



MEETING OF THE SENATE

Monday, January 22, 2024
3.30pm to 5.30pm

House of Learning, HL190

AGENDA

The public Senate meetings are live streamed, and at the meeting time, non-Senators may [click here to join the meeting](#). The live-stream of the meetings is recorded. These recordings are used to assist with preparing the minutes of the meetings. Once the minutes of a meeting are approved, the recording of that meeting is destroyed.

1. Call to Order

- a. Remarks from the Chair
 - i. Territorial Acknowledgment
- b. Welcome to new senators
 - i. Gurjit Lalli (staff representative)
 - ii. Rita Leone (staff representative)
 - iii. James Lomen (faculty representative – School of Nursing)
 - iv. Laura Lamb (faculty representative – TRU Gaglardi School of Business)
 - v. Heather MacLeod (faculty representative – Faculty of Arts)
 - vi. Saira Bano (faculty representative – Faculty of Arts)
 - vii. Krish Maharaj (faculty representative – Faculty of Law)
 - viii. Katia Dilkina (Open Learning Faculty Member)

Page 1 **2. Adoption of Agenda**

3. Approval of Minutes

Page 3 a. Minutes of senate meeting of December 11, 2023

4. Reports of Officers

Page 10 a. President and Vice-Chancellor

- i. President's Report to Senate (Information)

b. Provost and Vice-President Academic (Information)

5. Reports of Committees

- Page 17 a. Academic Planning and Priorities Committee (Items for Approval) — Gillian Balfour
Page 32 i. November 2023 report
1. Policy Proposal for Instructional Day Changes (Notice of Motion)
ii. December 2023 report
- Page 33 b. Budget Committee of Senate (Information) — Gillian Balfour
- Page 34 c. Educational Programs Committee (Information) — Shannon Smyrl
Page 35 i. December 2023 report
ii. January 2024 report
- Page 36 d. Steering Committee (Items for Approval) — James Sudhoff
i. December 2023 report
1. Proposed changes to the TRU Senate bylaws and to Appendix A to Senate Bylaws under Article IX(2)(f) ([*Notice of motion served on December 11, 2023*](#))
2. Faculty Senator Request for Leave of Absence from Senate
ii. January 2024 report
- Page 77 e. Academic Integrity Committee (Information) — Sean Donlan / Cassie Greenough
- Page 79 f. Sabbatical Leave Committee (Information) — Shannon Wagner
Page 89

6. Business

- Page 90 a. Senate Advice to the Board related to elimination of programs in Visual Arts
i. Motion from Senator Jones
Note to senators:
 - *the mover has indicated that this motion replaces the motion that was mentioned at the end of the December senate meeting;*
 - *the effect of this motion passing would be that senate would give no advice to the Board until the specified condition is removed;*
 - *the effect of this motion failing would be that other motions regarding advice to the board would be in order.*
- Page 91 ii. Other related materials carried over from December meeting
1. Memo from Dean McCutcheon to the Provost dated October 20, 2023 (Information)
- Page 95 2. Motion from Senator Huscroft (Information)

7. Question Period

8. Next Senate meeting

- a. The next regular meeting of Senate is on Monday, February 26, 2024 from 3.30-5.30 pm in the Brown Family House of Learning, Room HL190.

9. Termination of Meeting



MEETING OF THE SENATE

Monday, December 11, 2023
3.30pm to 5.30pm

House of Learning, HL190

MINUTES

Present:

Brett Fairbairn (Chair), Christine Adam, Gregory Anderson, Gillian Balfour, Doug Booth, Susan Butland, David Carter, John Church, Melba D'Souza, Greg Garrish, Tania Gottschalk, Michael Henry, Crystal Huscroft, Anel Jazybayeva, Craig Jones, Randall Kimmel, Derek Knox, Oleksandr Kondrashov, Ben Lovely, Bhavish Malhotra, Paul Martin, Richard McCutcheon, Daleen Millard, Chris Montoya, Jamie Noakes, Rien Okawa, Cindy Ozouf, John Patterson, Baldev Pooni, Gordon Rudolph, Tanya Sanders, Rani Srivastava, Anne Terwiel, Joanna Urban, Darren Watt, Juliana West, Joel Wood, Gopi Yerranguntla

Regrets:

Mike Bluhm, Yasmin Dean, Robert Diab, Mary Kruger, Reshma Pradhan

Executive and Others Present:

Shannon Wagner (Vice-President, Research), Scott Blackford (Acting General Counsel), Charlene Myers (Manager, University Governance), Lynda Worth (University Governance Coordinator)

1. Call to Order

The chair, President Brett Fairbairn, called the meeting to order at 3:30pm.

a. Remarks from the Chair

i. Territorial Acknowledgment

The chair delivered the territorial acknowledgment.

The chair also thanked the following senators, whose terms were ending December 31, 2023:

- Robert Diab
- Crystal Huscroft
- Craig Jones
- Randall Kimmel
- Mary Kruger
- Chris Montoya
- Rien Okawa
- Cindy Ozouf
- Tanya Sanders

B. Fairbairn reminded senators of the meeting rules from the last meeting, namely keeping remarks on topic, efficiency in deliberations (3-minute time limit on contributions and discussion), respecting equality and fairness, civility and respect, as well as providing a safe environment. Senators assented to the rules. A senator asked whether the matter could be discussed. The chair invited the senator to propose another process if he wished. In response, the senator moved a motion to adopt the rules as suggested with the exception that, relating to time limits on speaking, senate adopt what is in Robert's Rules of Order, namely that senators have an opportunity to speak twice rather than once, and that the time limit for speaking be 10 minutes. That motion was seconded and subsequently defeated, so the rules as proposed by the chair were adopted for the meeting.

2. Adoption of Agenda

The chair reported that Senator Bluhm had requested the postponement of agenda item 4.a.v. (Policy Proposal for Instructional Day Changes) as he was unexpectedly unable to attend this meeting.

The chair also indicated that discussion of advice to the board regarding visual arts was out of order until senate had concluded that the conditions in its motions from the November 27 senate meeting had been satisfied. He added that senators could have that discussion once they reached agenda item 7.a.ii. (Message from the Board of Governors).

*On motion duly made and adopted, it was **RESOLVED** that the agenda for the senate meeting of December 11, 2023 be adopted as amended.*

3. Approval of Minutes

- a. Minutes of senate meeting of November 27, 2023

*On motion duly made and adopted, it was **RESOLVED** that the minutes for the senate meeting of November 27, 2023 be approved as circulated.*

4. Unfinished Business: Approval items postponed from senate meeting of November 27, 2023

a. Academic Planning and Priorities Committee

G. Balfour, chair of the Academic Planning and Priorities Committee (APPC), presented the committee's report, which contained four matters for senate's consideration.

i. Category III, Regenerative Agriculture Certificate

*On motion duly made and adopted, it was **RESOLVED** that Senate recommend to the Board of Governors the program modifications to the Regenerative Agriculture Certificate Program as presented.*

ii. Category III, Regenerative Agriculture Diploma

Discussion ensued.

*On motion duly made and adopted, it was **RESOLVED** that Senate recommend to the Board of Governors the program modifications to the Regenerative Agriculture Diploma as presented.*

iii. Category III, Bachelor of Business Administration, Business Law Minor

Questions and answers ensued.

*On motion duly made and adopted, it was **RESOLVED** that Senate recommend to the Board of Governors the approval of the Category III Bachelor of Business Administration, Business Law Minor and associated courses proposal as presented.*

iv. Category III, Architectural and Engineering Technology Diploma

Discussion ensued.

*On motion duly made and adopted, it was **RESOLVED** that Senate recommend to the Board of Governors the approval of the Category III Architectural and Engineering Technology Diploma and associated courses proposal as presented.*

b. Steering Committee

The Steering Committee report was presented by the committee's chair, James Sudhoff. It contained four items for senate to consider approving, as follows:

i. Proposed appointments to Committees

*On motion duly made and adopted, it was **RESOLVED** that the following volunteer(s) be appointed to serve on the following senate and other committees:*

Academic Integrity Committee

Faculty (2)

- Robert Wielgoz, Education and Social Work
- Cesar Ortiz-Moya, BGSOBE

University Sabbatical Leave Committee

Faculty (2)

- Ryan Gauthier, Law
- Belayet Hossain, BGSOBE

Student Success Committee

Faculty

- Amy Tucker, OL Division, BGSOBE

Qelmúcw Affairs Committee

Faculty

- Robline Davey, (2nd term), Student Development

Awards and Honours Committee

Dean

- Douglas Booth, (2nd term), Adventure, Culinary Arts and Tourism

International Affairs Committee

Dean

- Richard McCutcheon, Faculty of Arts

ii. Proposed changes to the TRU Senate bylaws and to Appendix A to Senate Bylaws under Article IX(2)(f)

J. Sudhoff presented proposed revisions to the bylaws, and it was determined that these revisions required notice of motion to be served. Discussion ensued regarding the impact of requiring notice of motion on the recommendation for a leave of absence for a senator. It was suggested that the leave of absence be approved for three consecutive ordinary meetings of senate at this point, which was the maximum permitted by the current bylaws.

- iii. Proposed changes to Terms of Reference for Academic Planning and Priorities Committee

*On motion duly made and adopted, it was **RESOLVED** that the changes to the Terms of Reference for the Academic Planning and Priorities Committee be approved as circulated.*

- iv. Faculty Senator Request for Leave of Absence from Senate

During the discussion under agenda item 4.b.ii., regarding the requirement to serve notice of motion for the proposed revisions to the senate bylaws, senate recommended approval of a leave of absence for Senator Kondrashov for a term of three months.

*On motion duly made and adopted, it was **RESOLVED** that Senate approve a leave of absence from senate for Faculty Senator Oleksandr (Sasha) Kondrashov for three consecutive ordinary meetings.*

*On motion duly made and adopted, it was further **RESOLVED** that Senate approve a replacement Senator, Manu Sharma, for the Faculty of Education and Social Work which would serve to minimize any detraction of representation from that constituency.*

- c. Fall 2023 By-election and election results (Information) — Michael Bluhm

- i. Tie vote

The chair of senate reminded senators that Senator Bluhm was not present, so he had asked that any questions related to this matter be passed along to him for response. No questions arose. The chair then explained the process for senate voting to break a tie, to be done in the in camera meeting.

Prior to senators moving to the in camera meeting, all non-senators left the meeting and the livestream was suspended.

5. In Camera Meeting

After the in camera meeting ended at 4:34pm, non-senators were invited back into the meeting and livestreaming was resumed.

6. Unfinished Business: Information items postponed from senate meeting of November 27, 2023

- a. Academic Planning and Priorities Committee

G. Balfour, committee chair, outlined the information items from APPC's November report to senate.

- i. APPC Report to Senate titled "Re: Impact of the Elimination of Four Programs: Faculty of Arts"

- 1. Presentation

On behalf of APPC, Senator Millard presented the work of the committee in relation to the impact of the elimination of four programs in visual arts. She noted that senate had received the entire written report in its agenda package, which was unchanged since it had been circulated with the agenda package for the senate meeting of November 27, 2023.

Discussion ensued.

G. Balfour also noted the following APPC agenda items for information:

- ii. Bachelor of Education – Elementary Mid-Cycle update
- iii. Respiratory Therapy Mid-Cycle update

- b. Budget Committee of Senate

G. Balfour, chair of the Budget Committee of Senate, spoke to the committee's report, everything within which was for information. A question and answer ensued.

- c. Educational Programs Committee

The report from the Educational Programs Committee was circulated with the agenda package, for information.

- d. Senate International Affairs Committee

In the absence of the committee chair, Baihua Chadwick, the report from the Senate International Affairs Committee was presented by Senator Daleen Millard. All items in the report were for information.

7. Reports of Officers

- a. President and Vice-Chancellor

- i. President's Report to Senate

The chair spoke to a few items in his written report, a copy of which had been circulated with the agenda package.

ii. Message from the Board of Governors

B. Fairbairn commented on the message from the Board of Governors, a copy of which had been circulated subsequent to the senate agenda package, for information. He noted, particularly, that the message was written in a way that may satisfy senate's conditions of its motions approved at the November meeting of senate and, if so, it may allow senate to consider providing its advice to the board. A senator made a motion, saying it was based on the representation of the chair of the board that the board had made a decision as outlined in the board chair's letter with respect to these programs, to the following effect:

*On motion duly made and adopted, it was **RESOLVED** that conditions of the motions made at the November 27, 2023 senate meeting have been satisfied and senate can return to considering its advice to the board.*

B. Fairbairn commented that, because of this resolution, it would be in order for senate, at its January meeting, to consider what advice to give to the board on this matter.

A senator then asked that consideration be given, at this meeting rather than waiting until January, to a motion he had circulated by email, which he read aloud.

A senator responded that he would be interested in debating that motion, but that the time for the meeting had ended. The chair responded that he had hoped to take an extra minute or so before ending the meeting but, since senators were interested in debating the motion, for which there was insufficient time, he terminated the meeting at 5:30 p.m.

WINTER / FALL 2024 ENROLLMENT — Enrolment activity for 2023-24 is strong, with both on-campus and Open Learning showing growth relative to last year at this time. IPE's preliminary data indicate that, overall, institutional enrolments are on track to exceed last year's total enrolments by seven per cent — a shift that is very much in line with our institutional projections. This includes growth in both domestic and international activity, which are expected to end the year up two per cent and 16 per cent, respectively.

For Winter 2024, we expect to welcome approximately 9,600 on-campus students as of the add/drop date of January 16. Just over 4,600 of these will be international students. Total on-campus Winter 2024 registrants will continue to grow beyond this date as Trades enrolment activity (which is almost exclusively domestic) continues through the fiscal year. To date, we have served approximately 13,500 learners through Open Learning, an eight per cent increase over last year at the same time. Just over 1,300 of our on-campus Winter 2024 students have also enrolled in an open learning course at some point this fiscal year.

Fall 2024 applications and admissions are underway, and while we are early in this process, domestic applications and admissions are currently tracking slightly higher than last year at the same time. International applications and admissions are down by 34 per cent and 24 per cent, respectively, due to efforts to manage the Kamloops campus's international headcount to around 4,500 students.

TRU ANNOUNCES NEW COMPUTER ENGINEERING PROGRAM — With the financial support of the B.C. government, TRU is launching a five-year Computer Engineering program to meet the growing industry demand for engineers across technology sectors.

Set to begin in the fall of 2024, the program gives students a broad background in the theory and application of hardware and software technologies. The program includes a mandatory one-year co-op placement, where students gain valuable experience and are provided with networking opportunities prior to graduation.

Employment opportunities for computer engineers are diverse and include positions in health care, telecommunications and the automotive industry, to name a few. TRU already offers a [Bachelor of Engineering in Software Engineering](#), which provides the technical knowledge and skills needed to be an expert in the software engineering field. TRU is the only post-secondary institution offering both programs in the BC Interior.

The 2021 BC Labour Market Outlook revealed that while BC's computer systems design and related services industry grew before the pandemic, the industry grew more rapidly during the pandemic because of increasing digitalization, automation and work from home.

PRESIDENT'S MESSAGE – ENSURING A VALUES-BASED WORKPLACE CULTURE — Earlier this month, I shared the following message with the TRU community via TRU Connect:

Dear colleagues,

As we settle into a new year and new school term, I'm pleased to provide a fresh update on TRU's initiative, *Ensuring a Values-Based Workplace Culture*, primarily that we are soon ready to enter the next and most active phase of this important process — a Listening Phase in which everyone who works at TRU will have significant opportunities to participate.

Preparatory phases of the work have been successfully concluded. Mid-2023 saw targeted consultations to design key features of the process. This past fall TRU piloted and refined the approaches that had been developed and identified so far. With this work complete, it is time to start the broader university-wide conversation on culture.

We've linked this process to *values* intentionally. Our desire is that our workplace culture reflect our TRU values of inclusion and diversity, community-mindedness, curiosity, and sustainability. The foundation of these are respectful relations. Culture is expressed in the interactions all of us have with one another including words, practices, behaviours, policies, and structures. Every employee at TRU has relevant experience and something to contribute on one aspect or another of workplace culture.

Now, for some details.

With the support of external consultant Raj Dhasi, and as mentioned above, a pilot of the Listening phase is now complete. Involving a smaller group of faculty and staff in the second half of 2023, the pilot allowed us to ensure we were on the right track before taking this conversation much more broadly. The pilot included the Bob Gaglardi School of Business and Economics, Faculty of Science, Advancement, TRU World, and some faculty from Open Learning. Of the 175 potential participants, 46 percent responded to an online survey about TRU's culture. Participants also had the opportunity to provide verbal feedback on culture, in addition to providing feedback on the Listening process itself. A key learning from the pilot was the important role leaders at various levels have in this conversation – in their active involvement and communication about the initiative to their respective faculty and staff. More on the pilot project can be found in Raj Dhasi's [executive summary](#), as posted on OneTRU .

Our university-wide conversation will kick-off with an online survey later this month, and with our Provost Gillian Balfour as executive lead for the Listening phase. You'll hear more from

Gillian in the coming days about the survey, other ways to participate, and timelines. I'd like to thank Gillian for taking on this important role during the most critical part of this process, gathering of your voices in a way that is respectful and safe. I'd also like to thank vice presidents Baihua Chadwick and Brian Daly who have worked with Raj Dhasi since spring 2022.

I'd also like to thank faculty and staff for your patience. It has taken longer than expected to get this stage. I'm glad to have this update for you. You will find updates will come more frequently as we get underway with the broad Listening phase. I encourage you to regularly check for posts on TRU Connect, and regularly visit the [dedicated page on OneTRU](#) for further information.

CALL FOR NOMINATIONS FOR MERIT AWARDS — Nominations for the 2024 President's Annual Merit Awards are now open. Note that two awards have a two-stage process, with the first deadline in December and the remainder in February. Click the links below for details on each award's eligibility and nomination process. Visit the [Merit and Long-Term Service Awards](#) site on OneTRU for an archive of past winners.

[Faculty Excellence Award](#)

Nomination deadline: **Thursday, Dec. 21**

Submit portfolio by: **Wednesday, Feb. 14**

[President's Distinguished Teacher Award](#)

Nomination deadline: **Wednesday, Feb. 14**

[Award for Excellence in Interculturalization](#)

Nomination deadline: **Thursday, Dec. 21**

Submit portfolio by: **Wednesday, Feb. 14**

[Teaching Excellence Award for Open Learning Faculty Members](#)

Nomination deadline: **Friday, Feb. 9**

[Awards for Excellence in Research and Scholarship](#)

Nomination deadline: **Thursday, Feb. 15**

[Distinguished Scholar Award](#)

Nomination deadline: **Thursday, Feb. 15**

[Distinguished Service Award \(nomination package download\)](#)

Nomination deadline: **Friday, Feb. 16**

If you have any questions, please email [People and Culture](#) or call Debbie McNichol at 250-828-5342.

Recipients will be celebrated at the 2024 President's Annual Merit and Long-Term Service Awards ceremony on April 24.

