 282
3.0	MATH 213
3.0	STAT 289
Term 5 (Fall)	

Credit hours	BASc in Software Systems Engineering Required Courses
3.0	CS 215
3.0	CS 340
3.0	ENEL 384
3.0	ENSE 352
3.0	ENSE 374
Term 6 (Spring/Summer)	
3.0	BUS 260
3.0	ECON 201
3.0	ENSE 375
3.0	ENSE 353
3.0	*Approved Elective
Term 7 (Winter)	
3.0	~~ENEL 387~~ **ENEL 351**
3.0	ENSE 370
3.0	ENSE 350
3.0	*Approved Elective
3.0	*Approved Elective
Term 8 (Fall)	
3.0	ENGG 303
1.0	ENSE 400
3.0	ENSE 472
3.0	ENSE 487
3.0	*Approved Elective
3.0	*Approved Elective
Term 9 (Winter)	
3.0	ENGG 401
3.0	ENSE 477
3.0	*Approved Elective
3.0	*Approved Elective
3.0	*Approved Elective
136.0	**Total**

*Approved Technical Electives
Four courses that are not included in the core SSE program course requirements. They must include a minimum of two ENSE 400-level courses. Eligible technical electives are any 300- or 400-level CS, ENEL, ENSE, and CTECH courses or other approved technical electives.

Social Sciences and Humanities elective (**one is required**): Any Faculty of Arts or La Cité course.

Natural Science Electives (two are required): from astronomy, biology, chemistry, geology, and physics. (CHEM 100 not permitted)

Open Elective (one is required): Any three-credit hour course (CS 100 is not permitted).

Rationale:
This change reflects the new ENEL course numbers.

(end of Motion)

1.5 Program Revisions - Industrial Systems Engineering (ISE)

MOTION: To update the Industrial Systems Engineering (ISE) program, effective 202120.

Credit hours	BASc in Industrial Systems Engineering Required Courses
Term 1 (Fall)	
3.0	CHEM 104
3.0	ENGG 123
3.0	ENGG 140
3.0	MATH 110
3.0	MATH 122
Term 2 (Winter)	
3.0	CS 110
3.0	ENGG 100
3.0	ENGL 100
3.0	MATH 111
3.0	PHYS 119
Term 3 (Fall)	
3.0	ENEL 280
3.0	ENEV 223
3.0	ENGG 141
3.0	MATH 217
3.0	*Natural Science Elective
Term 4 (Winter, Spring/Summer)	
3.0	ENIN 233
3.0	ENIN 241
3.0	MATH 213
3.0	STAT 289
3.0	CHEM 105
Term 5 (Fall)	
3.0	*Social Science and Humanities **or *Natural Science** Elective
3.0	ENEV 261
3.0	ENGG 330
3.0	ENIN 331
3.0	ENIN 343
Term 6 (Spring/Summer)	
3.0	BUS 260

Credit hours	BASc in Industrial Systems Engineering Required Courses
3.0	ECON 201
3.0	~~ENEL 380~~ **ENEL 361**
3.0	ENIN 253
3.0	ENIN 350
Term 7 (Winter)	
3.0	ENIN 355
3.0	ENIN 430
3.0	ENIN 440
3.0	ENIN 453
3.0	*Approved Elective
Term 8 (Fall)	
3.0	BUS 250
3.0	ENGG 303
3.0	ENIN 340
3.0	ENIN 349
1.0	ENIN 400
3.0	ENIN 444
Term 9 (Winter)	
3.0	~~BUS 210, 285, 302~~ ***Social Science and Humanities or *Natural Science** Elective
3.0	ENGG 401
3.0	ENIN 413
3.0	ENIN 433
3.0	*Approved Elective
136.0	**TOTAL**
*Approved Electives: Choose two: ENEL ~~389~~ **462**, ENEL ~~484~~ **463**, ENGG 411, ENIN 370, ENIN 445, ENIN 448, ENIN 455, ENIN 456, ENIN 463, offered as follows: • ENIN 370: Winter Term • ENIN 445 and ENIN 456: Winter term in even-numbered years • ENIN 448 and ENIN 455: Winter term in odd-numbered years.	
*Social Sciences and Humanities elective: choose one Faculty of Arts or La Cité course.	
*Natural Science Elective (choose ~~one~~ two): astronomy, biology, chemistry, geology, and physics. (CHEM100 not permitted)	

Rationale:

These changes reflect the new ENEL course numbers and because ISE needs to increase its natural science Accreditation Units (AUs) to meet a minimum of 195 AU's.

Current AU count: **178.3**.

Require **16.8** additional AUs.

With the addition of the natural science elective the New AU count: **216.3** which is 21 AUs above the minimum 195.

Notes: Complimentary Studies (CS) dropped but the AUs are still 118 above the minimum of 225

Accreditation Impact: At this time ISE is below the required AU count for Natural Science. This change will put the program in compliance with the required AU count for Natural Science

(end of Motion)

1.6   Program Revisions – Petroleum Systems Engineering (PSE)

MOTION: To update the Petroleum Systems Engineering (PSE) electives list, effective 202120.

*Approved Electives: Minimum of two from: ENPE 340, ENPE 380, **ENPE 420, ENPE 425,** ENPE 435, ENPE 448, ENPE 470, ENPE 475, ENPE 481, ENPE 490, ENPE 491, ENPE 492
Minimum of two from: ENEV 422, ENIN 433, ENIN 453, ENIN 456
Social Sciences and Humanities elective: choose one Faculty of Arts or La Cité course.

Rationale: This updated list of approved electives ensures students know the full scope of elective options available.

(end of Motion)

**REPORT TO EXECUTIVE OF COUNCIL
FROM THE 18 NOVEMBER 2020
MEETING OF THE COUNCIL NOMINATING COMMITTEE**

ITEM(S) FOR APPROVAL

1.   Replacements on Council Committees Requiring Council Membership

> **MOTION:** That the individuals listed below be approved to serve on the following committees as indicated:

Terms are effective January 1, 2021.

Council Agenda Committee

Taiwo Afolabi – Faculty of Media, Art, and Performance

Council Committee on Academic Mission

Maria Davis – Faculty of Science
Kathryn Ricketts – Faculty of Education

Council Committee on Research

Shela Hirani – Faculty of Nursing

Council Discipline Committee

Andrew Chan – Faculty of Science
Syed Zaidi – Faculty of Engineering and Applied Science

RATIONALE: The Council Nominating Committee approved the above replacements be effective January 1, 2021. Given the response to the call for volunteers, the Committee determined an election was not required to fill these vacancies.