TRU MAKES CANADA'S TOP 50 RESEARCH RANKINGS — A significant growth in sponsored research income has put TRU onto Research Infosource's [Canada's Top 50 Research Universities 2023](#) list. Being included on the top 50 list is a first for TRU, coming in at 49th.

Canada's Top 50 Research Universities ranking system evaluates universities based on their sponsored research income and places them in their respective tiers. The system weighs factors such as research intensity per faculty member and graduate student, total number of publications, publication intensity and publication impact, to determine the rankings.

TRU's total sponsored research income is valued at \$8.5 million. This includes all funds that support research, such as grants, contracts or contributions from sources external to the institution.

"We are thrilled to be recognized as one of Canada's Top 50 universities for 2023. This distinction attests to the high calibre of research that is conducted by our faculty and students," said @Shannon Wagner, TRU vice-president research.

TRU's research income value increased by 29.9 per cent, placing the university second in the undergraduate tier for research income growth between fiscal 2021 and fiscal 2022.

Compared to other universities in this tier, TRU's research intensity per faculty member was ranked 14th at \$50,000 and 17th per graduate student at \$9,000. The research intensity is calculated based on the total number of faculty and grad students, both part-time and full-time time, for the academic year. This includes full, associate and assistant faculty as provided or available to Research Infosource

NEW CAMPAIGN = NEW OPPORTUNITIES FOR WILLIAMS LAKE STUDENTS — A newly established, \$1-million endowment campaign is aimed at making education more affordable for students in Williams Lake. Philanthropists Mark and Sally Nairn are championing the Williams Lake Endowed Fund at the TRU campus in that community, which will provide financial support to students.

The Nairns kickstarted the initiative by pledging \$100,000 during the TRU Williams Lake Gala in October. An additional \$33,966 was raised through the evening's fund-a-need auction. There's still a long way to go to get to a million though, and they're challenging others to step up for students in Williams Lake.

As TRU Williams Lake looks ahead, a \$1-million endowment ensures long-term financial sustainability for student support. All contributions to the Williams Lake Endowed Fund will generate revenue to benefit students in that community, annually and in perpetuity. Over the years, many students in Williams Lake have benefited from TRU Grit scholarships, awards and bursaries.

SCIENCE MEETS PARLIAMENT IN BC — Science Meets Parliament has just started up in Victoria, BC, and all eligible TRU faculty and post-docs are encouraged to apply. Science Meets Parliament – BC (SMP-BC)

is a program developed by the Canadian Science Policy Centre and has the honorary patronage of the BC lieutenant governor and the support of the Speaker of the Legislative Assembly of British Columbia.

SMP-BC is an invaluable opportunity for 40 scientists in BC to engage with the legislative process and gives BC MLAs a chance to explore the application of scientific evidence in policymaking. The non-advocacy program provides a behind-the-scenes experience within the provincial legislature, allowing researchers to interact with MLAs, attend committee meetings and delve into political decision-making. The program is open to three groups of researchers working in academic institutions in BC:

- Faculty members within their first 10 years of appointment
- Indigenous researchers
- Postdoctoral fellows and have been directly awarded either a Banting Postdoctoral Fellowship or a CIHR / NSERC / SSHRC Tri-agency Postdoctoral Fellowship

For more information on the program, eligibility and how to apply, please visit the page on the CSPC [website](#). The application deadline has been extended to January 19.

VERA SCHIFF, IN REMEMBRANCE — *Honorary doctorate recipients are chosen because their lives are meaningful. Sometimes these recipients have close connections with TRU. That is the case for philosophy faculty member Jeff McLaughlin and Holocaust survivor and author Dr. Vera Schiff. Following Vera's recent passing, Jeff submitted these memories he wanted to share with the TRU community.*

On Dec. 6, Vera Schiff passed away at the age of 97. She was born in Prague, Czechoslovakia in 1926, and deported with her family to the Theresienstadt concentration camp in 1942. When liberated three years later, Vera was the only surviving member of her 50 family members.

While in the camp, she met her future husband Arthur. They emigrated to Israel in 1949, then moved to Toronto in 1961, where Arthur worked as a pharmacist and Vera was a medical technologist. She later became a court translator — truly impressive given English was her fifth language.

After she retired in 1991, Vera wrote books about her life and the lives of those she knew in the camp, including all the kindnesses and the brutalities. She travelled the country sharing her stories with young Canadians in person — including Kamloops in 2018 — and later by Zoom.

“I will always remember Vera telling her story to an auditorium filled with Lloyd George school children here in Kamloops in 2018. You could hear a pin drop as these students sat there absolutely motionless as she relayed (in an age-appropriate manner) what had happened,” Jeff recalled. “They asked her amazingly impressive questions because they weren’t afraid to ask what they wanted to know. And afterwards, one after the other, they came up and hugged her... I had tears in my eyes, her son had tears in his eyes... It was beautiful in its simplicity and honesty,” he said.

She collaborated with McLaughlin on two books: *Bound for Theresienstadt: Love, Loss and Resistance in a Nazi Concentration Camp* in 2017, and *Lost to the Shoah: Eight Lives*, in 2020, the same year she received her Doctor of Letters from TRU.

For her work, Vera was awarded two honorary doctorates (TRU and University of New Brunswick — Saint John), made a member of the Order of Canada, and received the Order of Merit from the Federal Republic of Germany, its highest civilian award.

OPEN HOUSE A GREAT SUCCESS — With a 136 per cent increase in attendance and six times the application generation, our first campus-wide, institutional Open House on Saturday, Oct. 21 was a resounding success! Thank you to everyone who participated to make this an interactive and engaging event. We look forward to expanding Open House further next fall. A report on TRU Open House 2023 highlights its goals and outcomes. Key points in the report include:

- Goal Achievement: The event successfully met its primary objectives - increasing student applications, fostering community, and boosting prospective student attendance.
- Attendee Demographics: Majority attendees were prospective students, with significant participation from local and nearby communities, including a noticeable presence from the Indigenous community.
- Event Successes: The event facilitated exploration and engagement, with positive feedback on its specialized events, campus navigation, and impact on students' decisions.
- Areas for Improvement: Identified areas include enhancing volunteer support, managing application station queues, increasing specific tour attendance, and refining communication strategies.
- Future Plans: Plans include adjusting event logistics, improving communication, and enhancing support structures based on feedback to continue the success of future events.

CONSULTATION / ENGAGEMENT — Here is a list of recent events and meetings that have allowed me to connect with stakeholders:

- November 24 – TteS/TRU semi-annual partnership meeting
- December 13 – Hosted the President's Holiday Social for all employees
- December 15 & January 15 – Universities Canada Presidents Virtual Meetings regarding Campus Safety and Freedom
- December 19 – Universities Canada IRCC Announcement regarding requirements to better protect international students

- January 8-10 – Universities Canada, Presenter at the Professional Program for Presidents Conference in Banff

As well, I want to highlight two opinion pieces recently published:

- The Vancouver Sun — [New financial rules for international students signal need for change](#)
- Castanet Kamloops — [Top 50 designation for TRU highlights accomplishments and need for research](#)



ACADEMIC PLANNING AND PRIORITIES COMMITTEE NOVEMBER 2023 REPORT TO SENATE

The November 9, 2023, meeting of APPC was chaired by Dr. Gillian Balfour. The following items came forward from APPC for Senate's information or approval as indicated:

For Approval:

1. **Category III, Regenerative Agriculture Certificate, Tom Pypker, Department of Natural Resource Science** (*This proposal was approved at an earlier APPC meeting, but couldn't be forwarded to Senate until BCOS had reviewed the proposal.*)

[All Fields](#)

[Comparison](#)

Motion passed at APPC

Be it resolved that APPC approves and recommends to Senate to recommend to the Board the program modifications to the Regenerative Agriculture Certificate Program as presented, pending BCOS review. (amended to include BCOS review and Board approval)

2. **Category III, Regenerative Agriculture Diploma, Tom Pypker, Department of Natural Resource Science** (*This proposal was approved at an earlier APPC meeting, but couldn't be forwarded to Senate until BCOS had reviewed the proposal.*)

[All Fields](#)

[Comparison](#)

Motion passed at APPC

Be it resolved that APPC approves and recommends to Senate to recommend to the Board the program modifications to the Regenerative Agriculture Diploma as presented, pending BCOS review. (amended to include BCOS review and Board approval)

3. **Category III, Bachelor of Business Administration, Business Law Minor, Dan Thompson and John O'Fee, Department of Accounting, Finance, and Law**

[All Fields](#)

Motion passed at APPC

On motion duly made and adopted, APPC recommends to Senate to recommend to the Board the approval of the Category III Bachelor of Business Administration, Business Law Minor and associated courses proposal as presented pending review by BCOS.

4. **Category III, Architectural and Engineering Technology Diploma, Ehsan Ahmed, Department of Architectural and Engineering Technology**

[All Fields](#)

[Comparison](#)

Motion passed at APPC:

APPC REPORT TO SENATE NOVEMBER 2023

On motion duly made and adopted, APPC recommends to Senate to recommend to the Board the approval of the Category III Architectural and Engineering Technology Diploma and associated courses proposal as presented pending review by BCOS.

5. Policy Proposal for Instructional Days Changes, Mike Bluhm, Registrar

Motion passed at APPC

Be it resolved that APPC recommends to Senate to recommend to the Board the proposed changes to BRD 26-0 AND recommend to Senate for approval the proposed change to ED 03-9 contingent on the Board's approval of the BRD 26-0 changes.

For Information:

1. Bachelor of Education-Elementary Mid-Cycle update, Gloria Ramirez and Pam Gurney, School of Education
2. Respiratory Therapy Mid-Cycle update, Mike Lemphers, Department of Allied Health

Respectfully submitted on November 10, 2023 by



Gillian Balfour
Chair, Academic Planning and Priorities Committee

Date: October 23, 2023
To: APPC, Senate, Board of Governors
From: Michael Bluhm, AVP Strategic Enrolment & University Registrar
Re: **Revisions to Board policy BRD 26-0 Annual Academic Schedule and ED 03-9 Examinations**

Context

- Since the last revisions to the Annual Academic Schedule policy, the BC government has now announced formal recognition of National Day for Truth and Reconciliation as a statutory holiday in BC. This impacts the number of instructional days that are possible in the fall term while considering all related policies and the addition of the fall reading break.
- Also since the last revisions to this policy, feedback has been generated indicating an interest in re-instating orientation activities at the start of the fall term
- Also since the last revisions to this policy, feedback has been generated indicating that the earlier start dates for winter terms are undesirable.

Considerations

- A minimum of 13 weeks of instruction plus a two-week final exam period is needed to deliver a standard 3-credit course in the fall and winter terms
- The 13 weeks of instruction should include a minimum of 60 instructional days not including reading breaks and stat holidays
- A dedicated orientation day at the start of the fall term is desirable
- A mid-term break is desirable and important for student well-being and academic success
- A break between the last instructional day of a term and the start of the exam period is desirable for students to prepare for exams
- A substantial break in academic delivery between the fall and winter terms is desirable
- At least 2 non-instructional business days after the January 1 statutory holiday are desirable prior to the start of winter term classes to facilitate new international student orientation
- A mid-term break in the winter term is desirable and important for student well-being and academic success
- A substantial break in academic delivery between the winter and summer terms is desirable
- A substantial break in academic delivery between the summer and following fall terms is desirable

Recommended policy changes

BRD 26-0

- Fall and winter terms include a minimum of 13 weeks of instruction (including statutory holidays) as well as a two-week final exam period
- 13 weeks of instruction shall include a minimum of 60 scheduled instructional days (not including statutory holidays and mid-term breaks)
- Re-instate fall Orientation Day as the Tuesday after Labour Day
- Start of fall term classes is Wednesday following Orientation Day

- Start of winter term classes is first Monday in January that accommodates at least two non-instructional business days after the January 1 statutory holiday and before the first day of classes
- Start of summer term and summer intersession 1 is the first Monday in May that accommodates at least 5 non-instructional business days after the winter final exam period and before the first day of classes
- Summer term includes a minimum of 14 weeks of instruction (including statutory holidays) including final exams
- Summer intersessions include a minimum of 7 weeks of instruction (including statutory holidays) including final exams

ED 03-9

- Change the required 48 hours between the end of classes and the start of the final exam period to 24 hours

Resulting outcomes

- Minimum 60 instructional day standard met
- Both existing mid-term breaks are preserved
- Full two-week exam period preserved
- The break between end of classes and start of exams is reduced from two days to one day
- Some fall term final exam periods will run up to December 23rd
- December holiday break is minimum of 2 full weeks
- Some winter terms will start as late as January 12th
- Always at least a week break between end of winter term and start of summer
- Summer terms will run typically one week later into August than we're used to, but results in at least 3 weeks between the end of summer term and start of the following fall term
- This is a standardized and repeatable pattern

Policy dependencies and approval paths

- The proposed changes to each policy are dependent; we do not want either one policy changed without the other
- BRD 26-0 is the jurisdiction of the Board requiring advice from Senate
- ED 03-9 is the jurisdiction of Senate

	BRD 26-0	ED 03-9
November 27 Senate meeting	1. Consider to recommend to the Board for approval	2. Notice of motion if BRD 26-0 is being recommended to Board in step 1
December 1 Board meeting	3. Notice of motion if recommended in step 1	
December 11 Senate meeting		4. For decision –conditional upon Board approval of BRD 26-0 by July 1 in step 5
February 23 Board meeting	5. For decision if ED 03-9 conditionally approved by Senate in step 4; otherwise withdraw notice of motion	6. Condition from step 4 is upheld or fails based on step 5 (or subsequent Board meeting if needed)

Proposed – Mark-up



ANNUAL ACADEMIC SCHEDULE

POLICY NUMBER	BRD 26-0 (FORMERLY ED 13-0)
APPROVAL DATE	T.B.D.
LAST AMENDMENT	FEBRUARY2022
REVIEW DATE	5 YEARS FROM APPROVAL DATE
AUTHORITY	BOARD OF GOVERNORS
PRIMARY CONTACT	REGISTRAR

POLICY

The annual Academic Schedule will be established a minimum of one year in advance of the start of each academic year to provide important dates for planning campus term-based course schedules, institutional committee meetings, and other university events according to the following regulations. The Academic Schedule and related important dates and deadlines are published annually on the University website and in the Academic Calendar.

REGULATIONS

I. GENERAL

- The academic year runs from September to August each year and comprises the following terms and intersessions:

<u>Term/ intersession</u>	<u>Orientation Day</u>	<u>Start date for classes</u>	<u>Mid-term break</u>	<u>Minimum weeks of instruction (including statutory holidays and exams)</u>	<u>Minimum instructional days (not including statutory holidays and exams)</u>
<u>Fall term (September - December)</u>	<u>Tuesday after Labour Day statutory holiday</u>	<u>Wednesday after Orientation Day</u>	<u>2 weekdays adjacent to Remembrance Day statutory holiday as scheduled by the Registrar</u>	<u>15</u>	<u>60</u>

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Winter term (January – April)	none	First Monday in January accounting for at least 2 non-instructional business days between the January 1 statutory holiday and the first day of classes	4 weekdays following BC Family Day statutory holiday	15	60
Summer term (May – August)	none	First Monday in May accounting for at least 5 non-instructional business days between the winter final exam period and the first day of classes	none	14	60
Summer intersession 1	none	First Monday in May accounting for at least 5 non-instructional business days between the winter final exam period and the first day of classes	none	7	30
Summer intersession 2	none	Monday following end of summer intersession 1	none	7	30

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Proposed – Clean



ANNUAL ACADEMIC SCHEDULE

POLICY NUMBER	BRD 26-0 (FORMERLY ED 13-0)
APPROVAL DATE	T.B.D.
LAST AMENDMENT	FEBRUARY 2022
REVIEW DATE	5 YEARS FROM APPROVAL DATE
AUTHORITY	BOARD OF GOVERNORS
PRIMARY CONTACT	REGISTRAR

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Summer intersession 2	none	Monday following end of summer intersession 1	none	7	30

POLICY NUMBER	ED 03-9
APPROVAL DATE	February 22, 2021 (to take effect on September 1, 2021)
AUTHORITY	Senate
PRIMARY CONTACT	Registrar

POLICY

The University is committed to enable students to effectively express their mastery of course learning outcomes; provide students with appropriate feedback on their performance; and provide assessment environments that ensure the credibility of TRU's credentials.

REGULATIONS

I. SUPERVISED EXAMINATIONS

1. For the purposes of this policy supervised exams come in four types:
 - a. *Final exams* – these are supervised assessments that are either scheduled by the TRU Registrar and occur within the final exam period, or are overseen by the TRU-Open Learning Exams Department and are identified as final exams;
 - b. *Mid-term exams* – these are assessments supervised by a TRU invigilator, worth fifteen percent (15%) or more of the total course grade, and are not final exams (as defined above) nor laboratory or law exams (as defined below);
 - c. *Laboratory exams* – these are assessments supervised by a TRU invigilator that take place within a laboratory environment and require the use of specialized laboratory equipment;
 - d. *Law exams* – these are exams offered and scheduled by the Faculty of Law.
2. No single mid-term examination shall exceed thirty percent (30%) of the final grade. A laboratory mid-term exam may exceed 30% of the laboratory grade, but may not exceed 30% of the associated course grade.
3. Final examinations shall not exceed 50% of the final grade. A laboratory final exam may exceed 50% of the laboratory grade, but may not exceed 50% of the associated course grade. This section (3) does not apply to Law exams.

4. Students with a disability may receive exam accommodations in compliance with TRU policy BRD-10, Academic Accommodation and Services for Students with Disabilities, and with Accessibility Services' procedures.
5. Scheduling of exams in semesterized courses
 - a. Mid-term exams (including Law and laboratory mid-term exams) shall take place during the scheduled course time and place (both physical and/or virtual) unless indicated in the course outline or by mutual agreement between the instructor and the student(s).
 - b. In the last week of instruction, no on-campus course may include an examination which makes up more than fifteen percent (15%) of the student's final grade, with the exception of laboratory and Law examinations.
 - c. In the last two weeks of instruction, no Law courses may include an exam which makes up more than ten percent (10%) of the student's final grade.
 - d. Final exams in semesterized courses (including Law mid-terms in full year courses as well as Law final exams but excluding laboratory exams) shall be scheduled only during the prescribed final exam period which shall commence no sooner than 24 hours after the last day of classes. This does not apply to OL paced courses, where students schedule their own exam times in consultation with consultation with TRU OL Examinations Department.
 - e. Laboratory exams (including final exams) will be scheduled during the scheduled laboratory time and may be given in the last week of classes, unless otherwise indicated in the course outline.
 - f. Scheduling of supervised final exams (excluding lab exams) in on-campus, semesterized courses shall make reasonable attempts to follow these general principles;
 - i. Exams shall be scheduled to spread the students' exams over the entire exam schedule to provide students with a maximum amount of study time and to provide for the efficient use of the time and space resources available for exam scheduling.
 - ii. No student will be scheduled so that two exams occur in the same exam session.
 - iii. No student will be scheduled with three exams in the same calendar day.
 - g. The general principles for scheduling final exams for on-campus, semesterized courses outlined in item 1.5.f above will be implemented according to the following operational guidelines:
 - i. The course instructor is responsible for ensuring the invigilation of all scheduled exams in their course.

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- ii. So long as the general principles outlined in item 1.5.f are met, faculty with Dean-approved activity that cannot be accomplished outside of the exam period will have these activities considered as constraints in the scheduling of examinations for the faculty member's courses.
 - iii. So long as the General Principles are met, faculty with medical circumstances beyond their control that occur during the exam schedule will have absences related to these circumstances considered as constraints in the scheduling of examinations for the faculty member's courses.
 - iv. Faculty requesting common exams for all or some sections of a course shall be accommodated where practical and as long as the General Principles are met.
- h. The schedule of supervised final exams for on-campus, semesterized courses will be published by the Registrar at least one month ahead of the semester's final examinations period.

6. Missed supervised exam

Open learning students in continuous entry courses who miss a supervised exam are normally able to reapply to write the supervised assessment.

Additionally, it is recognized that students may miss a scheduled supervised exam due to unplanned circumstances that are outside of their control. The faculty, Registrar, and staff will recognize the following as valid reasons for a student to miss a supervised exam are:

- Illness;
- Acute medical condition;
- Domestic affliction; and
- Wolf Pack travel schedule.

In order for a reason that a student has missed a supervised exam to be deemed valid, the student must be able to support the reason with appropriate documentation, which may include a medical certificate, police report, or official letter. Based on this evidence, the instructor in consultation with their Department Chair (for campus-based courses) or the Open Learning Exams Department (for Open Learning courses) will determine if the student's reason is to be considered a valid reason to miss the scheduled supervised exam. Steps to be taken for exams missed valid reasons are as follows:

a. Mid-term examinations missed:

- i. In the event that a student receives prior information that they have a valid reason (as defined above) to miss a mid-term exam, and they wish to seek a remedy, the student must inform the instructor (for campus based courses) or the Open Learning Exams Department (for Open Learning courses)

immediately and attempt to reschedule the exam or arrive at another mutually acceptable solution.

- ii. In the event that a student misses a mid-term exam for a valid reason (as defined above), and they wish to seek a remedy, the student must inform the instructor (for campus-based courses) or the Open Learning Exams Department (for Open Learning courses) as soon after the missed mid-term exam and attempt to arrive at a mutually acceptable resolution.

b. Final examinations missed

- i. In the event that a student receives prior information that they have a valid reason (as defined above) to miss a final exam and they wish to seek a remedy, the student must inform the instructor (for campus-based course) or the Open Learning Exams Department (for Open-Learning Courses) immediately and attempt to reschedule the exam or arrive at another mutually acceptable solution.
- ii. In the event that a student misses a final exam for a valid reason (as defined above) and they wish to seek a remedy, the student must inform the instructor (for campus-based courses) or the Open Learning Exams Department (for Open Learning courses) within two working days from the date of the missed exam.
- iii. Upon receipt of a valid reason for a missed campus based final exam the instructor in consultation with the Department Chair will either:
 - Arrange for a suitable final exam that will be scheduled to occur before the end of the semester's examinations period. Due to room booking and other scheduling constraints, this exam may be scheduled at any time mutually acceptable to the instructor and student during regular university hours (including during the last week of classes) or at any time during the examinations period.; or
 - In exceptional circumstances, and after due consultation between the instructor and Department Chair, the student may be awarded a final mark for the course based on the student's performance on graded material assigned throughout the term.
- iv. Upon receipt of a valid reason for a missed open learning final exam the OL exams department will permit the student to complete the final exam during the next available exam session.

c. Law examinations missed

- i. In the event that a student receives prior information that the student will miss an exam for a valid reason or a student claims that circumstances beyond their control have caused them to miss all or part of a Law exam, the student

should inform the Associate Dean (Assistant Dean if the Associate Dean is the instructor for the course in question) as soon as possible.

- ii. Should a student seek remedy for a missed exam the Office of the Dean of Law will determine the evidence required to support the claim as well as the remedy.
- iii. All decision related to missed exams may be appealed under the policy Student Academic Appeals, ED 4-0.

Generally, only valid reasons (as defined above) will be accepted for missing a supervised examination, however, instructors in on-campus courses have latitude to accept other legitimate reasons.

All decision related to missed exams may be appealed under the policy Student Academic Appeals, ED 4-0.

7. Illness during an examination

If a student becomes ill while writing an exam, the student should inform the exam invigilator immediately. Full particulars of the circumstances will be taken by the invigilator and a report, the partially completed exam, and all other exam materials will be sent to the instructor (for campus-based courses) or the Exams Department Supervisor (for Open Learning courses).

If a student who became ill during an Open Learning examination wishes to re-write the exam, the student must submit a request for a re-write and medical documentation supporting the illness to the TRU-Open Learning Exams Department within seven (7) days of the exam.

8. Interruption during an examination

A supervised examination may be significantly interrupted by unforeseeable conditions, for example a fire alarm, campus or building closure, or disruptive event in the examination room. It will be left up to the invigilator to determine if the interruption is significant enough to warrant terminating the examination prematurely.

- a. In the case that a mid-term, laboratory, or Law examination is prematurely terminated due to an interruption, the instructor (for campus-based courses) or the Open Learning Exams Department (for Open Learning course) will attempt to reschedule the exam or arrive at another mutually acceptable solution.
- b. In the case that a final examination is prematurely terminated due to an interruption, the exam invigilator will notify the instructor and the Registrar (for campus based courses) or the Open Learning Exams Department (for Open Learning courses) within two working days after the date of the interrupted final exam.

Upon notification of an interrupted final exam, the Registrar, in consultation with the instructor and Department Chair (for campus-based courses), or the Open Learning Exams Department (for Open Learning courses) will either:

- i. Arrange for a suitable final exam which shall be provided and marked by the appropriate instructional department; or
- ii. In exceptional circumstances, and after due consultation with the instructor and Department Chair, the student may be awarded a final mark for an on-campus course based on the student's performance on graded material assigned throughout the term.

9. Misconduct related to an examination

Instances of suspected academic misconduct during a supervised examination will be handled in accordance with Thompson Rivers University Policy ED 5-0, Student Academic Integrity.

ADDITIONAL REGULATIONS THAT APPLY TO OPEN LEARNING COURSES

II. CHOOSING TO WRITE A SUPERVISED EXAM EARLY

If a student chooses, and is permitted, to write a final exam before completing all assignments, and then fails the final exam, the course is terminated. Remaining assignments will not be graded, and Open Learning Faculty Member support will not be available.

III. EXAM SCHEDULE

1. In-person supervised exam sessions dates are determined by the Thompson Rivers University Open Learning Exams Department and students must apply for a specific exam session by that session's application deadline.
2. Each in-person exam is conducted on the date and time assigned to the student by the Thompson Rivers University Open Learning Exams Department. Every effort will be made to ensure the date and time assigned to the student falls within the exam session date requested by the student.
3. Students may be permitted to reschedule their exam to another in-person exam session date if there is a session available before their course completion date and if the request is made a minimum of fourteen (14) days prior to the scheduled start date of the exam session for which they are currently scheduled.
4. Students who miss a scheduled in-person exam, and another exam session is available before their course completion date, will be charged a fee for rebooking their subsequent exam session for this course.

IV. EXAM CENTRES

1. Whenever possible, students who have booked in-person exams will be assigned to the exam centres they have requested.
2. Students may be permitted to change their exam centre provided they make the request to the Thompson Rivers University Open Learning Exams Department a minimum of fourteen (14) days prior to the scheduled start date of the exam session.

V. STUDENTS RESIDING IN CANADA

Students who registered with Thompson Rivers University Open Learning using a Canadian address must write their exam in Canada, with the exception of Canadians serving in the Canadian Armed Forces or working abroad in diplomatic services. Other exceptions are granted only under extenuating circumstances.

VI. EXAM SPECIAL ARRANGEMENTS

In extenuating circumstances, if a student is unable to attend an exam centre during the date assigned, she/he may request approval from the Exams Department Supervisor to write the exam at another location and/or time with an approved invigilator present. When such exceptions are granted the students may be required to arrange for their own exam supervisor and to submit the Statement of Presiding Supervisor form to Thompson Rivers University Open Learning Exams Department for approval. Thompson Rivers University Open Learning does not normally recognize employment commitments or vacation as acceptable reasons for exam special arrangements.

**ACADEMIC PLANNING AND PRIORITIES COMMITTEE
DECEMBER 2023 REPORT TO SENATE**

The December 14, 2023, meeting of APPC was chaired by Dr. Gillian Balfour. The following items came forward from APPC for Senate's approval:

For Approval:

- 1. Proposal for the establishment of the Population Health and Aging Rural Research (PHARR) Centre, Juanita-Dawne Bacsu, School of Nursing**

Motion passed at APPC:

Be it resolved that APPC recommend to Senate to approve the proposal for the establishment of the Population Health and Aging Rural Research (PHARR) Centre as presented.

For Information:

- 1. Retail Meat Processing Program Mid-cycle Update, Corey Davidson, Doug Booth, Faculty of Adventure, Culinary, and Tourism**

Respectfully submitted on December 16, 2023, by:



Gillian Balfour
Chair, Academic Planning and Priorities Committee



BUDGET COMMITTEE OF SENATE (BCOS) JANUARY 2024 REPORT TO SENATE

The January 9, 2024 meeting of BCOS was chaired by Dr. Gillian Balfour.

The following items have come forward from BCOS for Senate's information:

1. Y. Laflamme, AVP Finance, provided a recap of the 2024/2025 Budget Context for information purposes.
2. The Terms of Reference will be amended to indicate that committee support will move from the office of the VP Administration & Finance to the office of the Provost & VP Academic.

Motion passed at BCOS:

On motion duly made and adopted it was RESOLVED THAT the Budget Committee of Senate recommend that the Senate Steering Committee make a recommendation to Senate that the proposed change to the Terms of Reference be adopted as presented.

The next BCOS meeting is scheduled on February 13, 2024.

Respectfully submitted on January 12, 2024 by:

A handwritten signature in blue ink that reads "Gillian Balfour".

Dr. Gillian Balfour
Chair, Budget Committee of Senate

EDUCATIONAL PROGRAMS COMMITTEE (EPC)
REPORT TO SENATE FOR DECEMBER 2023

Based on the proceedings of the December 6, 2023 meeting of the Educational Programs Committee (EPC), the following approvals are reported to Senate for information purposes:

Program Modifications

1. Bachelor of Natural Resource Science
2. Bachelor of Natural Resource Science, Co-op
3. Bachelor of Natural Resource Science, Honours
4. Bachelor of Science, Minor in Computing Science
5. Post-Baccalaureate Diploma in Applied Data Science

New Courses

1. LAWF 3000 Legal Foundations
2. MATH 1542 Technical Mathematics

Course Modifications

1. COMP 4610 Advanced Database Systems
2. MATH 1170 Calculus for Business & Economics
3. MATH 1700 Discrete Mathematics 1
4. NRSC 1120 Dendrology 1

Approved curricular changes can be viewed on CurricUNET at <https://www.curricunet.com/TRU/>

To access the approvals, hover over the “Search” tab and select “Course” or “Program.” Proposals can be accessed by entering the course subject acronym and number or program title. Select the “Active” version of the proposal (red text) and choose the “AF (All Fields)” report to view the full proposal document or the “CC (Comparison)” report to view what was modified. AF and CC report icons are located to the left of the proposal title.

Respectfully submitted on December 4, 2023 by



Shannon Smyrl, Chair, Educational Programs Committee

**EDUCATIONAL PROGRAMS COMMITTEE (EPC)
REPORT TO SENATE FOR JANUARY 2024**

Based on the proceedings of the January 3, 2023 meeting of the Educational Programs Committee (EPC), the following approvals are reported to Senate for information purposes:

New Courses

1. PLAR 2001 Introduction to Reflective Practice and PLAR Portfolio Building

Course Modifications

1. MIST 3620 Web-enabled Business Applications
2. MIST 3630 Data and Knowledge Management
3. MIST 4610 Strategic Management Information Systems
4. MNGT 4710 Decision Analysis
5. NRSC 4980 Honours Seminar
6. PHED 3840 Physical Growth & Motor Development
7. RGEN 2090 Tkumne7iple7tens re Secwepemeu'lecw (Secwepemc Laws of the Land)

Approved curricular changes can be viewed on CurricUNET at <https://www.curricunet.com/TRU/>

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Respectfully submitted on January 12, 2024 by



Shannon Smyrl, Chair, Educational Programs Committee

**Steering Committee
Report to Senate**

**November 8th 2023
- for NOM
December 2023**

1. **APPOINTMENTS TO COMMITTEES**

The Steering Committee recommends the following volunteers for appointment by Senate:

a. Academic Integrity Committee

Faculty (2)

- **Robert Wielgoz**, Education and Social Work
- **Cesar Ortiz-Moya**, BGSOBE

b. University Sabbatical Leave Committee

Faculty (2)

- **Ryan Gauthier**, Law
- **Belayet Hossain**, BGSOBE

c. Student Success Committee

Faculty

- **Amy Tucker**, OL Division, BGSOBE

d. Qelmúcw Affairs Committee

Faculty

- **Robline Davey**, (2nd term), Student Development

e. Awards and Honours Committee

Dean

- **Douglas Booth**, (2nd term), Adventure, Culinary Arts and Tourism

f. International Affairs Committee

Dean

- **Richard McCutcheon**, Faculty of Arts

2. BUSINESS

a. **SENATE BYLAWS- Recommended Revisions**

The steering committee recommends that Senate approve the following changes to the TRU Senate bylaws and to Appendix A to Senate Bylaws under Article IX(2)(f). The changes reflect 3 main areas:

- i) Added wording to define and reference “Appointed Senate Members” throughout the documents. This adds clarity regarding absences from Senate and the ability to seek a replacement Senator, if necessary, as is already clearly defined for both Elected and Student Members.
- ii) Wording changes to Article IX(2)(f) regarding procedures for leaves of absence. The changes remove conflicting language involving the timeframes for leaves, which are inconsistent with Appendix A and restrict the ability of Senate to approve any leaves of absences for more than 3 months. This new language is more equitable and permits considerations for situations such as maternity and medical leaves (for example).
- iii) Using more inclusive language in regard to gender neutrality.

Please refer to the original (current), redline, and clean versions of the Senate Bylaw documents included below the report which outline these changes.

b. **Academic Planning and Priorities Committee (APPC) – Terms of Reference, further Revisions.**

The steering committee recommends that Senate approve the additional 3 changes to the Terms of Reference (ToR) for the APPC (to accompany the 4 changes already approved at the October Senate Meeting).

- i) Add the Director, Curriculum Development and Delivery, Open Learning to the list of Ex-officio non-voting members.
- ii) Add the Policy Specialist, Office of the Provost and Vice-President Academic to the list of Ex-officio non-voting members.
- iii) Update the title of Provost & Vice-President, Academic & Research to Provost & Vice-President, Academic, due to recent change in title.

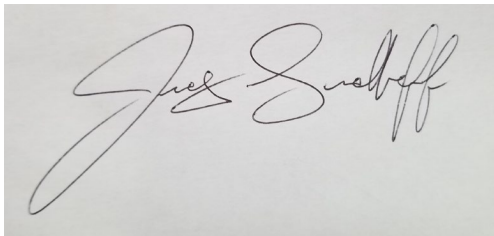
Please refer to the original (current), redline, and clean versions of the APPC ToR documents included below the report which outline these changes.

c. **Faculty Senator Request for Leave of Absence from Senate**

The Steering committee recommends that Senate approve a leave of absence from Senate for Faculty Senator, **Oleksandr (Sasha) Kondrashov**, for the remainder of his 1-year sabbatical term (Sept 2023- August 2024). Upon return,

Sasha Kondrashov would resume his role as Faculty Senator and complete his current (second) term serving on Senate, ending August 2025. We further recommend that Senate approves a replacement Senator to for the Faculty of Education and Support work (EDSW) which would serve to minimize any detraction of representation from that constituency. **Dr. Manu Sharma** was voted in as the replacement Senator by the EDSW Faculty council and is on standby for appointment pending Senate approval.

Respectfully submitted,

A handwritten signature in black ink on a light gray background. The signature is written in a cursive style and reads "James Sudhoff".

James Sudhoff, DVM
Chair, Steering Committee of Senate

Bylaws

Original Version

Last updated: June 12, 2023

ARTICLE I: INTERPRETATION

1. The *Thompson Rivers University Act* (the "Act") establishes the university council (hereinafter referred to as the "Senate").
2. Under section 9(1) of the Act, the Senate is required to establish bylaws for the conduct of the business of the Senate including bylaws specifying the duties of members of the Senate in conflict of interest situations. These Bylaws constitute the Bylaws required by the Act.
3. The Senate has:
 - a. advisory responsibilities on the development of educational policies for the matters designated under the Act;
 - b. the power and duty to set policies, criteria and curriculum for the matters designated under the Act;
 - c. the right to approve procedures established by the Board of Governors for the selection of candidates for President, Deans, Librarians, the Registrar and other such senior Academic Administrators as the Board may designate.
4. Where these Bylaws are at variance with the Act, the Act and all amendments to it shall take precedence.

ARTICLE II: DEFINITIONS

"Academic Administrator" means a dean, vice president or similar employee of the institution whose primary responsibility is to provide administrative services in support of education or training offered by the institution, and does not include the President;

"Act" means the *Thompson Rivers University Act* of the Province of British Columbia;

"Board" means the Board of Governors of the University;

"Faculty Member" means a person employed by the University as an instructor, a lecturer, an assistant professor, an associate professor, a professor or in an equivalent position designated by the Senate who is elected to the Senate;

"Non-Voting Member" means the non-voting Senate Member that may be appointed to the Senate by the Board pursuant to the Act;

"President" means the chief executive officer of the University;

"Registrar" means the registrar of the University;

"Related Person" means a spouse, child, parent or sibling of the Senate Member;

"Senate" means the University Council of the University as established by the Act;

"Senate Member" or **"Member"** means a member of the Senate including any Non-Voting Member;

"Student Member" means a student in good standing at the University who is elected to the Senate;

"Support Staff Member" means an employee of the University, other than a member of a faculty, a member of the teaching staff of the Open Learning Division, the Deans, the President, the Vice-Presidents, the Chief Librarian or the Registrar, who is elected to the Senate;

"University" means Thompson Rivers University.

ARTICLE III: COMPOSITION

The Senate is composed of the Members set out in the Act.

ARTICLE IV: POWERS AND ADVISORY ROLE

The powers and advisory role of the Senate are as set out in the Act.

ARTICLE V: ELECTION OF MEMBERS

The Registrar shall conduct the elections required with respect to Senate Members in accordance with the rules for nominations, elections and voting made by the Senate.

ARTICLE VI: TERMS AND VACANCIES

1. The term of office for Senate Members and the procedure for filling vacancies are as set out in the Act.
2. Senate Members conducting approved Senate business will be reimbursed for travel expenses according to the University's policies.