ITEM(S) FOR INFORMATION

2.   2020-2021 Council Committee Memberships

The Council Committees membership list will be posted on the Council Website.

2020-2021 COUNCIL COMMITTEE MEMBERSHIP

Council Agenda Committee (3 year terms)

Member		End of Term
President	*Ex officio*	
University Secretary	*Ex officio*	
Abigail Wickson-Griffiths	Council Member – Nursing	2023
Taiwo Afolabi	Council Member - MAP	2023
Denise Stilling	Council Member – Engineering	2022

Council Committee on Academic Mission (3 year terms)

Member		End of Term
Provost & Vice President (Academic)	*Ex officio*	
Vice President (Research)	*Ex officio*	
Associate Vice-President (Academic)	*Ex officio*	
Dongyan Blachford	Council Member – Arts	2021
Janine Brown	Council Member – Nursing	2021
Laurie Clune	Council Member – Nursing	2023
Maria Davis	Council Member – Science	2023
Kathryn Ricketts	Council Member – Education	2023
Arzu Sardarli	Council Member – FNUniv	2023
Andrei Volodin	Council Member – Science	2023
Christina Winter	Council Member – Library	2022
Ziyang Li	Student Council Member (URSU)	2021
Mrigank Kumar	Student Council Member (GSA)	2021

Council Committee on Budget (3 year terms)

Member		End of Term
Provost & Vice President (Academic)	*Ex officio*	
Vice President (Administration)	*Ex officio*	
Vice President (Research)	*Ex officio*	
Saman Azadbakht	Council Member – Engineering	2023
Monika Cule	Council Member – Arts	2021
Shela Hirani	Council Member – Nursing	2023
Barbara Nelke	Council Member – Library	2022
Sylvain Rheault	Council Member – La Cité	2023
Randal Rogers	Council Member – MAP	2022
Joan Wagner	Council Member – Nursing	2021
Fanhua Zeng	Council Member – Engineering	2021
Gurkirat Singh	Student Council Member (URSU)	2021
Jayveer Chadva	Student Council Member (GSA)	2021

2020-2021 COUNCIL COMMITTEE MEMBERSHIP

Council Committee on Research (4 year terms)

Member		End of Term
VP Research	*Ex officio*	
AVP Research and Dean, FGSR	*Ex officio*	
Director, Research Office	*Ex officio*	
Associate Director, JSGS	*Ex officio*	
Raymond Blake	Standing, Arts	
Lisa Watson	Standing, Business Administration	
Twyla Salm	Standing, Education	
Amr Henni	Standing, Engineering	
Larena Hoeber	Standing, Kinesiology	
Christine Ramsay	Standing, Media, Art & Performance	
Joan Wagner	Standing, Nursing	
Cory Butz	Standing, Science	
Gabriela Novotna	Standing, Social Work	
Christina Winter	Standing, University Library	
David Meban	Standing, Campion College	
Bettina Schneider	Standing, First Nations University	
Francesco Freddolini	Standing, Luther College	
Nathalie Reid	Centres & Institutes	
Sandra Zilles	CRC Appointed by VP Research	
Shrinath Manoharan	Graduate Student named by GSA	2021
Irfan Al-Anbagi	Council Member – Engineering	2021
Sheila Petty	Council Member – MAP	2022
Shela Hirani	Council Member - Nursing	2024

Council Committee on Student Appeals (3 year terms)

Member		End of Term
University Secretary	*Ex officio (non-voting)*	
Chair, Undergraduate Admissions & Studies Committee	*Ex officio*	
Chair, Graduate Studies PhD Committee	*Ex officio*	
Mark Brigham	Council Member – Science	2022
Shelagh Campbell	Council Member – Business	2022
David Dick	Council Member – MAP	2023
Melissa Hrebenik	Council Member – Nursing	2022
Leta Susan Kingfisher	Council Member – FNUniv	2023
Dorothy Lane	Council Member – Luther	2021
Celine Magnon	Council Member – La Cité	2022
Fatima Pirbhai-Illich	Council Member – Education	2023
Gurjinder Singh Lehal	Named by URSU	2021
Kiegan Lloyd	Named by URSU	2021
Katlyn Richardson	Named by URSU	2021
Alfred Adenuga	Named by URSU	2021
Mrigank Kumar	Named by GSA	2021
Jaimin Patel	Named by GSA	2021

2020-2021 COUNCIL COMMITTEE MEMBERSHIP

Council Committee on Undergraduate Admissions and Studies (3 year terms)

Member		End of Term
President	*Ex officio*	
AVP (Student Affairs)	*Ex officio*	
University Secretary	*Ex officio*	
Registrar	*Ex officio*	
Director, Enrolment Services	*Ex officio*	
Associate Director, UR International	*Ex officio*	
David Meban	Campion Rep. *(Ex officio)*	
Dorothy Lane	Luther Rep. *(Ex officio)*	
Fidji Gendron	FNUniv Rep. *(Ex officio)*	
Joe Piwowar	Standing, Arts	
Saqib Khan	Standing, Business Administration	
Pamela Osmond Johnson	Standing, Education	
David deMontigny	Standing, Engineering &Applied Science	
Sean Whalley	Standing, Media, Art & Performance	
Doug Cripps	Standing, Kinesiology & Health Studies	
Karen Lehmann	Standing, Nursing	
Nader Mobed	Standing, Science	
Darlene Chalmers	Standing, Social Work	
Robin Markel	Standing, Continuing Education	
Andre Magnan	Standing, La Cité	
Stephen Cheng	Council Member – Science	2022
Wes Pearce	Council Member – MAP	2023
Scott J. Wilson	Council Member – Luther	2021
Alfred Adenuga	Named by URSU	2021
Katlyn Richardson	Named by URSU	2021

Council Committee on Undergraduate Awards (3 year terms)

Member		End of Term
University Secretary	*Ex officio*	
Registrar	*Ex officio*	
Director, Enrolment Services	*Ex officio*	
TBD	Arts *(Ex officio)*	
Saqib Khan	Business Administration *(Ex officio)*	
Alexandra Stoddart	Education *(Ex officio)*	
David deMontigny	Engineering *(Ex officio)*	
Sean Whalley	Media, Art & Performance *(Ex officio)*	
Doug Cripps	Kinesiology & Health Studies *(Ex officio)*	
Janine Brown	Nursing *(Ex officio)*	
Nader Mobed	Science *(Ex officio)*	
Lise Milne	Social Work *(Ex officio)*	
Gillain Ramsey	Campion Awards *(Ex officio)*	
Francesco Freddolini	Luther Awards *(Ex officio)*	
Fidji Gendron	FNUniv Awards *(Ex officio)*	
Elise Matthews	Council Member – Nursing	2021
Tobias Sperlich	Council Member – Arts	2022
Abigail Wickson-Griffiths	Council Member – Nursing	2023
Imtiyaz Ahmed	Student Council Member	2021