ARTICLE VII: CONFLICT OF INTEREST

1. Conflict of Interest Defined

- a. In general, a conflict of interest exists for Senate Members who use their position at the Senate to benefit themselves, friends or families.
- b. A Member should not use his or her position with the Senate to pursue or advance the Member's personal interests, the interests of a related person, the Member's business associate, corporation, union or partnership, or the interests of a person to whom the Member owes an obligation.
- c. A Senate Member shall not directly or indirectly benefit from a transaction with the University over which a Member can influence decisions made by the University.
- d. A Senate Member shall not take personal advantage of an opportunity available to the University unless the University has clearly and irrevocably decided against pursuing the opportunity, and the opportunity is also available to the public.

- e. A Senate Member shall not use his or her position with the Senate to solicit clients for the Senate Member's business, or a business operated by a close friend, business associate, corporation, union or partnership of the Member, or a person to whom the member owes an obligation.
- f. Every Senate Member shall avoid any situation in which there is, or may appear to be, potential conflict^[1] which could appear^[2] to interfere with the Member's judgment in making decisions in the University's best interest.
- g. There are several situations that could give rise to a conflict of interest. The most common are accepting gifts, favours or kickbacks from suppliers, close or family relationships with outside suppliers, passing confidential information to competitors or other interested parties or using privileged information inappropriately. The following are examples of the types of conduct and situations that can lead to a conflict of interest:
 - i. influencing the University to lease equipment from a business owned by the Senate Member's spouse;
 - ii. influencing the University to allocate funds to an institution where the Senate Member or his or her relative works or is involved;
 - iii. participating in a decision by the University to hire or promote a relative of the Senate Member;
 - iv. influencing the University to make all its travel arrangements through a travel agency owned by a relative of the Senate Member;
 - v. influencing or participating in a decision of the University that will directly or indirectly result in the Senate Member's own financial gain.
- h. A Senate Member shall fully disclose all circumstances that could conceivably be construed as conflict of interest.

2. Disclosure

- a. Full disclosure enables Senate Members to resolve unclear situations and gives an opportunity to dispose of conflicting interests before any difficulty can arise.
- b. A Senate Member shall, immediately upon becoming aware of a potential conflict of interest situation, disclose the conflict (preferably in writing) to the Senate Chair. This requirement exists even if the Member does not become aware of the conflict until after a transaction is complete.
- c. If a Senate Member is in doubt about whether a situation involves a conflict, the Member shall immediately seek the advice of the Senate Chair. If appropriate, the Senate may wish to seek advice from the University's legal counsel.
- d. Unless a Senate Member is otherwise directed, a Member shall immediately take steps to resolve the conflict or remove the suspicion that it exists.
- e. If a Senate Member is concerned that another Senate Member is in a conflict of interest situation, the member shall immediately bring his or her concern to the other member's attention and request that the conflict be declared. If the other Member refuses to declare the conflict, the Member shall immediately bring his or her concern to the attention of the Senate Chair. If there is a concern with the Senate Chair, the issue shall be referred to the Vice-Chair.
- f. A Senate Member shall disclose the nature and extent of any conflict at the first meeting of the Senate after which the facts leading to the conflict have to that Member's attention. After disclosing the conflict, the Member:

- i. shall not take part in the discussion of the matter or vote on any questions in respect of the matter (although the Member may be counted in the quorum present at the Senate meeting);
- ii. if the meeting is open to the public, may remain in the room, but shall not take part in that portion of the meeting during which the matter giving rise to the conflict is under discussion, and shall leave the room prior to any vote on the matter giving rise to the conflict;
- iii. shall, if the meeting is not open to the public, immediately leave the meeting and not return until all discussion and voting with respect to the matter giving rise to the conflict is completed; and
- iv. shall not attempt, in any way or at any time, to influence the discussion or the voting of the Senate on any question relating to the matter giving rise to the conflict.

3. Outside Business Interests

- a. Senate Members shall declare possible conflicting outside business activities at the time of election or appointment. Notwithstanding any outside activities, Senate Members are required to act in the best interest of the University.
- b. No Senate Member shall hold a significant financial interest, either directly or through a relative or associate, or hold or accept a position as an officer or director in an organization in a material relationship with the University, where by virtue of his or her position in the University, the Member could in any way benefit the other organization by influencing the purchasing, selling or other decisions of the University, unless that interest has been fully disclosed in writing to the University.
- c. A "significant financial interest" in this context is any interest substantial enough that decisions of the University could result in a personal gain for the Senate Member.
- d. Senate Members who have been selected to the Senate as a representative of a stakeholder group or region owe the same duties and loyalty to the University and when their duties conflict with the wishes of the stakeholder or constituent, their primary duty remains to act in the best interests of the University. In general, it is not considered a conflict of interest for a member of a broad group (i.e. students, employees, faculty) to vote on matters that will impact that group. However, conflict could reasonably be considered to exist for the following identified groups when considering these matters:
 - i. Decisions directly affecting a specific instructional program in which:
 - I. a Student Member is enrolled;
 - II. a Faculty Member or Support Staff Member is employed; or
 - III. the Senate Member has a Related Person enrolled or employed.
 - ii. Decisions related to labour negotiations and labour relations:
 - I. for Faculty Members and Support Staff Members;
 - II. for a Senate Member with a Related Person who holds a faculty or employee position at the University;
 - III. for a Senate Member with a Related Person who holds a position at another institution who could be seen to gain or benefit from information divulged on these matters.

4. Confidential Information

- a. Confidential information includes proprietary technical, business, financial, legal, or any other information that the University treats as confidential (including all matters discussed at in-camera meetings). Senate Members shall not either during, or following, their term as a Senate member, disclose such information to any outside person unless authorized.
- b. Similarly, Senate Members shall never disclose or use confidential information gained by virtue of their association with the University for personal gain, or to benefit friends, relatives or associates.
- c. If in doubt about what is considered confidential, a Senate Member shall seek guidance from the Senate Chair.

5. Outside Employment or Association

A Senate Member who accepts a position with any organization that could lead to a conflict of interest or situation prejudicial to the University's interests, shall discuss the implications of accepting such a position with the Senate Chair recognizing that acceptance of such a position might require the Member's resignation from the Senate.

6. Entertainment, Gifts, and Favours

- a. It is essential to fair business practices that all those who associate with the University, as suppliers or contractors, have access to the University on equal terms.
- b. Senate Members and members of their immediate families shall not accept entertainment, gifts or favours that create or appear to create a favoured position for doing business with the organization. Any firm offering such inducements shall be asked to cease.
- c. Similarly, no Senate Member shall offer or solicit gifts or favours in order to secure preferential treatment for themselves or the University.
- d. Under no circumstances shall Senate Members offer or receive cash, preferred loans, securities, or secret commissions in exchange for preferential treatment. Any Senate Member experiencing or witnessing such an offer shall report the incident to the Senate Chair immediately.
- e. Gifts and entertainment shall only be accepted or offered by a Senate Member in the normal exchanges common to established business relationships for the University. An exchange of such gifts shall create no sense of obligation on the part of the Member.
- f. Inappropriate gifts received by a Senate Member shall be returned to the donor.
- g. Full and immediate disclosure to the Senate Chair of borderline cases will always be taken as good-faith compliance with these standards.

7. Use of the Organization's Property

A Senate Member shall require the University's approval to use property owned by the University for personal purposes, or to purchase property from the University unless the purchase is made through the usual channels also available to the public. Even then, a Senate Member shall not purchase property owned by the University if that Senate Member is involved in an official capacity in some aspect of the sale or purchase.

8. Breach

A Senate Member found to have breached his or her duty by violating the minimum standards set out in these Bylaws may, by resolution of the Senate, be reprimanded or be asked to resign from the Senate.

ARTICLE VIII: STRUCTURE OF SENATE

1. Officers of Senate

- a. The Officers of Senate shall consist of the Chair, the Vice-Chair and the Secretary.
- b. The Chair of Senate is the President of the University.
- c. The Vice-Chair of Senate shall be elected each year by secret ballot by and from the Senate Members other than the Non-Voting Member.
- d. In accordance with the Act, the Secretary of the Senate is the Registrar.
- e. The University's legal counsel shall act as parliamentarian to the Senate.

2. Duties of the Officers and Members of Senate

- a. Duties of the Chair:
 - i. to call meetings of the Senate as provided in these Bylaws and in the Act;
 - ii. to ensure that an agenda is prepared and distributed for each meeting as provided in these Bylaws;
 - iii. to preside over all meetings of the Senate;
 - iv. to execute documents as authorized by the Senate;
 - v. maintain a liaison with the Board;
 - vi. to be the spokesperson and representative of the Senate;
 - vii. to perform such other duties as determined by the Senate.
- b. The Vice-Chair shall fulfill the duties of the Chair in his/her absence, and shall assist the Chair in the performance of her/his duties.
- c. The Secretary and his/her staff shall be responsible for:
 - i. maintaining an up-to-date record of minutes (which record shall be available for reference to all members of the University community upon request);
 - ii. maintaining a current list of Senate Members, appointment dates and terms;
 - iii. issuing a copy of these Bylaws to newly elected Senate Members;
 - iv. circulating the agenda and materials for meetings at least seven (7) calendar days prior to a regular Senate meeting;
 - v. distributing the minutes of meetings to members of the University community.
- d. Each Senate Member has a duty to:
 - i. act in what the Member considers to be the best interest of the University even if that conflicts with the wishes of any constituency that the Member may represent on the Senate; and
 - ii. consult with any constituency the member may represent and communicate to such constituency the matters dealt with at the Senate that are relevant to that constituency.

ARTICLE IX: SENATE ADMINISTRATION AND OPERATIONS

1. Regular and Special Meetings

- a. Regular meetings of the Senate shall normally be held monthly, except in July and August.
- b. A special meeting of the Senate shall be called at a time designated by the Chair, following a petition signed by one-half of the sitting Senate Members. The notice for any special meeting shall clearly specify the purpose of the meeting and shall be given at least seven calendar days before the meeting.
- c. Special meetings may be called by the Chair at any time upon seven calendar days' notice.
- d. At a special meeting, only the matter (or matters) specified in the notice convening the meeting shall be considered.

2. Procedures

- a. If a Non-Voting Member is appointed to the Senate by the Board, that Member may not initiate or second motions, nor may their presence be used to establish quorum.
- b. A quorum for Senate, or a committee of Senate, shall consist of a simple majority of voting Members. If within a half an hour from the time appointed for a meeting of the Senate, or a committee of Senate, a quorum is not present, the meeting shall stand adjourned to a date and time and place to be determined by the Chair, and if, at the adjourned meeting, a quorum is not present within a half an hour of the time appointed for the meeting, the Members present shall be a quorum.
- c. A Senate Member may participate in a meeting of the Senate or of any committee of the Senate by means of a conference telephone or other communication device by which all Members participating in the meeting can hear each other. A member participating in accordance with this Article shall be deemed to be present at the meeting and shall be counted in the quorum.
- d. The meetings of Senate and its Committees shall be governed by:
 - i. the Act;
 - ii. these Bylaws and;
 - iii. Robert's Rules of Order Newly Revised with respect to procedural matters not governed by the Act or these Bylaws,
- e. Each voting Member shall have one vote on a motion. Decisions shall be made by majority vote of the voting Members present at the meeting who cast a vote. The names of those opposed shall not be recorded unless a Member requests that they be recorded. Provided, however, that matters before the Qelmúcw Affairs Committee, and other committees designated by Senate from time to time, will proceed with consensus.
- f. Any elected Member of Senate or elected or appointed member of a Committee of Senate may be granted a leave of absence by a resolution of the Senate or the Committee, as the case may be, for up to three consecutive ordinary meetings of the Senate or the Committee. Any such Member who is absent for three consecutive meetings, without a resolution of the Senate or the Committee, as the case may be, authorizing that absence shall be deemed to have vacated his/her seat on the Senate or Committee, as the case may be. Any Student Member who ceases to be a student in good standing at the University, or any Support Staff Member who ceases to be an employee of the University, or any Faculty Member who

ceases to be an employee of the University, shall be deemed to have vacated his/her seat on the Senate and any Committee of Senate on which the individual sits. (*For Guidelines Concerning Representation on Senate, see Appendix A*)

- g. For each motion or amendment, the Chair shall develop a speakers list. A Senate Member may speak a second time on a motion or amendment only after the Chair has exhausted the list of first-time speakers. The mover of a motion or amendment shall have the final opportunity to speak.
- h. Proposed presentations to Senate by particular groups or individuals are to be approved at an earlier meeting of Senate.
- i. If a proposed presentation to Senate does not have Senate approval from a previous meeting then approval must be sought prior to the presenters joining the meeting.
- j. Standing or Ad Hoc Committees must submit written reports to the recording secretary at least ten (10) calendar days prior to a scheduled Senate meeting.
- k. Suggestions for agenda items will be received by the Chair from any Senate Member at least ten (10) working days prior to a scheduled Senate meeting.
- l. It is expected that items presented to Senate or its committees will normally have been vetted or screened by the appropriate faculty or administrative body prior to being presented to Senate.
- m. All matters referred by Senate to its standing committees should usually include instructions to address specific questions and to make recommendations within a specified time frame to Senate.

3. Presentations

Written presentations to the Senate by members of the University community are to be delivered to the recording secretary of the Senate at least 10 calendar days before the scheduled meeting at which the presentation is to be made.

4. Minutes and Records

The Secretary and her/his staff shall maintain an official repository of Senate records and documents.

ARTICLE X: AMENDMENTS AND REVISION OF BYLAWS

Bylaw amendments shall be approved by a majority of Senate Members after at least 14 days notice of any proposed amendment has been given by Notice of Motion published by the recording secretary of the Senate.

ARTICLE XI: THE STATUS OF OBSERVERS

1. Senate and committee meetings, with the exception of the Student Academic Appeals Committee, shall be open to the University community and members of the public.
2. Notwithstanding Subsection (1) of this Article, if a topic or topics on the agenda contain material that is deemed private or confidential, the Chair shall have the

right to require those matters to be dealt with in camera and such matters will be confidential.

ARTICLE XII: COMMITTEES

The Senate shall appoint such standing and ad hoc committees as it, from time to time, shall determine necessary and the Senate shall determine the membership, the method of appointment or electing members, and the Terms of Reference to said committees.

Approved by the Senate:
Roger H. Barnsley, President & Vice-Chancellor
Senate Chair

Date: February 27, 2006

[1] "*conflict*" means a conflict of interest or apparent conflict of interest.

[2] "*apparent*" conflict of interest means any situation where it would appear to a reasonable person that the Member is in a conflict of interest situation.

Guidelines Concerning Representation on Senate Appendix A to Senate Bylaws under Article IX(2)(f)

Under the *Thompson Rivers University Act*, the Senate is composed of 44 voting members who represent various constituencies within the University. The representation of these constituencies is a key goal of the way Senate membership is structured. From time to time, Senate may have concern with respect to whether a particular constituency is being adequately represented, e.g. due to a Senate member's absence. These Guidelines seek to provide guidance with respect to such concerns.

1. Absence from Senate

There are 28 elected Senate members representing: faculties, students, teaching staff in the Open Learning Division and support staff.

When a Senate member is absent from Senate, the constituency that that member is supposed to represent is being represented less than is intended by legislation. Under Article IX of the Senate's bylaws, an elected Senate member who is absent for 3 consecutive ordinary meetings of Senate, without a resolution of Senate authorising that absence, is deemed to have vacated his/her seat.

Senate members are expected to submit their request for absence from Senate to the Steering Committee in writing. In determining whether to authorise a leave of absence, the Steering Committee will make a recommendation to Senate based on the established guidelines of intended constituency representation on Senate.

In the case of a request by a faculty member for leave of absence, the Steering Committee should seek a recommendation from the relevant Faculty Council and would normally accept the recommendation in determining whether to grant a leave of absence.

In considering a request for a leave of absence for Senate members who are not faculty members, the focus should not be normally on the reason for the absence, as this would involve engaging in an exercise of assessing which reasons justify a leave of absence and which do not. The focus should be primarily on the impact there would be on the representation of the relevant constituency if it did, or did not, authorise the leave of absence. This will usually entail a consideration of whether there is another qualified representative who could represent the relevant constituency sooner than the incumbent would return to Senate.

To be fair to their constituents, elected members of Senate who expect to be absent from Senate for more than 3 consecutive ordinary meetings, normally should promptly seek a leave of absence, or resign their seat, rather than allowing their seat to be vacant for 3 meetings before it is deemed to be vacated and then, subsequently, filled.

When a vacancy is filled after a Senate member has resigned or vacated his/her seat, the new Senate member holds office during the balance of the term of the member she/he replaces.

Example:

Senate member A (who is not a faculty member) recognizes that he will be out of the country for a semester and unable to attend Senate meetings, even by telephone. This would mean he would miss 3 or more consecutive ordinary meetings of Senate and be deemed to have vacated his seat, unless he secured an authorized leave of absence from Senate. In this case, Member A should notify the Secretary of Senate of the expected absence; if he wanted to seek a leave of absence from Senate he would ask a colleague on Senate to request a leave of absence for Member A. If such a request were to be made to Senate, Senate would be primarily concerned with seeing the relevant constituency gets the representation intended for it on Senate. In doing this, Senate would take into account that, if Senate did not grant the leave of absence, a vacancy would arise and, under the Election Procedures approved by Senate, a vacancy in respect of an elected member is to be filled by the candidate from the constituency who received the next highest number of votes in the most recent election.

Accordingly, in this example, Senate would ascertain whether there had been another candidate for the relevant seat in the last election, and if so, Senate should normally enquire whether that other candidate was prepared to assume a seat in Senate if member A ceased being a member. If the other candidate was prepared to do so, Senate would normally decline to authorize a leave of absence for Member A. To do otherwise would leave a constituency under-represented when there was a qualified representative able to represent the constituency. This is an example only; the guiding principle should normally be whether granting the

leave of absence would enhance or detract from the representation of the relevant constituency on Senate.

2. Release and Secondment

Of the four types of constituencies represented on Senate by elected members (faculties, students, teaching staff of the Open Learning Division and support staff), three are represented on Senate by Senate members who are employees of the University.

These representatives may, from time to time, be released from their usual employment duties or be seconded (including being re-assigned) to other duties. Elected Senate members should keep the Secretary of Senate advised of any significant secondment or release.

In such cases, Senate should be concerned with regard to whether the Senate member still represents her/his constituency as contemplated by the legislation. The guiding concern for Senate will be the extent to which the Senate member will be engaged in activities other than those directly related to the constituency. This will normally involve a consideration of: (i) the proportion of the member's time that he/she will be away from the constituency; and (ii) the length of time the member will be away from the constituency.

Usually, if a member will be engaged in duties directly related to the constituency for 50% or more of the member's time in any academic year, the member will be considered to continue to represent her/his constituency. In each case Senate will have to consider whether the secondment or release results in the member being engaged in activities other than those "directly related to the constituency" based on the specific facts of that secondment or release.