2020-2021 COUNCIL COMMITTEE MEMBERSHIP

Council Discipline Committee (3 year terms)

Member		End of Term	
Provost & VP Academic or designate*	*Ex officio and Chair*		*Designate – AVP Academic
University Secretary	*Ex officio*		
Andrew Chan	Council Member – Science	2023	
Brent Ghiglione	Council Member – MAP	2022	
Melissa Hrebenik	Council Member – Nursing	2021	
Barbara Nelke	Council Member – Library	2023	
Syed Zaidi	Council Member – Engineering	2023	
Tobias Sperlich	Council Member – Arts	2022	
Gurjinder Singh Lehal	Named by URSU	2021	
Kiegan Lloyd	Named by URSU	2021	
Alfred Adenuga	Named by URSU	2021	
Katlyn Richardson	Named by URSU	2021	
Jaimin Patel	Named by GSA	2021	
Jayveer Chadva	Named by GSA	2021	

Council Nominating Committee (3 year terms)

Member		End of Term
President	*Ex officio*	
University Secretary	*Ex officio*	
Garry Sherbert	Council Member – Arts	2023
Lisa Watson	Council Member – Business Admin	2023
Alexandra Stoddart	Council Member – Education	2023
Yasser Morgan	Council Member – Engineering	2021
Tristan Hopper	Council Member – Kinesiology	2022
Charity Marsh	Council Member – MAP	2023
Shaun Fallat	Council Member – Science	2023
Nuelle Novik	Council Member – Social Work	2022
Melissa Hrebenik	Council Member – Nursing	2022

Joint Committee of Council and Senate on Ceremonies (2 year terms)

Member		End of Term
Chancellor	*Ex officio*	
President	*Ex officio*	
University Secretary	*Ex officio*	
Registrar	Resource	
Blair McClinton	Senate Member	2021
Olivia Arnal	Senate Member	2021
Andrei Volodin	Council Member – Science	2021
Rae Staseson	Council Member – MAP	2022
Monica Deters	Alumni Appointed	2021

REPORT TO EXECUTIVE OF COUNCIL
FROM THE COUNCIL COMMITTEE ON RESEARCH

ITEM(S) FOR APPROVAL

1.   Policy Update - Research Institutes and Centres (RCH-010-005)

> **MOTION:** That the revised policy "Research Institutes and Centres (RCH-010-005)" be approved, as outlined in Attachment B.

Background and Description:

The proposed revisions to the Research Institutes and Centres policy, which were completed as part of a regularly scheduled review of this policy, are intended to streamline the policy by removing detailed procedures (now included as an appendix) based on lessons learned over five years of experience working with and applying this policy.

The proposed revisions include a simplified review process and strengthened financial accountability by requiring an annual budget and planning report from Research Institutes and Centres. Links have been added to other relevant policies such as GOV-010-005 (Approval Authorities and Execution of Documents). A requirement for incorporating principles of equity, diversity, and inclusion was also added.

To allow comparison between the old and new policies, a redline version of the policy is provided showing all tracked changes **(Attachment A)**. The clean, revised version with all changes accepted is included as **Attachment B**.

The revised policy as presented in Attachment B will be forwarded to the 15 December 2020 meeting of the University of Regina Board of Governors for approval.

2.   Changes to the Council Committee on Research Terms of Reference

> **MOTION:** That Executive of Council approve the amendments to the Council Committee on Research as outlined in Attachment C, effective immediately.

Rationale:
With the separation of responsibilities of the Associate Vice-President (Research) from the Dean, Faculty of Graduate Studies and Research, the membership on the Council Committee on Research must be amended. Additionally, the work of the Council Committee on Research is being transferred from the portfolio of the Vice-President (Research) to the AVP (Research).

Additionally, there are slight amendments required in the roles and responsibilities to better reflect the reporting structure of the Council Committee on Research and to remove an outdated trust.

ATTACHMENT A

Research Institutes and Centres

Number:	RCH-010-005
Audience:	All University employees and Researchers associated with the University of Regina~~or Researchers~~
Issued:	April 18, 2007
Last revised:	July 7, 2015; November 3, 2020
Owner:	Vice-President (Research)
Approved by:	Board of Governors
Contact:	~~Vice-President (Research) – 306-585-5184~~Director, Research Office, 306-337-2478

Introduction

The University of Regina values the strengths and contributions of its research institutes and centres and seeks to ensure their success as a vital part of the University's research mandate.

In keeping with good governance, this policy provides for the creation, management and disestablishment of University of Regina research institutes and centres. The abbreviation "Centres/Institutes" is used throughout this policy and will be understood to include all research groups, whether generally identified as a research centre or research institute.

Definitions

- **Research Institute or Centre** – a formally constituted unit of the University established to bring together relevant researchers and increase focus on a specific area or topic. The terms "research institute" and "research centre" are equivalent for the purposes of this policy.
- **Relevant Authority** – the person with authority and responsibility for a research institute or centre. This is the Vice-President (Research) or delegate, in the case of a University-based research institute or centre and the dean, in the case of a faculty-based research institute or centre.
- **Office of Record** - The Research Office will hold copies of reviews and annual reports of university-based and faculty-based research institutes and centres.

Policy

Purpose of Research Institutes and Centres

The prime objective of a research institute or centre (hereafter abbreviated as "Centre/Institute") is the generation of research product and knowledge. However, a ~~research institute or centre~~ Centre/Institute may also have important non-research co-objectives, such as teaching or training, dissemination of research, or public service.

ATTACHMENT A

Centres/Institutes are established by the Board of Governors after review and approval, on recommendation from Senate.

Types of Research Institutes and Centres

The University has two types of~~ ~~Centres/Institutes ~~research institutes and centres~~:

1.• University-based, under the authority of the Vice-President (Research)~~Faculty-based, under the authority of the relevant dean~~; and,

2.• ~~University-based, under the authority of the Vice-President (Research)~~ Faculty-based, under the authority of the relevant dean.

As research orientation and activities evolve to include more or fewer faculties/departments than when established, it is possible that it becomes advantageous to convert an initially faculty-based institute or centre to university-based status, or vice-versa. In such a situation the relevant dean and the Vice-President (Research) may recommend this change to the Board of Governors.

Funding

Centre/Institutes~~Research institutes and centres~~ are encouraged to seek out external funding so far as possible. To promote this, Centres/Institutes receive a portion of indirect costs received from grants and contracts administered by the Centre/Institute (Tri-Agency funding excepted). Financial support for Centres/Institutes should be based on at least three to five years of confirmed funding, and not solely on a short-term grant or contract. The budget plan for a Centre/Institute must include items such as anticipated costs for administrative and infrastructure support, Information Services and other service costs. The responsible authority (Vice-President Research or Dean) should be advised and updated at least annually regarding a Centre/Institute's budget plans and financial commitments.~~Notwithstanding, the University may provide operating funding and in-kind support so far as competing priorities allow.~~

~~**Duration of Research Institutes and Centres**~~

~~Research institutes and centres are expected to have longevity.~~

Leadership and Accountability of Research Institutes and Centres

Every Centre/Institute ~~institute or centre~~ shall have a director with administrative responsibility for the institute or centre. The director shall report either to the Vice-President (Research) or delegate in the case of a university-based Centre/Institute or a faculty dean in the case of a faculty-based Centre/Institute. ~~The director shall report either to a faculty dean in the case of a faculty-based institute or centre or to the Vice-President (Research) in the case of a university-based institute or centre.~~ Appointments as a director of a research institute or centre will normally be for three to five years. Re-appointments are possible with the approval of the relevant authority.

All directors will be issued an appointment letter from Human Resources outlining their role, responsibility, expectations, etc. A director who is a faculty member of the University will continue to receive applicable benefits and privileges. Course release or other compensatory

ATTACHMENT A

workload reduction may be agreed upon, depending on individual circumstances. Where the director is out of scope, benefits and privileges will be defined in the applicable appointment letter and by the relevant University policies.

~~Where a director of a university-based research institute or centre is a faculty member, the Vice-President (Research) shall forward an annual assessment of the director's performance to the relevant faculty dean as input into the faculty performance review process. This assessment will be shared with the director.~~

Research Institutes and Centres and Academic Programming

A Centre/Institute~~research institute or centre~~ may contribute to undergraduate, graduate, or other training (such as internships) related to ongoing research programs. However, while academic programs may be supported by a Centre/Institute~~research institute or centre~~, such programs shall not be housed or administered by a Centre/Institute~~research institute or centre~~.

Multi-Institutional Arrangements

A University of Regina Centre/Institute may be co-housed at another institution. In such situations, the relevant authority will work with the director to minimize unnecessary duplication in reporting or review processes. A formal agreement with the other institution that outlines each party's rights and obligations must be reviewed and signed by the Vice-President (Research).

~~At times it may be advantageous for a research institute or centre to enter into a formalized arrangement (such as a partnership or other relationship) with an entity or entities external to the University. Such arrangements may be subject to formal agreement signed by the Vice-President (Research) or other authority depending on the arrangement contemplated.~~

~~A University of Regina research institute or centre may be co-housed at another institution. In such situations, the relevant authority will work with the director to minimize unnecessary duplication in reporting or review processes (for example, an institute or centre annual report or review could be designed to meet the criteria of all administering institutions).~~

Signing Authority

Signing authority for the Centre/Institute director will be in accordance with GOV-010-005, Approval Authorities and Execution of Documents and related appendix. All research grants and contracts must be reviewed and approved by the Research Office.

~~The relevant authority will provide an incoming institute or centre director with a document defining the director's signing authority.~~

Financial Structures

Every Centre/Institute must establish an accounting structure in consultation with Financial Services with all external funds deposited into individual FOAPAL to ensure compliance in internal and external reporting.

~~An appropriate research institute or centre account structure will be set up in consultation with Financial Services.~~

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~~Office of Record~~

~~The Office of the Vice-President (Research), or its designate, will hold copies of reviews and annual reports of both university-based and faculty-based research institutes and centres.~~

Policy Compliance

Research institutes and centres shall conform to University policies and procedures.

Consequences for Noncompliance

If a Centre/Institute~~sresearch institute or centre~~ does not meet the requirements outlined in this policy, a full review may be conducted and the Centre/Institute~~sresearch institute or centre~~ may be disestablished.

If non-compliance with policies is due to the director's activity/inactivity, the relevant policies' consequences will be applied.

Processes

Establishment of a New Research Institute or Centre

The following are the steps to establish a new research institute or centre:

1. In consultation with the Council Committee on Research, ~~T~~the relevant authority, ~~in consultation with the Council Committee on Research,~~ reviews foundation documentation ~~(described below)~~ and forwards the relevant documentation with a recommendation to establish a new research institute or centre to Executive of Council.

~~2.~~ Executive of Council recommends on the matter to Senate

~~3.~~2. Senate approves the establishment of the research institute or centre and makes a recommendation to the Board of Governors

~~4.~~3. The Board of Governors accepts or rejects the recommendation from Senate .~~makes a decision to establish the research institute or centre~~

~~Foundation Documentation~~

~~Comprehensive foundation documentation is essential before approval of a new research institute or centre. The documentation should be complete enough to justify the need for a new institute or centre, demonstrate its viability, and guide the management of the new institute or centre over its initial years of existence. At a minimum, the documentation should include:~~

ATTACHMENT A

- name of the institute or centre
- rationale for, and purpose of, the institute or centre
- an analysis of the institute or centre's fit within the University's strategic research priorities
- management structure of the institute or centre, including clear lines of authority and responsibility
- anticipated duration of the institute or centre (this may be indefinite or for a specified term — if for a defined term, plans for institute or centre wind up should be included)
- a budget for at least the first three years of operation of the institute or centre, including anticipated revenues from all sources and all operational costs
- a description of physical resource needs (such as office or laboratory space)
- projected staffing requirements
- a risk assessment and risk management strategy, particularly for budget shortfalls
- a definition of institute or centre membership, and membership categories
- terms of reference for an advisory committee for the institute or centre, if applicable
- envisioned relationships with existing University entities and with entities external to the University
- projected contributions, if any, to University goals other than research (such as contributions to teaching and training or to public service)
- performance metrics against which the institute's or centre's progress and success will be measured (e.g. external funding, publications, graduate student numbers, community service)

Once a new institute or centre is approved and a director appointed, the foundation documentation should be viewed as a living template and ongoing guide for institute or centre operations.