If Senate concludes that a member, due to release or secondment, has ceased to represent his/her constituency, Senate would normally advise the member of that conclusion. Once a member ceases representing a constituency, it would normally not be appropriate for the member to attend Senate on behalf of that constituency. The Senate member would then be absent for the period of the secondment or release. If this absence were to continue for 3 months, the considerations set out above with respect to Absence from Senate would apply with regard to whether the member should seek, or be granted, a leave of absence.

In circumstance where a Senate member is seconded or released from his/her regular duties, but the extent of that secondment or release does not result in the member being deemed to have ceased to represent his/her constituency, the member could still be placed in a conflict of interest on some issues before Senate due to the secondment or release, and, in this event, the Conflict of Interest provisions of the Senate Bylaws would apply.

3. Students

It is also possible for student representatives on Senate to cease representing their constituency, i.e. the students. The Senate Bylaws provide that any student who ceases to be "a student in good standing at the University" shall be deemed to have vacated his/her on Senate. Under the Election Procedures approved by Senate, a "student" is defined to be a person who is enrolled in at least one credit course or program at the University (at the commencement of nominations) which is of sufficient length to allow the student to complete his/her one year term of office. Accordingly, Senate considers that, to be in "good standing", the student must be actively engaged in pursuing his/her education at the University and not be suspended from the University. If a Senate member elected as a student ceases being a student in good standing for a period of time, it would not be appropriate for that person to attend Senate during the period when she/he is not a student; under these circumstances the considerations set out above with respect to Absence from Senate would apply with regard to whether the Student member should be granted a leave of absence.

Last updated: June 12, 2023

ARTICLE I: INTERPRETATION

1. The *Thompson Rivers University Act* (the "Act") establishes the university council (hereinafter referred to as the "Senate").
2. Under section 9(1) of the Act, the Senate is required to establish bylaws for the conduct of the business of the Senate including bylaws specifying the duties of members of the Senate in conflict of interest situations. These Bylaws constitute the Bylaws required by the Act.
3. The Senate has:
 - a. advisory responsibilities on the development of educational policies for the matters designated under the Act;
 - b. the power and duty to set policies, criteria and curriculum for the matters designated under the Act;
 - c. the right to approve procedures established by the Board of Governors for the selection of candidates for President, Deans, Librarians, the Registrar and other such senior Academic Administrators as the Board may designate.
4. Where these Bylaws are at variance with the Act, the Act and all amendments to it shall take precedence.

ARTICLE II: DEFINITIONS

"Academic Administrator" means a dean, vice president or similar employee of the institution whose primary responsibility is to provide administrative services in support of education or training offered by the institution, and does not include the President;

"Act" means the *Thompson Rivers University Act* of the Province of British Columbia;

"Appointed Member" means an alumni member who is not a faculty member and is appointed to Senate by the President on nomination by TRU Alumni, or an administrator from the Open Learning Division that has been appointed to Senate by the President.

"Board" means the Board of Governors of the University;

"Faculty Member" means a person employed by the University as an instructor, a lecturer, an assistant professor, an associate professor, a professor or in an equivalent position designated by the Senate who is elected to the Senate;

"Non-Voting Member" means the non-voting Senate Member that may be appointed to the Senate by the Board pursuant to the Act;

"President" means the chief executive officer of the University;

"Registrar" means the registrar of the University;

"Related Person" means a spouse, child, parent or sibling of the Senate Member;

"Senate" means the University Council of the University as established by the Act;

"Senate Member" or **"Member"** means a member of the Senate including any Non-Voting Member;

"Student Member" means a student in good standing at the University who is elected to the Senate;

"Support Staff Member" means an employee of the University, other than a member of a faculty, a member of the teaching staff of the Open Learning Division, the Deans, the President, the Vice-Presidents, the Chief Librarian or the Registrar, who is elected to the Senate;

"University" means Thompson Rivers University.

ARTICLE III: COMPOSITION

The Senate is composed of the Members set out in the Act.

ARTICLE IV: POWERS AND ADVISORY ROLE

The powers and advisory role of the Senate are as set out in the Act.

ARTICLE V: ELECTION OF MEMBERS

The Registrar shall conduct the elections required with respect to Senate Members in accordance with the rules for nominations, elections and voting made by the Senate.

ARTICLE VI: TERMS AND VACANCIES

1. The term of office for Senate Members and the procedure for filling vacancies are as set out in the Act.
2. Senate Members conducting approved Senate business will be reimbursed for travel expenses according to the University's policies.

ARTICLE VII: CONFLICT OF INTEREST

1. Conflict of Interest Defined

- a. In general, a conflict of interest exists for Senate Members who use their position at the Senate to benefit themselves, friends or families.
- b. A Member should not use ~~his or her~~ **their** position with the Senate to pursue or advance the Member's personal interests, the interests of a related person, the Member's business associate, corporation, union or partnership, or the interests of a person to whom the Member owes an obligation.
- c. A Senate Member shall not directly or indirectly benefit from a transaction with the University over which a Member can influence decisions made by the University.

- d. A Senate Member shall not take personal advantage of an opportunity available to the University unless the University has clearly and irrevocably decided against pursuing the opportunity, and the opportunity is also available to the public.
- e. A Senate Member shall not use ~~his or her~~ **their** position with the Senate to solicit clients for the Senate Member's business, or a business operated by a close friend, business associate, corporation, union or partnership of the Member, or a person to whom the member owes an obligation.
- f. Every Senate Member shall avoid any situation in which there is, or may appear to be, potential conflict^[1] which could appear^[2] to interfere with the Member's judgment in making decisions in the University's best interest.
- g. There are several situations that could give rise to a conflict of interest. The most common are accepting gifts, favours or kickbacks from suppliers, close or family relationships with outside suppliers, passing confidential information to competitors or other interested parties or using privileged information inappropriately. The following are examples of the types of conduct and situations that can lead to a conflict of interest:
 - i. influencing the University to lease equipment from a business owned by the Senate Member's spouse;
 - ii. influencing the University to allocate funds to an institution where the Senate Member or his or her relative works or is involved;
 - iii. participating in a decision by the University to hire or promote a relative of the Senate Member;
 - iv. influencing the University to make all its travel arrangements through a travel agency owned by a relative of the Senate Member;
 - v. influencing or participating in a decision of the University that will directly or indirectly result in the Senate Member's own financial gain.
- h. A Senate Member shall fully disclose all circumstances that could conceivably be construed as conflict of interest.

2. Disclosure

- a. Full disclosure enables Senate Members to resolve unclear situations and gives an opportunity to dispose of conflicting interests before any difficulty can arise.
- b. A Senate Member shall, immediately upon becoming aware of a potential conflict of interest situation, disclose the conflict (preferably in writing) to the Senate Chair. This requirement exists even if the Member does not become aware of the conflict until after a transaction is complete.
- c. If a Senate Member is in doubt about whether a situation involves a conflict, the Member shall immediately seek the advice of the Senate Chair. If appropriate, the Senate may wish to seek advice from the University's legal counsel.
- d. Unless a Senate Member is otherwise directed, a Member shall immediately take steps to resolve the conflict or remove the suspicion that it exists.
- e. If a Senate Member is concerned that another Senate Member is in a conflict of interest situation, the member shall immediately bring ~~his or her~~ **their** concern to the other member's attention and request that the conflict be declared. If the other Member refuses to declare the conflict, the Member

shall immediately bring ~~his or her~~ **their** concern to the attention of the Senate Chair. If there is a concern with the Senate Chair, the issue shall be referred to the Vice-Chair.

- f. A Senate Member shall disclose the nature and extent of any conflict at the first meeting of the Senate after which the facts leading to the conflict have to that Member's attention. After disclosing the conflict, the Member:
 - i. shall not take part in the discussion of the matter or vote on any questions in respect of the matter (although the Member may be counted in the quorum present at the Senate meeting);
 - ii. if the meeting is open to the public, may remain in the room, but shall not take part in that portion of the meeting during which the matter giving rise to the conflict is under discussion, and shall leave the room prior to any vote on the matter giving rise to the conflict;
 - iii. shall, if the meeting is not open to the public, immediately leave the meeting and not return until all discussion and voting with respect to the matter giving rise to the conflict is completed; and
 - iv. shall not attempt, in any way or at any time, to influence the discussion or the voting of the Senate on any question relating to the matter giving rise to the conflict.

3. Outside Business Interests

- a. Senate Members shall declare possible conflicting outside business activities at the time of election or appointment. Notwithstanding any outside activities, Senate Members are required to act in the best interest of the University.
- b. No Senate Member shall hold a significant financial interest, either directly or through a relative or associate, or hold or accept a position as an officer or director in an organization in a material relationship with the University, where by virtue of ~~his or her~~ **their** position in the University, the Member could in any way benefit the other organization by influencing the purchasing, selling or other decisions of the University, unless that interest has been fully disclosed in writing to the University.
- c. A "significant financial interest" in this context is any interest substantial enough that decisions of the University could result in a personal gain for the Senate Member.
- d. Senate Members who have been selected to the Senate as a representative of a stakeholder group or region owe the same duties and loyalty to the University and when their duties conflict with the wishes of the stakeholder or constituent, their primary duty remains to act in the best interests of the University. In general, it is not considered a conflict of interest for a member of a broad group (i.e. students, employees, faculty, **alumni**) to vote on matters that will impact that group. However, conflict could reasonably be considered to exist for the following identified groups when considering these matters:
 - i. Decisions directly affecting a specific instructional program in which:
 - I. a Student Member is enrolled;
 - II. a Faculty Member, ~~or~~ Support Staff Member, **or Appointed Member** is employed; or

- III. the Senate Member has a Related Person enrolled or employed.
- ii. Decisions related to labour negotiations and labour relations:
 - I. for Faculty Members, ~~and~~ Support Staff Members, and **Appointed Members**;
 - II. for a Senate Member with a Related Person who holds a faculty, ~~or~~ employee ~~position~~, or **appointed position** at the University;
 - III. for a Senate Member with a Related Person who holds a position at another institution who could be seen to gain or benefit from information divulged on these matters.

4. Confidential Information

- a. Confidential information includes proprietary technical, business, financial, legal, or any other information that the University treats as confidential (including all matters discussed at in-camera meetings). Senate Members shall not either during, or following, their term as a Senate member, disclose such information to any outside person unless authorized.
- b. Similarly, Senate Members shall never disclose or use confidential information gained by virtue of their association with the University for personal gain, or to benefit friends, relatives or associates.
- c. If in doubt about what is considered confidential, a Senate Member shall seek guidance from the Senate Chair.

5. Outside Employment or Association

A Senate Member who accepts a position with any organization that could lead to a conflict of interest or situation prejudicial to the University's interests, shall discuss the implications of accepting such a position with the Senate Chair recognizing that acceptance of such a position might require the Member's resignation from the Senate.

6. Entertainment, Gifts, and Favours

- a. It is essential to fair business practices that all those who associate with the University, as suppliers or contractors, have access to the University on equal terms.
- b. Senate Members and members of their immediate families shall not accept entertainment, gifts or favours that create or appear to create a favoured position for doing business with the organization. Any firm offering such inducements shall be asked to cease.
- c. Similarly, no Senate Member shall offer or solicit gifts or favours in order to secure preferential treatment for themselves or the University.
- d. Under no circumstances shall Senate Members offer or receive cash, preferred loans, securities, or secret commissions in exchange for preferential treatment. Any Senate Member experiencing or witnessing such an offer shall report the incident to the Senate Chair immediately.
- e. Gifts and entertainment shall only be accepted or offered by a Senate Member in the normal exchanges common to established business relationships for the University. An exchange of such gifts shall create no sense of obligation on the part of the Member.

- f. Inappropriate gifts received by a Senate Member shall be returned to the donor.
- g. Full and immediate disclosure to the Senate Chair of borderline cases will always be taken as good-faith compliance with these standards.

7. Use of the Organization's Property

A Senate Member shall require the University's approval to use property owned by the University for personal purposes, or to purchase property from the University unless the purchase is made through the usual channels also available to the public. Even then, a Senate Member shall not purchase property owned by the University if that Senate Member is involved in an official capacity in some aspect of the sale or purchase.

8. Breach

A Senate Member found to have breached ~~his or her~~ **their** duty by violating the minimum standards set out in these Bylaws may, by resolution of the Senate, be reprimanded or be asked to resign from the Senate.

ARTICLE VIII: STRUCTURE OF SENATE

1. Officers of Senate

- a. The Officers of Senate shall consist of the Chair, the Vice-Chair and the Secretary.
- b. The Chair of Senate is the President of the University.
- c. The Vice-Chair of Senate shall be elected each year by secret ballot by and from the Senate Members other than the Non-Voting Member.
- d. In accordance with the Act, the Secretary of the Senate is the Registrar.
- e. The University's legal counsel shall act as parliamentarian to the Senate.

2. Duties of the Officers and Members of Senate

- a. Duties of the Chair:
 - i. to call meetings of the Senate as provided in these Bylaws and in the Act;
 - ii. to ensure that an agenda is prepared and distributed for each meeting as provided in these Bylaws;
 - iii. to preside over all meetings of the Senate;
 - iv. to execute documents as authorized by the Senate;
 - v. maintain a liaison with the Board;
 - vi. to be the spokesperson and representative of the Senate;
 - vii. to perform such other duties as determined by the Senate.
- b. The Vice-Chair shall fulfill the duties of the Chair in ~~his/her~~ **their** absence, and shall assist the Chair in the performance of ~~her/his~~ **their** duties.
- c. The Secretary and ~~his/her~~ **their** staff shall be responsible for:
 - i. maintaining an up-to-date record of minutes (which record shall be available for reference to all members of the University community upon request);

- ii. maintaining a current list of Senate Members, appointment dates and terms;
 - iii. issuing a copy of these Bylaws to newly elected Senate Members;
 - iv. circulating the agenda and materials for meetings at least seven (7) calendar days prior to a regular Senate meeting;
 - v. distributing the minutes of meetings to members of the University community.
- d. Each Senate Member has a duty to:
- i. act in what the Member considers to be the best interest of the University even if that conflicts with the wishes of any constituency that the Member may represent on the Senate; and
 - ii. consult with any constituency the member may represent and communicate to such constituency the matters dealt with at the Senate that are relevant to that constituency.

ARTICLE IX: SENATE ADMINISTRATION AND OPERATIONS

1. Regular and Special Meetings

- a. Regular meetings of the Senate shall normally be held monthly, except in July and August.
- b. A special meeting of the Senate shall be called at a time designated by the Chair, following a petition signed by one-half of the sitting Senate Members. The notice for any special meeting shall clearly specify the purpose of the meeting and shall be given at least seven calendar days before the meeting.
- c. Special meetings may be called by the Chair at any time upon seven calendar days' notice.
- d. At a special meeting, only the matter (or matters) specified in the notice convening the meeting shall be considered.

2. Procedures

- a. If a Non-Voting Member is appointed to the Senate by the Board, that Member may not initiate or second motions, nor may their presence be used to establish quorum.
- b. A quorum for Senate, or a committee of Senate, shall consist of a simple majority of voting Members. If within a half an hour from the time appointed for a meeting of the Senate, or a committee of Senate, a quorum is not present, the meeting shall stand adjourned to a date and time and place to be determined by the Chair, and if, at the adjourned meeting, a quorum is not present within a half an hour of the time appointed for the meeting, the Members present shall be a quorum.
- c. A Senate Member may participate in a meeting of the Senate or of any committee of the Senate by means of a conference telephone or other communication device by which all Members participating in the meeting can hear each other. A member participating in accordance with this Article shall be deemed to be present at the meeting and shall be counted in the quorum.
- d. The meetings of Senate and its Committees shall be governed by:

- i. the Act;
 - ii. these Bylaws and;
 - iii. Robert's Rules of Order Newly Revised with respect to procedural matters not governed by the Act or these Bylaws,
- e. Each voting Member shall have one vote on a motion. Decisions shall be made by majority vote of the voting Members present at the meeting who cast a vote. The names of those opposed shall not be recorded unless a Member requests that they be recorded. Provided, however, that matters before the Qelmúcw Affairs Committee, and other committees designated by Senate from time to time, will proceed with consensus.
- f. Any elected **or appointed** Member of Senate or elected or appointed member of a Committee of Senate may be granted a leave of absence by a resolution of the Senate or the Committee, as the case may be, for ~~up to three consecutive ordinary meetings of the Senate or the Committee~~ an amount of time less than the remainder of the Member's current term. A Member's term on Senate or Committee of Senate is not extended by the granting of a leave of absence. Any such Member who is absent for three consecutive meetings, without a resolution of the Senate or the Committee, as the case may be, authorizing that absence shall be deemed to have vacated ~~his/her~~ **their** seat on the Senate or Committee, as the case may be. Any Student Member who ceases to be a student in good standing at the University, or any Support Staff Member who ceases to be an employee of the University, or any Faculty Member who ceases to be an employee of the University, **or any Appointed Member that ceases to represent their constituency** shall be deemed to have vacated his/her seat on the Senate and any Committee of Senate on which the individual sits. (*For Guidelines Concerning Representation on Senate, see Appendix A*)
- g. For each motion or amendment, the Chair shall develop a speakers list. A Senate Member may speak a second time on a motion or amendment only after the Chair has exhausted the list of first-time speakers. The mover of a motion or amendment shall have the final opportunity to speak.
- h. Proposed presentations to Senate by particular groups or individuals are to be approved at an earlier meeting of Senate.
- i. If a proposed presentation to Senate does not have Senate approval from a previous meeting then approval must be sought prior to the presenters joining the meeting.
- j. Standing or Ad Hoc Committees must submit written reports to the recording secretary at least ten (10) calendar days prior to a scheduled Senate meeting.
- k. Suggestions for agenda items will be received by the Chair from any Senate Member at least ten (10) working days prior to a scheduled Senate meeting.
- l. It is expected that items presented to Senate or its committees will normally have been vetted or screened by the appropriate faculty or administrative body prior to being presented to Senate.
- m. All matters referred by Senate to its standing committees should usually include instructions to address specific questions and to make recommendations within a specified time frame to Senate.

3. Presentations

Written presentations to the Senate by members of the University community are to be delivered to the recording secretary of the Senate at least 10 calendar days before the scheduled meeting at which the presentation is to be made.

4. Minutes and Records

The Secretary and ~~her/his~~ their staff shall maintain an official repository of Senate records and documents.

ARTICLE X: AMENDMENTS AND REVISION OF BYLAWS

Bylaw amendments shall be approved by a majority of Senate Members after at least 14 days notice of any proposed amendment has been given by Notice of Motion published by the recording secretary of the Senate.

ARTICLE XI: THE STATUS OF OBSERVERS

1. Senate and committee meetings, with the exception of the Student Academic Appeals Committee, shall be open to the University community and members of the public.
2. Notwithstanding Subsection (1) of this Article, if a topic or topics on the agenda contain material that is deemed private or confidential, the Chair shall have the right to require those matters to be dealt with in camera and such matters will be confidential.

ARTICLE XII: COMMITTEES

The Senate shall appoint such standing and ad hoc committees as it, from time to time, shall determine necessary and the Senate shall determine the membership, the method of appointment or electing members, and the Terms of Reference to said committees.