In response to changing circumstances and opportunities, changes to the foundation documentation can be recommended, typically as part of a review or annual report. In accepting proposed changes to foundation documentation, the relevant authority will use his/her good judgment as to whether the proposed changes are so fundamental as to require approval from the Board of Governors.

Disestablishment of a Research Institute or Centre

Research institutes or centres may be disestablished via either of two mechanisms:

1. In the case of a research institute or centre with a prescribed termination date, the institute or centre will cease to exist as of that date; or,

2. In the case of a research institute or centre with no prescribed termination date, the institute or centre may be disestablished by the Board of Governors.

ATTACHMENT A

~~The relevant authority may recommend disestablishment, giving due consideration to consultations with the relevant director, the Council Committee on Research, and key institute or centre partners. In the case of disestablishment under (2) above, reasonable notice will be given so as to allow for the orderly winding up of institute or centre affairs.~~

Review

The director of a Centre/Institute is responsible for preparing documentation for a review and providing it to the relevant authority. The relevant authority shall provide a director with at least 90 days' notice of a review due date.

A review of the Centre/Institute shall take place at least every five years.

At any point in time, the relevant authority may initiate an external review. An external review involves comment, analysis, and recommendations by appropriate individuals or entities external to the University selected and engaged by the relevant authority.

Upon receipt and consideration of a review, the relevant authority may:

- recommend a continuance of the Centre/Institute with a review in five years;
- recommend a continuance of the Centre/Institute with a review in fewer than five years, during which time the Centre/Institute will endeavor to address issues raised during the review;
- initiate steps to disestablish the Centre/Institute.

Deans will forward a copy of a review of a faculty-based Centre/Institute to the Office of Record.

Reports from reviews of University-based Centre/Institutes will be shared with and discussed by the Council Committee on Research. Comments will be shared with the relevant authority for consideration.

Disestablishment of a Research Institute or Centre

Research institutes or centres may be disestablished via either of two mechanisms:

1. In the case of a research institute or centre with a prescribed termination date, the institute or centre will cease to exist as of that date; or,

2. In the case of a research institute or centre with no prescribed termination date, the institute or centre may be disestablished by the Board of Governors.

The relevant authority may recommend disestablishment, giving due consideration to consultations with the relevant director, the Council Committee on Research, and key institute or centre partners. In the case of disestablishment under (2) above, reasonable notice will be given so as to allow for the orderly winding up of institute or centre affairs.

ATTACHMENT A

Reporting

Each Centre/Institute shall report annually to the relevant authority on its activities, membership, challenges and opportunities. The director of a Centre/Institute is responsible for preparing the annual report and providing it to the relevant authority. Unless otherwise mutually agreed by the director and the relevant authority, the annual report due date for the University year ending April 30 will be June 30 of the same year.

Deans will forward a copy of the annual report of a faculty-based Centre/Institute to the Office of Record.

~~Research institutes and centres shall report annually on activities. The director of a research institute or centre is responsible for preparing the annual report and providing it to the relevant authority. Unless otherwise mutually agreed by the director and the relevant authority, the annual report due date for the University year ending April 30 will be June 30 of the same year.~~

~~Deans will forward a copy of the annual report of a faculty-based institute or centre to the Office of Record.~~

~~Unless otherwise mutually agreed by the director and the relevant authority, the annual report will include, at a minimum:~~

- ~~an application of the specific performance metrics found in the institute or centre's foundation documentation, including a discussion of progress on meeting performance objectives~~
- ~~a listing of publications attributable to institute or centre activities~~
- ~~a listing of presentations and workshop and conference activity attributable to institute or centre activities~~
- ~~a listing of communications or media activities attributable to institute or centre activities~~
- ~~an assessment of any outreach or public service activities attributable to institute or centre activities~~
- ~~a listing of contributions to undergraduate, graduate or internship training~~
- ~~a university-year financial statement noting all monies received and expended by the institute or centre in each of its University accounts (i.e. FOAPALs)~~
- ~~an assessment of the status and continued viability of the institute or centre~~

Where the relevant authority deems it advisable, the relevant authority may direct a Centre/Institute~~research institute or centre~~ director to prepare an interim report at any point in time between ~~i~~Centre/Institute~~nstitute or centre~~ annual reports. In so doing, the relevant authority will define the nature and scope of the requested information. The interim

ATTACHMENT A

report, and where useful an assessment of it by the relevant authority, may be provided to the Board of Governors.

Internal Review

The director of a research institute or centre is responsible for preparing an in-house review and providing it to the relevant authority. An internal review shall take place at any point in time on the request of the relevant authority, and at least every five years. The relevant authority shall provide a director with at least 90 days' notice of an internal review due date. Unless otherwise mutually agreed by the director and the relevant authority, an internal review is based on all the elements of the annual report, plus, at a minimum, the following additional components:

- an assessment of the institute or centre's progress since the most recent review, based on the specific performance metrics found in the institute or centre's foundation documentation
- an analysis of the institute or centre's fit within the University's strategic research priorities
- an assessment and recommendation as to whether any of the institute or centre's foundation documentation, management structure, membership categories, or performance measures should be amended to respond to new realities
- a summary of all revenues and expenditures since the most recent review
- an analysis of challenges and opportunities over the next three to five years
- a strategy for the next three to five years to address challenges and opportunities
- a recommendation as to the continuance, restructuring, or disestablishment of the institute or centre

Upon receipt and consideration of the in-house review, the relevant authority may:

- approve the internal review;
- request further information; or,
- initiate an external review.

Deans will forward a copy of the in-house review of a faculty-based institute or centre to the Office of Record.

External Review

At any point in time the relevant authority may initiate an external review.

An external review involves comment, analysis and recommendations by an appropriate external individual or entity (either external to the institute or centre, external to the relevant faculty, or external to the University) selected and engaged by the relevant authority. Details of the external review may differ as defined by the relevant authority, but typically may include:

ATTACHMENT A

- an analysis of the institute or centre's research performance

- an analysis of the institute or centre's non-research contributions to the University

- an analysis of the institute or centre's fit within the University's strategic research priorities

- a funding and expenditures summary over the lifetime of the institute or centre (or since the previous external review)

- a research plan over the next five years

- a funding and expenditures projection over the next five years

- confirmation the institute or centre's current management structure is appropriate or recommendations for changes to the management structure

- a recommendation as to the continuance, or restructuring, or disestablishment of the institute or centre

Upon receipt and consideration of the external review, the relevant authority may accept the review or request further information.

Deans will forward a copy of an external review of a faculty-based institute or centre to the Office of Record.

Related Information

- RCH-030-010 Budgetary Limits on Spending Research Funds
- OPS-010-050 Fiscal and Research Year Ends
- RCH-030-005 Research Cost Recovery
- GOV-022-010 Conflict of Interest/Conflict of Commitment Policy
- GOV-010-005 Approval Authorities and Execution of Documents
- Appendix A – Elements of the Foundation Document(s)
- Appendix B – Elements of the Review Document(s)
- Appendix C – Review Process details

ATTACHMENT B

Research Institutes and Centres

Number: RCH-010-005
Audience: All University employees and Researchers associated with the University of Regina
Issued: April 18, 2007
Last revised: November 3, 2020
Owner: Vice-President (Research)
Approved by: Board of Governors
Contact: Director, Research Office, 306-337-2478

Introduction

The University of Regina values its research institutes and centres' strengths and contributions and seeks to ensure their success as a vital part of the University's research mandate.

In keeping with good governance, this policy provides the framework for creating, reviewing, and disestablishing University of Regina research institutes and centres. The abbreviation "Centre/Institutes" is used throughout this policy and will be understood to include all research groups, whether generally identified as a research centre or research institute.

Definitions

- **Research Institute or Centre** – a formally constituted unit of the University established to bring together relevant researchers and increase focus on a specific area or topic. The terms "research institute" and "research centre" are equivalent for this policy's purposes.

- **Relevant Authority** – the person with authority and responsibility for a research institute or centre. This is the Vice-President (Research) or delegate, in the case of a University-based research institute or centre and the dean, in the case of a faculty-based research institute or centre.

- **Office of Record** - The Research Office will hold copies of reviews and annual reports of university-based and faculty-based research institutes and centres.

Policy

Purpose of Research Institutes and Centres

The prime objective of a research institute or centre (hereafter abbreviated as "Centre/Institute") is the generation of research products and knowledge. However, a Centre/Institute may also have important non-research co-objectives, such as teaching or training, dissemination of research, or public service.

ATTACHMENT B

Centres/Institutes are established by the Board of Governors after review and approval, on recommendation from Senate.

Types of Research Centres/Institutes

The University has two types of Centres/Institutes:

- University-based, under the authority of the Vice-President (Research); and

- Faculty-based, under the oversight of the relevant dean. ,

As research activities and membership evolve to include more or fewer faculties/departments than when established, it may become advantageous to convert an initially faculty-based Centre/Institute to university-based status, or vice-versa. In such a situation, the Vice-President (Research) or delegate and the relevant dean may recommend this change to the Board of Governors.

Funding

Centres/Institutes are encouraged to seek out external funding. To promote this, Centres/Institutes receive a portion of indirect costs received from grants and contracts administered by the Centre/Institute (Tri-Agency funding excepted). Financial support for Centres/Institutes should be based on at least three to five years of confirmed funding, and not solely on a short-term grant or contract. The budget plan for a Centre/Institute must include items such as anticipated costs for administrative and infrastructure support, Information Services and other service costs. The responsible authority (Vice-President Research or Dean) should be advised and updated at least annually regarding a Centre/Institute's budget plans and financial commitments.

Leadership and Accountability of Centre/Institutes

Every Centre/Institute shall have a director with administrative responsibility for the Centre/Institute. The director shall report either to the Vice-President (Research) or delegate in the case of a university-based Centre/Institute or a faculty dean in the case of a faculty-based Centre/Institute. Appointments as a director of a Centre/Institute will normally be for a three to a five-year term. Re-appointments are possible with the approval of the relevant authority. A Dean may not serve as the Director of a Faculty-based research Centre/Institute.

All directors will be issued an appointment letter from Human Resources outlining their role, responsibility, expectations, etc. A director who is a faculty member of the University will continue to receive applicable benefits and privileges. Course release or other compensatory workload reduction may be agreed upon, depending on individual circumstances. Where the director is out of scope, benefits and privileges will be defined in the applicable appointment letter and by the relevant University policies.

Centre/Institutes and Academic Programming

A Centre/Institute may contribute to undergraduate, graduate, or other training (such as internships) related to ongoing research programs. However, while a Centre/Institute may support academic programs, such programs shall not be housed or administered by a Centre/Institute.

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Multi-Institutional Arrangements

A University of Regina Centre/Institute may be co-housed at another institution. In such situations, the relevant authority will work with the director to minimize unnecessary duplication in reporting or review processes. A formal agreement with the other institution that outlines each party's rights and obligations must be reviewed and signed by the Vice-President (Research).

Equity, Diversity, and Inclusion

Recognizing that commitments to Equity, Diversity, and Inclusion (EDI) strengthen research and potential relevance and impact to communities, Centres/Institutes will document and implement applicable EDI practices and plans.

Signing Authority

Signing authority for the Centre/Institute director will be in accordance with GOV-010-005 Approval Authorities and Execution of Documents and related appendix. All research grants and contracts must be reviewed and approved by the Research Office.

Financial Structures

Every Centre/Institute must establish an accounting structure in consultation with Financial Services with all external funds deposited into individual FOAPAL to ensure compliance in internal and external reporting.

Policy Compliance

Centres/Institutes shall conform to University policies and procedures.

Consequences for Non-compliance

If a Centre/Institute does not meet the requirements outlined in this policy, an internal or external review may be conducted, and the Centre/Institute may be disestablished.

If non-compliance with policies is due to the director's activity/inactivity, the relevant policies' consequences will be applied.

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Processes

Establishment of a New Centre/Institute

The following are the steps to establish a new Centre/Institute:

1. In consultation with the Council Committee on Research, the relevant authority reviews foundation documentation, and then forwards the appropriate documentation with a recommendation to establish a new Centre/Institute to Executive of Council. Executive of Council recommends the matter to Senate.

2. Senate approves the establishment of the Centre/Institute and makes a recommendation to the Board of Governors.

3. The Board of Governors accepts or rejects the recommendation from Senate. Centre/Institute

Review

The director of a Centre/Institute is responsible for preparing documentation for a review and providing it to the relevant authority. The relevant authority shall provide a director with at least 90 days' notice of a review due date.

A review of the Centre/Institute shall take place at least every five years.

At any point in time, the relevant authority may initiate an external review. An external review involves comment, analysis, and recommendations by appropriate individuals or entities external to the University selected and engaged by the relevant authority.