Approved by the Senate:
Roger H. Barnsley, President & Vice-Chancellor
Senate Chair

Date: February 27, 2006

[1] "*conflict*" means a conflict of interest or apparent conflict of interest.

[2] "*apparent*" conflict of interest means any situation where it would appear to a reasonable person that the Member is in a conflict of interest situation.

Division shall be a voting member(s) of the Council.

Guidelines Concerning Representation on Senate Appendix A to Senate Bylaws under Article IX(2)(f)

Under the *Thompson Rivers University Act*, the Senate is composed of 44 voting members who represent various constituencies within the University. The representation of these constituencies is a key goal of the way Senate membership is structured. From time to time, Senate may have concern with respect to whether a particular constituency is being adequately represented, e.g. due to a Senate member's absence. These Guidelines seek to provide guidance with respect to such concerns.

1. Absence from Senate

There are 28 elected Senate members representing: faculties, students, teaching staff in the Open Learning Division and support staff. **There are two appointed Senate members representing: TRU Alumni and an administrator from the Open Learning Division.**

When a Senate member is absent from Senate, the constituency that that member is supposed to represent is being represented less than is intended by legislation. Under Article IX of the Senate's bylaws, an elected Senate member who is absent for 3 consecutive ordinary meetings of Senate, without a resolution of Senate authorising that absence, is deemed to have vacated **his/her their** seat.

Senate members are expected to submit their request for absence from Senate to the Steering Committee in writing. In determining whether to authorise a leave of absence, the Steering Committee will make a recommendation to Senate based on the established guidelines of intended constituency representation on Senate.

In the case of a request by a faculty member for leave of absence, the Steering Committee should seek a recommendation from the relevant Faculty Council and would normally accept the recommendation in determining whether to grant a leave of absence.

In considering a request for a leave of absence for Senate members who are not faculty members, the focus should not be normally on the reason for the absence, as this would involve engaging in an exercise of assessing which reasons justify a leave of absence and which do not. The focus should be primarily on the impact there would be on the representation of the relevant constituency if it did, or did not, authorise the leave of absence. This will usually entail a consideration of whether there is another qualified representative who could represent the relevant constituency sooner than the incumbent would return to Senate.

To be fair to their constituents, elected **and appointed** members of Senate who expect to be absent from Senate for more than 3 consecutive ordinary meetings, normally should promptly seek a leave of absence, or resign their seat, rather than allowing their seat to be vacant for 3 meetings before it is deemed to be vacated and then, subsequently, filled.

When a vacancy is filled after a Senate member has resigned or vacated ~~his/her~~ ~~their~~ seat, the new Senate member holds office during the balance of the term of the member ~~she/he~~ ~~they~~ replaces.

Example:

Senate member A (who is not a faculty member) recognizes that ~~he~~ ~~they~~ will be out of the country for a semester and unable to attend Senate meetings, even by telephone. This would mean ~~he~~ ~~they~~ would miss 3 or more consecutive ordinary meetings of Senate and be deemed to have vacated ~~his~~ ~~their~~ seat, unless ~~he~~ ~~they~~ secured an authorized leave of absence from Senate. In this case, Member A should notify the Secretary of Senate of the expected absence; if ~~he~~ ~~they~~ wanted to seek a leave of absence from Senate ~~he~~ ~~they~~ would ask a colleague on Senate to request a leave of absence for Member A. If such a request were to be made to Senate, Senate would be primarily concerned with seeing the relevant constituency gets the representation intended for it on Senate. In doing this, Senate would take into account that, if Senate did not grant the leave of absence, a vacancy would arise and, under the Election Procedures approved by Senate, a vacancy in respect of an elected member is to be filled by the candidate from the constituency who received the next highest number of votes in the most recent election. Accordingly, in this example, Senate would ascertain whether there had been another candidate for the relevant seat in the last election, and if so, Senate should normally enquire whether that other candidate was prepared to assume a seat in Senate if member A ceased being a member. If the other candidate was prepared to do so, Senate would normally decline to authorize a leave of absence for Member A. To do otherwise would leave a constituency under-represented when there was a qualified representative able to represent the constituency. This is an example only; the guiding principle should normally be whether granting the leave of absence would enhance or detract from the representation of the relevant constituency on Senate.

2. Release and Secondment

Of the four types of constituencies represented on Senate by elected members (faculties, students, teaching staff of the Open Learning Division and support staff), three are represented on Senate by Senate members who are employees of the University.

These representatives may, from time to time, be released from their usual employment duties or be seconded (including being re-assigned) to other duties. Elected Senate members should keep the Secretary of Senate advised of any significant secondment or release.

In such cases, Senate should be concerned with regard to whether the Senate member still represents ~~her/his~~ ~~their~~ constituency as contemplated by the legislation. The guiding concern for Senate will be the extent to which the Senate member will be engaged in activities other than those directly related to the constituency. This will normally involve a consideration of: (i) the proportion of the

member's time that ~~he/she~~ they will be away from the constituency; and (ii) the length of time the member will be away from the constituency.

Usually, if a member will be engaged in duties directly related to the constituency for 50% or more of the member's time in any academic year, the member will be considered to continue to represent ~~her/his~~ their constituency. In each case Senate will have to consider whether the secondment or release results in the member being engaged in activities other than those "directly related to the constituency" based on the specific facts of that secondment or release.

If Senate concludes that a member, due to release or secondment, has ceased to represent ~~his/her~~ their constituency, Senate would normally advise the member of that conclusion. Once a member ceases representing a constituency, it would normally not be appropriate for the member to attend Senate on behalf of that constituency. The Senate member would then be absent for the period of the secondment or release. If this absence were to continue for 3 months, the considerations set out above with respect to Absence from Senate would apply with regard to whether the member should seek, or be granted, a leave of absence.

In circumstance where a Senate member is seconded or released from ~~his/her~~ their regular duties, but the extent of that secondment or release does not result in the member being deemed to have ceased to represent ~~his/her~~ their constituency, the member could still be placed in a conflict of interest on some issues before Senate due to the secondment or release, and, in this event, the Conflict of Interest provisions of the Senate Bylaws would apply.

3. **Students**

It is ~~also~~ possible for student representatives on Senate to cease representing their constituency, i.e., the students. The Senate Bylaws provide that any student who ceases to be "a student in good standing at the University" shall be deemed to have vacated ~~his/her~~ their seat on Senate. Under the Election Procedures approved by Senate, a "student" is defined to be a person who is enrolled in at least one credit course or program at the University (at the commencement of nominations) which is of sufficient length to allow the student to complete ~~his/her~~ their one year term of office. Accordingly, Senate considers that, to be in "good standing", the student must be actively engaged in pursuing ~~his/her~~ their education at the University and not be suspended from the University. If a Senate member elected as a student ceases being a student in good standing for a period of time, it would not be appropriate for that person to attend Senate during the period when ~~she/he is~~ they are not a student; under these circumstances the considerations set out above with respect to Absence from Senate would apply with regard to whether the Student member should be granted a leave of absence.

4. **Appointed Members.**

It is also possible for Appointed Members on Senate to cease representing their constituency, i.e., the Alumni Member or the Open Learning Division Administrator

Member. Under the University Act, an “alumni” member is an alumnus who is not a faculty member and is appointed by the President on nomination by TRU Alumni. An “administrator from the Open Learning Division” is an administrator that has been appointed by the President. If Senate concludes that an Appointed Member ceases to represent their constituency, then it would not be appropriate for the member to attend Senate on behalf of that constituency. If this absence were to continue for 3 months, the considerations set out for other voting Senators with respect to absence from Senate would apply, and the Appointed Member shall be deemed to have vacated their seat on Senate unless that member has sought or was granted a leave of absence.

Last updated: June 12, 2023

ARTICLE I: INTERPRETATION

1. The *Thompson Rivers University Act* (the "Act") establishes the university council (hereinafter referred to as the "Senate").
2. Under section 9(1) of the Act, the Senate is required to establish bylaws for the conduct of the business of the Senate including bylaws specifying the duties of members of the Senate in conflict of interest situations. These Bylaws constitute the Bylaws required by the Act.
3. The Senate has:
 - a. advisory responsibilities on the development of educational policies for the matters designated under the Act;
 - b. the power and duty to set policies, criteria and curriculum for the matters designated under the Act;
 - c. the right to approve procedures established by the Board of Governors for the selection of candidates for President, Deans, Librarians, the Registrar and other such senior Academic Administrators as the Board may designate.
4. Where these Bylaws are at variance with the Act, the Act and all amendments to it shall take precedence.

ARTICLE II: DEFINITIONS

"Academic Administrator" means a dean, vice president or similar employee of the institution whose primary responsibility is to provide administrative services in support of education or training offered by the institution, and does not include the President;

"Act" means the *Thompson Rivers University Act* of the Province of British Columbia;

"Appointed Member" means an alumni member who is not a faculty member and is appointed to Senate by the President on nomination by TRU Alumni, or an administrator from the Open Learning Division that has been appointed to Senate by the President.

"Board" means the Board of Governors of the University;

"Faculty Member" means a person employed by the University as an instructor, a lecturer, an assistant professor, an associate professor, a professor or in an equivalent position designated by the Senate who is elected to the Senate;

"Non-Voting Member" means the non-voting Senate Member that may be appointed to the Senate by the Board pursuant to the Act;

"President" means the chief executive officer of the University;

"Registrar" means the registrar of the University;

"Related Person" means a spouse, child, parent or sibling of the Senate Member;

"Senate" means the University Council of the University as established by the Act;

"Senate Member" or **"Member"** means a member of the Senate including any Non-Voting Member;

"Student Member" means a student in good standing at the University who is elected to the Senate;

"Support Staff Member" means an employee of the University, other than a member of a faculty, a member of the teaching staff of the Open Learning Division, the Deans, the President, the Vice-Presidents, the Chief Librarian or the Registrar, who is elected to the Senate;

"University" means Thompson Rivers University.

ARTICLE III: COMPOSITION

The Senate is composed of the Members set out in the Act.

ARTICLE IV: POWERS AND ADVISORY ROLE

The powers and advisory role of the Senate are as set out in the Act.

ARTICLE V: ELECTION OF MEMBERS

The Registrar shall conduct the elections required with respect to Senate Members in accordance with the rules for nominations, elections and voting made by the Senate.

ARTICLE VI: TERMS AND VACANCIES

1. The term of office for Senate Members and the procedure for filling vacancies are as set out in the Act.
2. Senate Members conducting approved Senate business will be reimbursed for travel expenses according to the University's policies.

ARTICLE VII: CONFLICT OF INTEREST

1. Conflict of Interest Defined

- a. In general, a conflict of interest exists for Senate Members who use their position at the Senate to benefit themselves, friends or families.
- b. A Member should not use their position with the Senate to pursue or advance the Member's personal interests, the interests of a related person, the Member's business associate, corporation, union or partnership, or the interests of a person to whom the Member owes an obligation.
- c. A Senate Member shall not directly or indirectly benefit from a transaction with the University over which a Member can influence decisions made by the University.

- d. A Senate Member shall not take personal advantage of an opportunity available to the University unless the University has clearly and irrevocably decided against pursuing the opportunity, and the opportunity is also available to the public.
- e. A Senate Member shall not use their position with the Senate to solicit clients for the Senate Member's business, or a business operated by a close friend, business associate, corporation, union or partnership of the Member, or a person to whom the member owes an obligation.
- f. Every Senate Member shall avoid any situation in which there is, or may appear to be, potential conflict^[1] which could appear^[2] to interfere with the Member's judgment in making decisions in the University's best interest.
- g. There are several situations that could give rise to a conflict of interest. The most common are accepting gifts, favours or kickbacks from suppliers, close or family relationships with outside suppliers, passing confidential information to competitors or other interested parties or using privileged information inappropriately. The following are examples of the types of conduct and situations that can lead to a conflict of interest:
 - i. influencing the University to lease equipment from a business owned by the Senate Member's spouse;
 - ii. influencing the University to allocate funds to an institution where the Senate Member or his or her relative works or is involved;
 - iii. participating in a decision by the University to hire or promote a relative of the Senate Member;
 - iv. influencing the University to make all its travel arrangements through a travel agency owned by a relative of the Senate Member;
 - v. influencing or participating in a decision of the University that will directly or indirectly result in the Senate Member's own financial gain.
- h. A Senate Member shall fully disclose all circumstances that could conceivably be construed as conflict of interest.

2. Disclosure

- a. Full disclosure enables Senate Members to resolve unclear situations and gives an opportunity to dispose of conflicting interests before any difficulty can arise.
- b. A Senate Member shall, immediately upon becoming aware of a potential conflict of interest situation, disclose the conflict (preferably in writing) to the Senate Chair. This requirement exists even if the Member does not become aware of the conflict until after a transaction is complete.
- c. If a Senate Member is in doubt about whether a situation involves a conflict, the Member shall immediately seek the advice of the Senate Chair. If appropriate, the Senate may wish to seek advice from the University's legal counsel.
- d. Unless a Senate Member is otherwise directed, a Member shall immediately take steps to resolve the conflict or remove the suspicion that it exists.
- e. If a Senate Member is concerned that another Senate Member is in a conflict of interest situation, the member shall immediately bring their concern to the other member's attention and request that the conflict be declared. If the other Member refuses to declare the conflict, the Member shall

immediately bring their concern to the attention of the Senate Chair. If there is a concern with the Senate Chair, the issue shall be referred to the Vice-Chair.

- f. A Senate Member shall disclose the nature and extent of any conflict at the first meeting of the Senate after which the facts leading to the conflict have to that Member's attention. After disclosing the conflict, the Member:
 - i. shall not take part in the discussion of the matter or vote on any questions in respect of the matter (although the Member may be counted in the quorum present at the Senate meeting);
 - ii. if the meeting is open to the public, may remain in the room, but shall not take part in that portion of the meeting during which the matter giving rise to the conflict is under discussion, and shall leave the room prior to any vote on the matter giving rise to the conflict;
 - iii. shall, if the meeting is not open to the public, immediately leave the meeting and not return until all discussion and voting with respect to the matter giving rise to the conflict is completed; and
 - iv. shall not attempt, in any way or at any time, to influence the discussion or the voting of the Senate on any question relating to the matter giving rise to the conflict.

3. Outside Business Interests

- a. Senate Members shall declare possible conflicting outside business activities at the time of election or appointment. Notwithstanding any outside activities, Senate Members are required to act in the best interest of the University.
- b. No Senate Member shall hold a significant financial interest, either directly or through a relative or associate, or hold or accept a position as an officer or director in an organization in a material relationship with the University, where by virtue of their position in the University, the Member could in any way benefit the other organization by influencing the purchasing, selling or other decisions of the University, unless that interest has been fully disclosed in writing to the University.
- c. A "significant financial interest" in this context is any interest substantial enough that decisions of the University could result in a personal gain for the Senate Member.
- d. Senate Members who have been selected to the Senate as a representative of a stakeholder group or region owe the same duties and loyalty to the University and when their duties conflict with the wishes of the stakeholder or constituent, their primary duty remains to act in the best interests of the University. In general, it is not considered a conflict of interest for a member of a broad group (i.e. students, employees, faculty, alumni) to vote on matters that will impact that group. However, conflict could reasonably be considered to exist for the following identified groups when considering these matters:
 - i. Decisions directly affecting a specific instructional program in which:
 - I. a Student Member is enrolled;
 - II. a Faculty Member, Support Staff Member, or Appointed Member is employed; or

- III. the Senate Member has a Related Person enrolled or employed.
- ii. Decisions related to labour negotiations and labour relations:
 - I. for Faculty Members, Support Staff Members, and Appointed Members;
 - II. for a Senate Member with a Related Person who holds a faculty, employee, or appointed position at the University;
 - III. for a Senate Member with a Related Person who holds a position at another institution who could be seen to gain or benefit from information divulged on these matters.

4. Confidential Information

- a. Confidential information includes proprietary technical, business, financial, legal, or any other information that the University treats as confidential (including all matters discussed at in-camera meetings). Senate Members shall not either during, or following, their term as a Senate member, disclose such information to any outside person unless authorized.
- b. Similarly, Senate Members shall never disclose or use confidential information gained by virtue of their association with the University for personal gain, or to benefit friends, relatives or associates.
- c. If in doubt about what is considered confidential, a Senate Member shall seek guidance from the Senate Chair.

5. Outside Employment or Association

A Senate Member who accepts a position with any organization that could lead to a conflict of interest or situation prejudicial to the University's interests, shall discuss the implications of accepting such a position with the Senate Chair recognizing that acceptance of such a position might require the Member's resignation from the Senate.

6. Entertainment, Gifts, and Favours

- a. It is essential to fair business practices that all those who associate with the University, as suppliers or contractors, have access to the University on equal terms.
- b. Senate Members and members of their immediate families shall not accept entertainment, gifts or favours that create or appear to create a favoured position for doing business with the organization. Any firm offering such inducements shall be asked to cease.
- c. Similarly, no Senate Member shall offer or solicit gifts or favours in order to secure preferential treatment for themselves or the University.
- d. Under no circumstances shall Senate Members offer or receive cash, preferred loans, securities, or secret commissions in exchange for preferential treatment. Any Senate Member experiencing or witnessing such an offer shall report the incident to the Senate Chair immediately.
- e. Gifts and entertainment shall only be accepted or offered by a Senate Member in the normal exchanges common to established business relationships for the University. An exchange of such gifts shall create no sense of obligation on the part of the Member.

- f. Inappropriate gifts received by a Senate Member shall be returned to the donor.
- g. Full and immediate disclosure to the Senate Chair of borderline cases will always be taken as good-faith compliance with these standards.

7. Use of the Organization's Property

A Senate Member shall require the University's approval to use property owned by the University for personal purposes, or to purchase property from the University unless the purchase is made through the usual channels also available to the public. Even then, a Senate Member shall not purchase property owned by the University if that Senate Member is involved in an official capacity in some aspect of the sale or purchase.

8. Breach

A Senate Member found to have breached their duty by violating the minimum standards set out in these Bylaws may, by resolution of the Senate, be reprimanded or be asked to resign from the Senate.

ARTICLE VIII: STRUCTURE OF SENATE

1. Officers of Senate

- a. The Officers of Senate shall consist of the Chair, the Vice-Chair and the Secretary.
- b. The Chair of Senate is the President of the University.
- c. The Vice-Chair of Senate shall be elected each year by secret ballot by and from the Senate Members other than the Non-Voting Member.
- d. In accordance with the Act, the Secretary of the Senate is the Registrar.
- e. The University's legal counsel shall act as parliamentarian to the Senate.