Upon receipt and consideration of a review, the relevant authority may:

- recommend a continuance of the Centre/Institute with a review in five years;
- recommend a continuance of the Centre/Institute with a review in fewer than five years, during which time the Centre/Institute will endeavor to address issues raised during the review;
- initiate steps to disestablish the Centre/Institute.

Deans will forward a copy of a review of a faculty-based Centre/Institute to the Office of Record.

Reports from reviews of University-based Centre/Institutes will be shared with and discussed by the Council Committee on Research. Comments will be shared with the relevant authority for consideration.

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Disestablishment

Centres/Institutes may be disestablished via either of two mechanisms:

1. In the case of a Centre/Institute with a prescribed termination date, the Centre/Institute will cease to exist as of that date, unless the Centre/Institute director and the relevant authority determine through an internal review that the Centre/Institute should be continued; or,

2. In the case of a Centre/Institute with no prescribed termination date, the Centre/Institute may be disestablished by the Board of Governors.

The relevant authority may recommend disestablishment, giving due consideration to consultations with the relevant director, the Council Committee on Research, and key Centre/Institute partners. In the case of disestablishment under (2) above, reasonable notice will be given to the director so as to allow for the orderly winding up of Centre/Institute affairs.

Reporting

Each Centre/Institute shall report annually to the relevant authority on its activities, membership, challenges and opportunities. The director of a Centre/Institute is responsible for preparing the annual report and providing it to the relevant authority. Unless otherwise mutually agreed by the director and the relevant authority, the annual report due date for the University year ending April 30 will be June 30 of the same year.

Deans will forward a copy of the annual report of a faculty-based Centre/Institute to the Office of Record.

Where the relevant authority deems it advisable, the relevant authority may direct a Centre/Institute director to prepare an interim report at any point in time between Centre/Institute annual reports. In so doing, the relevant authority will define the nature and scope of the requested information. The interim report, and where useful an assessment of it by the relevant authority, may be provided to the Board of Governors.

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Related Information

- [RCH-030-010 Budgetary Limits on Spending Research Funds](#)
- [OPS-010-050 Fiscal and Research Year Ends](#)
- [RCH-030-005 Research Cost Recovery](#)
- [GOV-022-010 Conflict of Interest/Conflict of Commitment Policy](#)
- [GOV-010-005 Approval Authorities and Execution of Documents](#)
- [Appendix A – Elements of the Foundation Document(s)](#)
- [Appendix B – Elements of the Review Document(s)](#)
- [Appendix C – Review Process details](#)

ATTACHMENT B

Appendix A

Foundation Documentation

Comprehensive foundation documentation is essential before approval of a new research centre/institute. The documentation should be complete enough to justify the need for a new centre/institute, demonstrate its viability, and guide the management of the new centre/institute over its initial years of existence. At a minimum, the documentation should include:

- name of the centre/institute
- rationale for, and purpose of, the centre/institute
- an analysis of the centre/institute's fit within the University's strategic research priorities
- management structure of the centre/institute, including clear lines of authority and responsibility
- a description of how the centre/institute will incorporate the principles of equity, diversity and inclusion (EDI) into its operations
- anticipated duration of the centre/institute (this may be indefinite or for a specified term – if for a defined term, plans for centre/institute wind up should be included)
- a budget for at least the first three years of operation of the centre/institute, including anticipated revenues from all sources and all operational costs
- a description of physical resource needs (such as office or laboratory space)
- projected staffing requirements
- a risk assessment and risk management strategy, particularly for budget shortfalls
- a definition of centre/institute membership, and membership categories
- terms of reference for an advisory committee for the centre/institute, if applicable
- envisioned relationships with existing University entities and with entities external to the University
- projected contributions, if any, to University goals other than research (such as contributions to teaching and training or to public service)
- performance metrics against which the institute's or centre's progress and success will be measured (e.g. external funding, publications, graduate student numbers, community service)

Once a new centre/institute is approved and a director appointed, the foundation documentation should be viewed as a living template and ongoing guide for centre/institute operations.
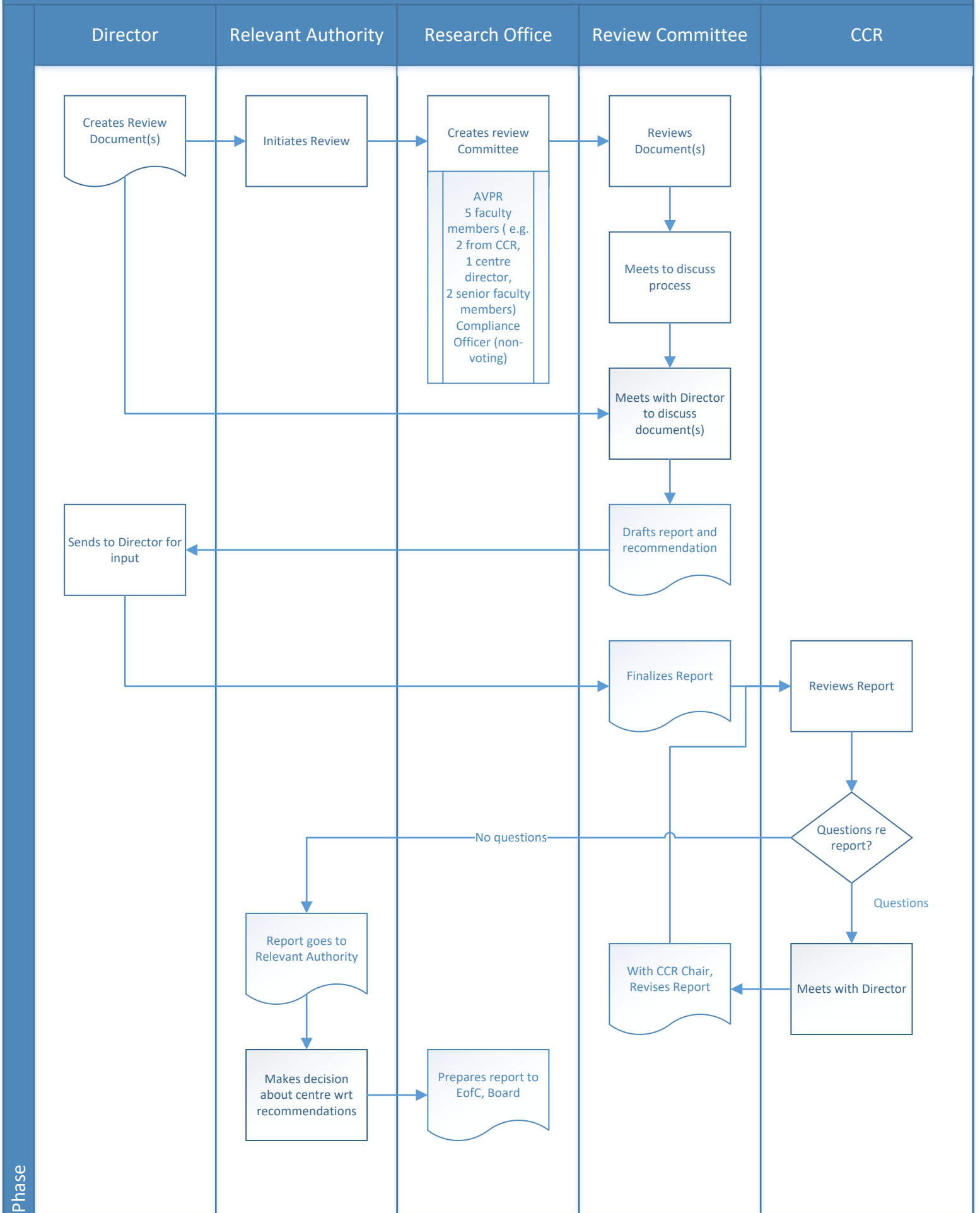
In response to changing circumstances and opportunities, changes to the foundation documentation can be recommended, typically as part of a review or annual report. In accepting proposed changes to foundation documentation, the relevant authority will use their good judgment as to whether the proposed changes are so fundamental as to require approval from the Board of Governors.