2. Duties of the Officers and Members of Senate

- a. Duties of the Chair:
 - i. to call meetings of the Senate as provided in these Bylaws and in the Act;
 - ii. to ensure that an agenda is prepared and distributed for each meeting as provided in these Bylaws;
 - iii. to preside over all meetings of the Senate;
 - iv. to execute documents as authorized by the Senate;
 - v. maintain a liaison with the Board;
 - vi. to be the spokesperson and representative of the Senate;
 - vii. to perform such other duties as determined by the Senate.
- b. The Vice-Chair shall fulfill the duties of the Chair in their absence, and shall assist the Chair in the performance of their duties.
- c. The Secretary and their staff shall be responsible for:
 - i. maintaining an up-to-date record of minutes (which record shall be available for reference to all members of the University community upon request);

- ii. maintaining a current list of Senate Members, appointment dates and terms;
 - iii. issuing a copy of these Bylaws to newly elected Senate Members;
 - iv. circulating the agenda and materials for meetings at least seven (7) calendar days prior to a regular Senate meeting;
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- d. Each Senate Member has a duty to:
- i. act in what the Member considers to be the best interest of the University even if that conflicts with the wishes of any constituency that the Member may represent on the Senate; and
 - ii. consult with any constituency the member may represent and communicate to such constituency the matters dealt with at the Senate that are relevant to that constituency.

ARTICLE IX: SENATE ADMINISTRATION AND OPERATIONS

1. Regular and Special Meetings

- a. Regular meetings of the Senate shall normally be held monthly, except in July and August.
- b. A special meeting of the Senate shall be called at a time designated by the Chair, following a petition signed by one-half of the sitting Senate Members. The notice for any special meeting shall clearly specify the purpose of the meeting and shall be given at least seven calendar days before the meeting.
- c. Special meetings may be called by the Chair at any time upon seven calendar days' notice.
- d. At a special meeting, only the matter (or matters) specified in the notice convening the meeting shall be considered.

2. Procedures

- a. If a Non-Voting Member is appointed to the Senate by the Board, that Member may not initiate or second motions, nor may their presence be used to establish quorum.
- b. A quorum for Senate, or a committee of Senate, shall consist of a simple majority of voting Members. If within a half an hour from the time appointed for a meeting of the Senate, or a committee of Senate, a quorum is not present, the meeting shall stand adjourned to a date and time and place to be determined by the Chair, and if, at the adjourned meeting, a quorum is not present within a half an hour of the time appointed for the meeting, the Members present shall be a quorum.
- c. A Senate Member may participate in a meeting of the Senate or of any committee of the Senate by means of a conference telephone or other communication device by which all Members participating in the meeting can hear each other. A member participating in accordance with this Article shall be deemed to be present at the meeting and shall be counted in the quorum.
- d. The meetings of Senate and its Committees shall be governed by:

- i. the Act;
 - ii. these Bylaws and;
 - iii. Robert's Rules of Order Newly Revised with respect to procedural matters not governed by the Act or these Bylaws,
- e. Each voting Member shall have one vote on a motion. Decisions shall be made by majority vote of the voting Members present at the meeting who cast a vote. The names of those opposed shall not be recorded unless a Member requests that they be recorded. Provided, however, that matters before the Qelmúcw Affairs Committee, and other committees designated by Senate from time to time, will proceed with consensus.
- f. Any elected or appointed Member of Senate or elected or appointed member of a Committee of Senate may be granted a leave of absence by a resolution of the Senate or the Committee, as the case may be, for an amount of time less than the remainder of the Member's current term. A Member's term on Senate or Committee of Senate is not extended by the granting of a leave of absence. Any such Member who is absent for three consecutive meetings, without a resolution of the Senate or the Committee, as the case may be, authorizing that absence shall be deemed to have vacated their seat on the Senate or Committee, as the case may be. Any Student Member who ceases to be a student in good standing at the University, or any Support Staff Member who ceases to be an employee of the University, or any Faculty Member who ceases to be an employee of the University, or any Appointed Member that ceases to represent their constituency shall be deemed to have vacated his/her seat on the Senate and any Committee of Senate on which the individual sits. (*For Guidelines Concerning Representation on Senate, see Appendix A*)
- g. For each motion or amendment, the Chair shall develop a speakers list. A Senate Member may speak a second time on a motion or amendment only after the Chair has exhausted the list of first-time speakers. The mover of a motion or amendment shall have the final opportunity to speak.
- h. Proposed presentations to Senate by particular groups or individuals are to be approved at an earlier meeting of Senate.
- i. If a proposed presentation to Senate does not have Senate approval from a previous meeting then approval must be sought prior to the presenters joining the meeting.
- j. Standing or Ad Hoc Committees must submit written reports to the recording secretary at least ten (10) calendar days prior to a scheduled Senate meeting.
- k. Suggestions for agenda items will be received by the Chair from any Senate Member at least ten (10) working days prior to a scheduled Senate meeting.
- l. It is expected that items presented to Senate or its committees will normally have been vetted or screened by the appropriate faculty or administrative body prior to being presented to Senate.
- m. All matters referred by Senate to its standing committees should usually include instructions to address specific questions and to make recommendations within a specified time frame to Senate.

3. **Presentations**

Written presentations to the Senate by members of the University community are to be delivered to the recording secretary of the Senate at least 10 calendar days before the scheduled meeting at which the presentation is to be made.

4. **Minutes and Records**

The Secretary and their staff shall maintain an official repository of Senate records and documents.

ARTICLE X: AMENDMENTS AND REVISION OF BYLAWS

Bylaw amendments shall be approved by a majority of Senate Members after at least 14 days notice of any proposed amendment has been given by Notice of Motion published by the recording secretary of the Senate.

ARTICLE XI: THE STATUS OF OBSERVERS

1. Senate and committee meetings, with the exception of the Student Academic Appeals Committee, shall be open to the University community and members of the public.
2. Notwithstanding Subsection (1) of this Article, if a topic or topics on the agenda contain material that is deemed private or confidential, the Chair shall have the right to require those matters to be dealt with in camera and such matters will be confidential.

ARTICLE XII: COMMITTEES

The Senate shall appoint such standing and ad hoc committees as it, from time to time, shall determine necessary and the Senate shall determine the membership, the method of appointment or electing members, and the Terms of Reference to said committees.

Approved by the Senate:
Roger H. Barnsley, President & Vice-Chancellor
Senate Chair

Date: February 27, 2006

[1] "*conflict*" means a conflict of interest or apparent conflict of interest.

[2] "*apparent*" conflict of interest means any situation where it would appear to a reasonable person that the Member is in a conflict of interest situation.

Division shall be a voting member(s) of the Council.

Guidelines Concerning Representation on Senate Appendix A to Senate Bylaws under Article IX(2)(f)

Under the *Thompson Rivers University Act*, the Senate is composed of 44 voting members who represent various constituencies within the University. The representation of these constituencies is a key goal of the way Senate membership is structured. From time to time, Senate may have concern with respect to whether a particular constituency is being adequately represented, e.g. due to a Senate member's absence. These Guidelines seek to provide guidance with respect to such concerns.

1. Absence from Senate

There are 28 elected Senate members representing: faculties, students, teaching staff in the Open Learning Division and support staff. There are two appointed Senate members representing: TRU Alumni and an administrator from the Open Learning Division.

When a Senate member is absent from Senate, the constituency that that member is supposed to represent is being represented less than is intended by legislation. Under Article IX of the Senate's bylaws, an elected Senate member who is absent for 3 consecutive ordinary meetings of Senate, without a resolution of Senate authorising that absence, is deemed to have vacated their seat.

Senate members are expected to submit their request for absence from Senate to the Steering Committee in writing. In determining whether to authorise a leave of absence, the Steering Committee will make a recommendation to Senate based on the established guidelines of intended constituency representation on Senate.

In the case of a request by a faculty member for leave of absence, the Steering Committee should seek a recommendation from the relevant Faculty Council and would normally accept the recommendation in determining whether to grant a leave of absence.

In considering a request for a leave of absence for Senate members who are not faculty members, the focus should not be normally on the reason for the absence, as this would involve engaging in an exercise of assessing which reasons justify a leave of absence and which do not. The focus should be primarily on the impact there would be on the representation of the relevant constituency if it did, or did not, authorise the leave of absence. This will usually entail a consideration of whether there is another qualified representative who could represent the relevant constituency sooner than the incumbent would return to Senate.

To be fair to their constituents, elected and appointed members of Senate who expect to be absent from Senate for more than 3 consecutive ordinary meetings, normally should promptly seek a leave of absence, or resign their seat, rather than allowing their seat to be vacant for 3 meetings before it is deemed to be vacated and then, subsequently, filled.

When a vacancy is filled after a Senate member has resigned or vacated their seat, the new Senate member holds office during the balance of the term of the member they replace.

Example:

Senate member A (who is not a faculty member) recognizes that they will be out of the country for a semester and unable to attend Senate meetings, even by telephone. This would mean they would miss 3 or more consecutive ordinary meetings of Senate and be deemed to have vacated their seat, unless they secured an authorized leave of absence from Senate. In this case, Member A should notify the Secretary of Senate of the expected absence; if they wanted to seek a leave of absence from Senate they would ask a colleague on Senate to request a leave of absence for Member A. If such a request were to be made to Senate, Senate would be primarily concerned with seeing the relevant constituency gets the representation intended for it on Senate. In doing this, Senate would take into account that, if Senate did not grant the leave of absence, a vacancy would arise and, under the Election Procedures approved by Senate, a vacancy in respect of an elected member is to be filled by the candidate from the constituency who received the next highest number of votes in the most recent election. Accordingly, in this example, Senate would ascertain whether there had been another candidate for the relevant seat in the last election, and if so, Senate should normally enquire whether that other candidate was prepared to assume a seat in Senate if member A ceased being a member. If the other candidate was prepared to do so, Senate would normally decline to authorize a leave of absence for Member A. To do otherwise would leave a constituency under-represented when there was a qualified representative able to represent the constituency. This is an example only; the guiding principle should normally be whether granting the leave of absence would enhance or detract from the representation of the relevant constituency on Senate.

2. Release and Secondment

Of the four types of constituencies represented on Senate by elected members (faculties, students, teaching staff of the Open Learning Division and support staff), three are represented on Senate by Senate members who are employees of the University.

These representatives may, from time to time, be released from their usual employment duties or be seconded (including being re-assigned) to other duties. Elected Senate members should keep the Secretary of Senate advised of any significant secondment or release.

In such cases, Senate should be concerned with regard to whether the Senate member still represents their constituency as contemplated by the legislation. The guiding concern for Senate will be the extent to which the Senate member will be engaged in activities other than those directly related to the constituency. This will normally involve a consideration of: (i) the proportion of the member's time that

they will be away from the constituency; and (ii) the length of time the member will be away from the constituency.

Usually, if a member will be engaged in duties directly related to the constituency for 50% or more of the member's time in any academic year, the member will be considered to continue to represent their constituency. In each case Senate will have to consider whether the secondment or release results in the member being engaged in activities other than those "directly related to the constituency" based on the specific facts of that secondment or release.

If Senate concludes that a member, due to release or secondment, has ceased to represent their constituency, Senate would normally advise the member of that conclusion. Once a member ceases representing a constituency, it would normally not be appropriate for the member to attend Senate on behalf of that constituency. The Senate member would then be absent for the period of the secondment or release. If this absence were to continue for 3 months, the considerations set out above with respect to Absence from Senate would apply with regard to whether the member should seek, or be granted, a leave of absence.

In circumstance where a Senate member is seconded or released from their regular duties, but the extent of that secondment or release does not result in the member being deemed to have ceased to represent their constituency, the member could still be placed in a conflict of interest on some issues before Senate due to the secondment or release, and, in this event, the Conflict of Interest provisions of the Senate Bylaws would apply.

3. Students

It is possible for student representatives on Senate to cease representing their constituency, i.e., the students. The Senate Bylaws provide that any student who ceases to be "a student in good standing at the University" shall be deemed to have vacated their seat on Senate. Under the Election Procedures approved by Senate, a "student" is defined to be a person who is enrolled in at least one credit course or program at the University (at the commencement of nominations) which is of sufficient length to allow the student to complete their one year term of office. Accordingly, Senate considers that, to be in "good standing", the student must be actively engaged in pursuing their education at the University and not be suspended from the University. If a Senate member elected as a student ceases being a student in good standing for a period of time, it would not be appropriate for that person to attend Senate during the period when they are not a student; under these circumstances the considerations set out above with respect to Absence from Senate would apply with regard to whether the Student member should be granted a leave of absence.

4. Appointed Members.

It is also possible for Appointed Members on Senate to cease representing their constituency, i.e., the Alumni Member or the Open Learning Division Administrator

Member. Under the University Act, an “alumni” member is an alumnus who is not a faculty member and is appointed by the President on nomination by TRU Alumni. An “administrator from the Open Learning Division” is an administrator that has been appointed by the President. If Senate concludes that an Appointed Member ceases to represent their constituency, then it would not be appropriate for the member to attend Senate on behalf of that constituency. If this absence were to continue for 3 months, the considerations set out for other voting Senators with respect to absence from Senate would apply, and the Appointed Member shall be deemed to have vacated their seat on Senate unless that member has sought or was granted a leave of absence.

**Steering Committee
Report to Senate**

Wednesday, January 10th, 2024

1. APPOINTMENTS TO COMMITTEES

The Steering Committee recommends the following volunteers for appointment by Senate:

a. Environmental Sustainability Advisory Committee (“ESAC”)

Staff:

- **Peter Hrkac**, (2nd term)

b. Academic Planning and Priorities Committee (“APPC”)

Faculty:

- **Sina Keshvadi**, Faculty of Science

c. Budget Committee

Faculty or Open Learning Faculty Member (OLFM):

- **Gordon Rudolph**, OLFM

d. Steering Committee

Faculty:

- **James Sudhoff**, Faculty of Science (2nd term), re-elected as chair
- **Salman Kimiagari**, Bob Galardi School of Business and Economics (BGSBE), (2nd term)

e. Educational Programs Committee (“EPC”)

Faculty:

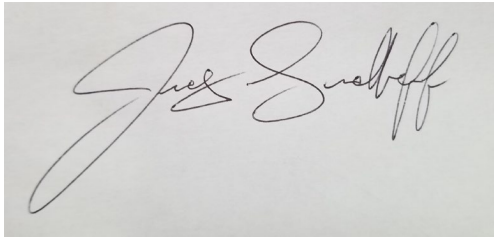
- **Kyle Dorion**, Trades and Technology

f. **Teaching and Learning Committee**

Faculty:

- **Jerry Isaak**, Faculty of Adventure, Culinary Arts and Tourism (FACT)

Respectfully submitted,

A handwritten signature in black ink on a light gray background. The signature is written in a cursive style and reads "James Sudhoff".

James Sudhoff, DVM
Chair, Steering Committee of Senate



Academic Integrity Committee Report 2022 - 2023 Academic Year

Thompson Rivers University (TRU)'s Student Academic Integrity policy (ED 5-0) creates obligations for TRU employees (administrators, faculty, staff, and students) to act with integrity in scholarship, teaching, and coursework. The policy also sets out specific academic integrity obligations for the Academic Integrity Committee and the Office of Student Affairs.

ED 5-0 requires that the Office of Student Affairs “shall produce and present to Senate a report of academic integrity cases on an annual basis... (ED 5-0 1(2)(b))”. This report, prepared jointly by the Director of the Office of Student Affairs and the Academic Integrity Committee Chair, is submitted to meet that requirement. The report provides statistics for the 2022/23 academic year (September 1, 2022 to August 31, 2023), along with historical data for context and comparison. The report also summarizes the academic integrity related training and professional activities that members of the TRU community, including Academic Integrity Committee members and Office of Student Affairs staff, have participated in to remain current with academic integrity challenges and best practices (see Appendix C).

The Academic Integrity Committee is a standing committee of Senate, with broad membership (see Appendix A). Its formal Terms of Reference are extensive and include responsibilities to

- review the Academic Integrity Policy and make recommendations for change
- review cases as necessary acting as an impartial adjudicator
- administer the Academic Integrity Policy by determining resolutions or sanctions on cases which have been referred to the Committee
- provide education to faculty, staff, and administration regarding the implementation of the Academic Integrity Policy

Given the volume of cases and current resource levels, the committee's primary focus has been on adjudication of cases. With the stabilization of cases across the 2022/23 academic year, the Academic Integrity Committee has pursued several initiatives related to academic integrity policy and education (discussed below).

The Office of Student Affairs functions as a secretariate for the Academic Integrity Committee. Central to this is Julia Hedge, the Office of Student Affairs Administration Assistant, who maintains the Academic Integrity Committee records and manages communications on cases. Emilio Porco, the Learning Strategist for Academic Integrity, has wide-ranging responsibilities for (i) academic integrity related programming and prevention strategies and (ii) student support in academic integrity adjudication. In addition, the Office of Student Affairs collaborates closely with TRU's Writing Centre which produces materials, hosts workshops, and offers classes on academic integrity related topics.

Since the beginning of 2023, the Academic Integrity Committee, with the assistance of the Office of Student Affairs, meets and adjudicates regularly, without a backlog of cases. The reduction of backlog reflects the fact that the number of cases being submitted to the committee has continued to decline since the conclusion of the institutional COVID-19 pandemic response. Case numbers have, in fact, now declined for the third year in a row (see Figure 1) returning to pre-pandemic levels. In addition, the procedural efficacy reflects the relative stability of Academic Integrity Committee membership and the quality and dedication of the current Academic Integrity Committee and the Office of Student Affairs, including several members with specialized knowledge and experience in academic integrity matters.

This stabilization in the volume of adjudication has permitted the Academic Integrity Committee and the Office of Student Affairs to pursue several academic integrity-related initiatives. These include (i) the creation and circulation of academic integrity guidance for faculty and students, (ii) the creation of an online Academic Integrity Hub that gathers academic integrity information from Kamloops and Williams Lake campuses, and (iii) the ongoing development of an academic integrity app for processing cases. In addition, we are working together to (i) better coordinate with the wide variety of academic integrity-related texts and workshops produced across campus (e.g., the Centre for Excellence in Learning and Teaching (CELT), Learning Technology & Innovation, and the libraries), (ii) fill ongoing committee vacancies, (iii) establish better, more useable records of our principles and decisions, and (iv) expand rehabilitative options for students who are sanctioned for departures from academic integrity.

Future academic integrity challenges require us to continue to promote a rational, holistic approach to academic integrity by ensuring that (i) the TRU community is appropriately and consistently educated about academic integrity matters, (ii) cases continue to be treated in a fair, consistent, and timely manner, and, where appropriate, (iii) The Academic Integrity Committee decisions are rehabilitative rather than retributive and (iv) the challenges of artificial intelligence, especially text-generative technologies, like ChatGPT, are addressed.

Finally, we want to acknowledge the new academic integrity arrangements approved in principle by the Senate in early 2023. Those changes will alter academic integrity-related institutions across campus (including the creation of an Academic Integrity Office), adjudication (including significant decentralization of decision-making), and resourcing (i.e., additional funds). To prepare for the new arrangements, the Chair of the Academic Integrity Committee has joined the Academic Integrity Action Planning Group.