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Appendix B

Review Document

The review document prepared by the Director of the Centre/Institute should include:

- an application of the specific performance metrics found in the centre/institute's foundation documentation, including a discussion of progress on meeting performance objectives
- evidence of dissemination and knowledge translation
- an assessment of the impact of outreach or public service activities attributable to centre/institute activities
- a list of contributions to undergraduate, graduate or internship training (names, thesis titles, current position)
- actions the centre/institute has taken to incorporate the principles of equity, diversity and inclusion (EDI) into its operations
- a university-year financial statement noting all monies received and expended by the centre/institute in each of its University accounts (i.e. FOAPALs)
- an assessment of the status, continued viability, and need for the centre/institute
- an assessment of the centre/institute's progress since the most recent review, based on the specific performance metrics found in the centre/institute's foundation documentation
- an analysis of the centre/institute's fit within the University's strategic research priorities
- a list of equipment and infrastructure that is the responsibility of the centre/institute
- membership list and criteria
- benefits of centre/institute status with respect to revenue, collaboration, entrepreneurship, and external partnerships that likely would not have been possible without the centre/institute.
- an assessment and recommendation as to whether any of the centre/institute's foundation documentation, management structure, membership categories, or performance measures should be amended to respond to new realities
- a summary of all revenues and expenditures since the most recent review
- an analysis of challenges and opportunities over the next three to five years
- a strategy for the next three to five years to address challenges and opportunities
- a recommendation as to the continuance, restructuring, or disestablishment of the centre/institute

Appendix C - Flow of University-Based Research Centre Review

Director	Relevant Authority	Research Office	Review Committee	CCR

Phase

Director: Creates Review Document(s) → Relevant Authority: Initiates Review → Research Office: Creates review Committee → Review Committee: Reviews Document(s)

Research Office (committee composition):
AVPR
5 faculty members (e.g. 2 from CCR, 1 centre director, 2 senior faculty members)
Compliance Officer (non-voting)

Review Committee: Reviews Document(s) → Meets to discuss process → Meets with Director to discuss document(s) → Drafts report and recommendation → Director: Sends to Director for input

Review Committee: Finalizes Report → CCR: Reviews Report → Questions re report?

Questions re report? — No questions → Relevant Authority: Report goes to Relevant Authority → Makes decision about centre wrt recommendations → Research Office: Prepares report to EofC, Board

Questions re report? — Questions → CCR: Meets with Director → Review Committee: With CCR Chair, Revises Report

ATTACHMENT C

Council Committee on Research

Purpose:　　　The Council Committee on Research is responsible for providing strategic advice and recommendations on research initiatives, policy and matters at the University to Council and its representatives and the Vice-President (Research).

Membership:　3 elected members of Council
　　　　　　　1 graduate student, appointed by the GSA, need not be a member of Council
　　　　　　　Ex officio:　Vice-President (Research)
　　　　　　　　　　　　Associate Vice-President (Research)
　　　　　　　　　　　　/Dean, Faculty of Graduate Studies and Research
　　　　　　　　　　　　Director, Research Office
　　　　　　　　　　　　Each Faculty's Associate Dean of Research
　　　　　　　　　　　　(Associate) Director at the UofR campus, Johnson-Shoyama Graduate School of
　　　　　　　　　　　　 Public Policy
　　　　　　　Appointed:　University Library designate
　　　　　　　　　　　　Each Federated College's designate
　　　　　　　　　　　　Canada Research Chair designate, appointed by the Vice-President (Research)
　　　　　　　　　　　　Director, University-based Centres/Institutes designate, appointed by the Vice-President (Research)

Resources:　　~~Research Office~~ Office of the Associate Vice-President (Research)

Chair:　　　　Normally an elected member of Council serving their third year will serve a two-year term as chair of the Committee.

Term:　　　　Appointed and elected members' terms run for four years, except for the Graduate Student designate whose term is for one year.

Roles and Responsibilities:

1.　Recommend the establishment of research centres/institutes and chairs to Executive of Council for recommendation to Senate.

2.　Participate in the review of University-base centres.

3.　Recommend policies related to the University's research endeavors to Executive of Council for recommendation to Senate and to Vice-President (Research) for recommendation to Board of Governors.

4.　Develop and review the University's strategic research planning.

5.　Advise the Vice-President (Research) and report to Executive of Council and Council and its representatives on initiatives and issues related to research endeavors at the University.

6.　Review, recommend and report the awarding of grants from University-wide research funding programs (e.g. ~~Research Trust Fund~~, Sabbatical Research Grants) and funding initiatives established by the Vice-President (Research).

7.　Review and recommend applications to external agencies that have an allocated envelope (e.g. Canadian Foundation for Innovation, NSERC Research Tools and Instruments) to the Vice-President (Research).

Executive of Council approved ~~22 April 2020~~ 25 November 2020