Cassie Greenough
Director, *Office of Student Affairs*

Seán Patrick Donlan
Chair, *Academic Integrity Committee*

Appendix A
Academic Integrity Committee Membership Roster
2022-2023 Academic Year

Representative	Name
Chair	Seán Patrick Donlan
Vice-Chair	Vacant (filled October 2023)
Faculty of Science – Faculty Member	Mahnhoon Lee
Faculty of Arts – Faculty Member	Benjamin Woodford
Faculty of Adventure, Culinary Arts & Tourism – Faculty Member	Vacant (Since 2020)
Faculty of Education & Social Work – Faculty Member	Vacant (filled November 2023)
Faculty of Law – Faculty Member	Seán Patrick Donlan
School of Business & Economics – Faculty Member	Vacant (filled November 2023)
School of Trades & Technology – Faculty Member	Bryce Coombs
School of Nursing – Faculty Member	Krista Lussier
Faculty of Student Development – Faculty Member	Jenna Goddard
Open Learning – Non-Faculty Member	Iain Pardoe
Dean	Daleen Millard
TRU World Representative	Vacant (since May 2023)
University Library Representative	Vacant (since 2021)
Student	Anika Jovner
Student	Jannat Bhullar/Timur Rakhimov
Student	Mughe Nji Mbitaownu
Graduate Student	Hsu Thet Maw
Ex Officio Student Affairs Officer	Cassie Greenough
Academic Integrity Learning Strategist	Emilio Porco
Recording Secretary	Julia Hedge

Committee Status

Meeting dates are determined by the Committee on a weekly basis, as required. Meetings are taking place in a timely manner as cases are sent to the Committee. Normally, Academic Integrity Committee meetings are held weekly on Thursday for 90 minutes. Also, The Faculty of Education & Social Work and the School of Business & Economics positions have since been filled for the 2023/24 academic year.

Wayne Singular, after many years of dedicated leadership, stepped down as Chair in December 2023. In January of 2023, Mahnhoon Lee stepped forward as Chair with Seán Patrick Donlan acting as Vice-Chair. As of June of 2023, Mahnhoon Lee resigned as Chair and Seán Patrick Donlan stepped forward as Interim-Chair. Seán Patrick Donlan was voted as Chair in September 2023 with Iain Pardoe as Vice-Chair.

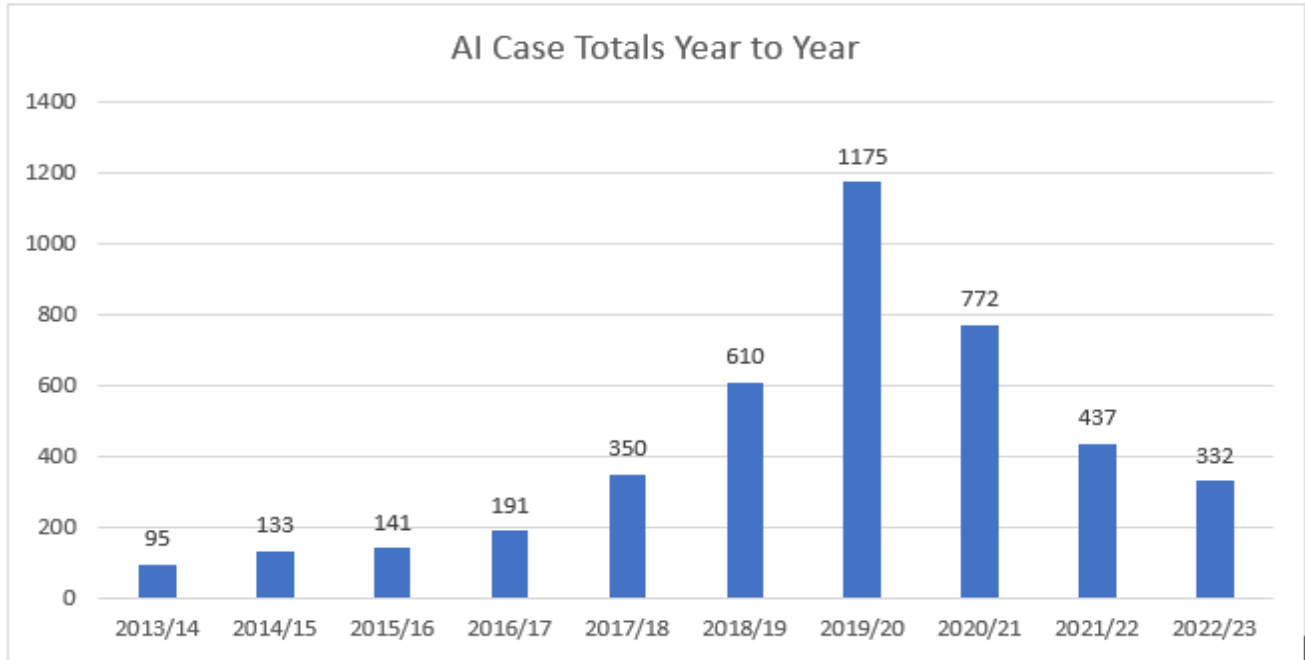
Exiting Academic Integrity Committee Members

The Academic Integrity Committee appreciates the hard work of the members on the committee and would like to thank past 2022/23 student representatives and faculty members for their service and support.

Appendix B
Academic Integrity Cases
2022 - 2023 Academic Year

Figure 1

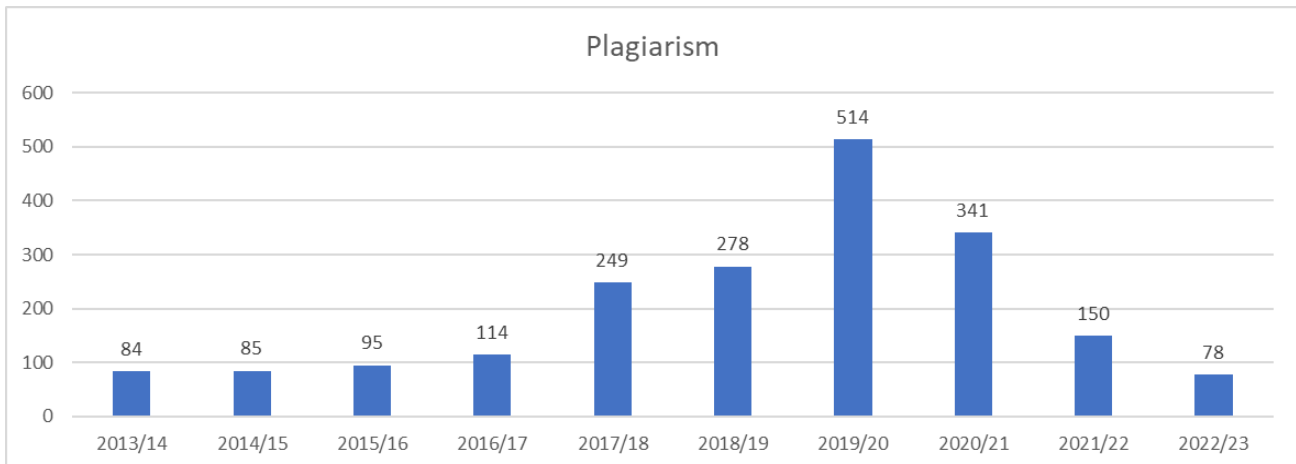
Academic Integrity Cases by Academic Year, September 1, 2022, to August 31, 2023



Note: Figure 1 provides a breakdown of the total number of cases adjudicated by the Committee. The 2022/23 academic year saw the third consecutive annual decrease in the total number of cases reviewed. The number of cases in 2022/23 are now comparative to numbers seen in the 2017/18 academic year, before the COVID-19 pandemic. During the pandemic all courses switched to a virtual platform which increased opportunities for students to depart from academic integrity. The total number of cases peaked in the 2019/20 academic year at 1,175 and have steadily declined annually.

Figure 2

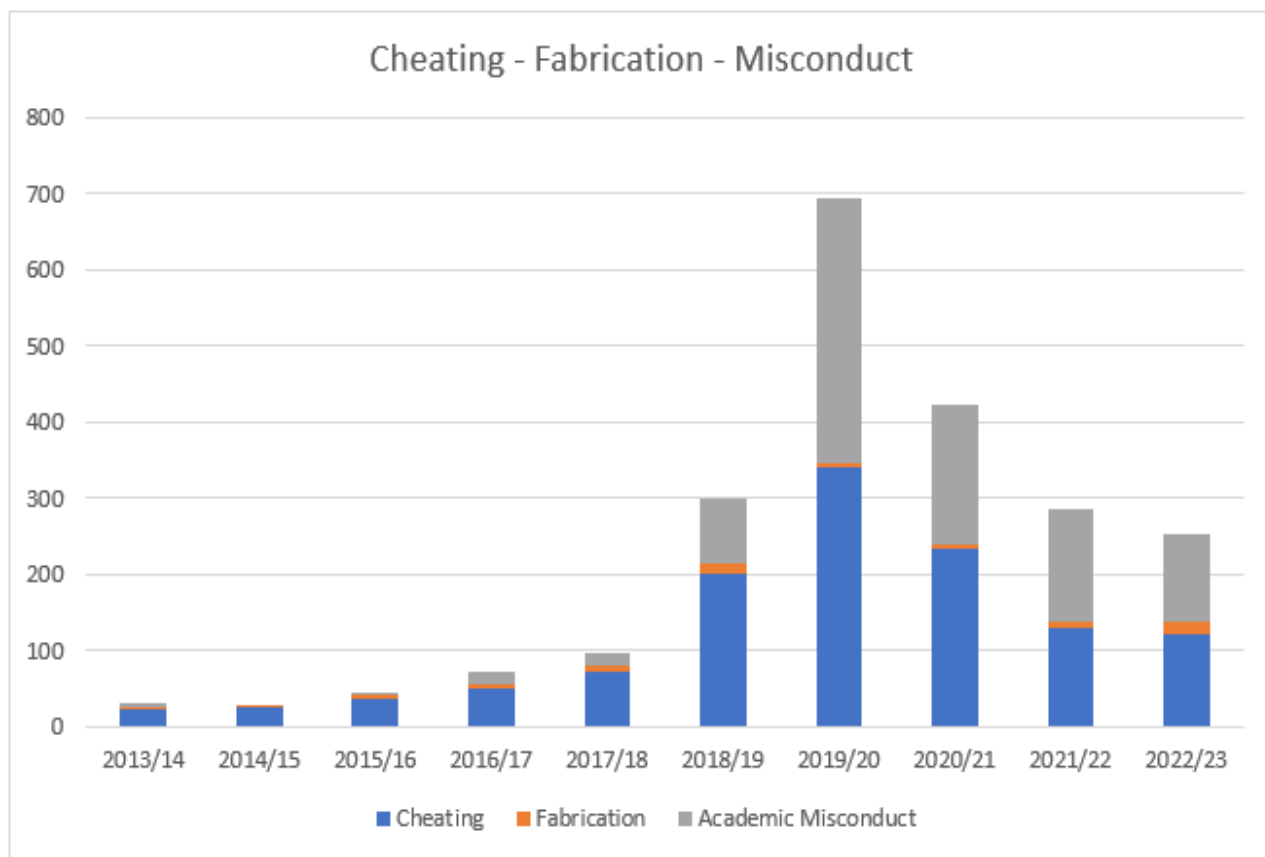
Plagiarism Cases by Academic Year, September 1, 2022, to August 31, 2023



Note: Figure 2 indicates that the annual percentage of cases involving plagiarism is declining. In the 2018/19 academic year, 43.7% of cases reviewed involved plagiarism. In the 2022/23 academic year, 23.5% cases involved plagiarism.

Figure 3

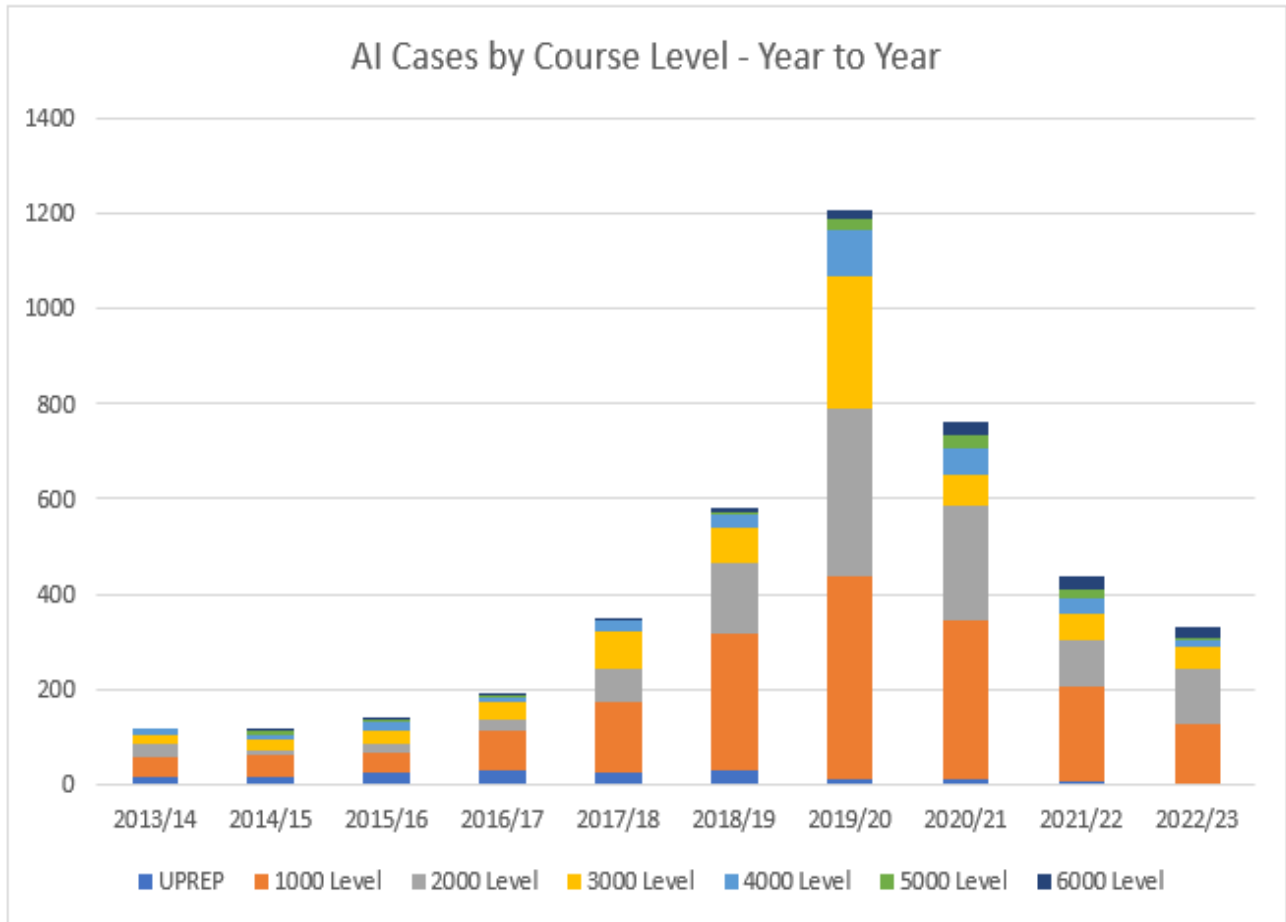
Academic Integrity Cases by Type, September 1, 2022, to August 31, 2023



Note: Figure 3 indicates the types of infractions within academic integrity cases. Fabrication cases are increasing with the onset of text-generative technologies. The number of fabrication cases is likely to continue to trend upwards.

Figure 4

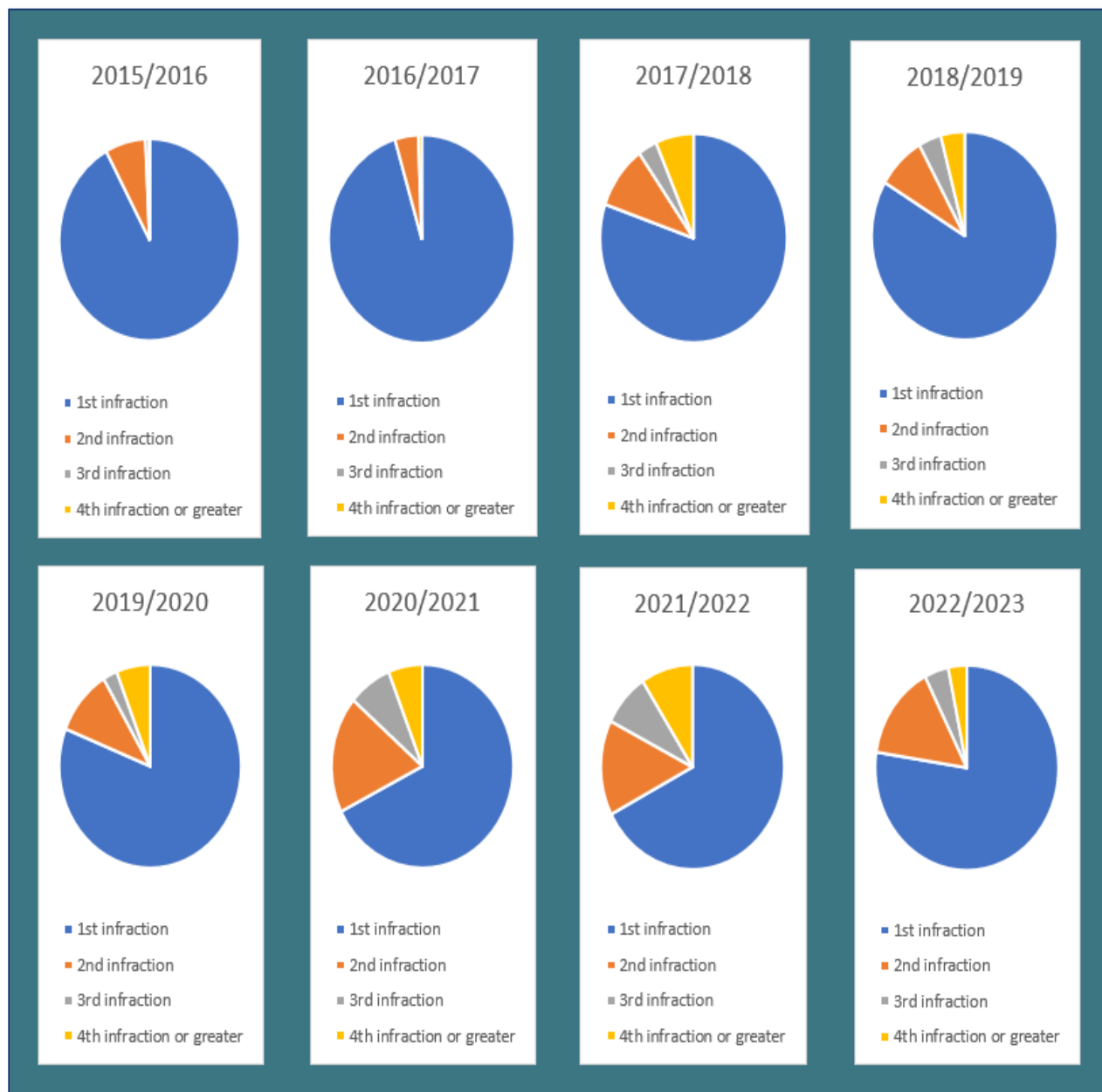
Academic Integrity Cases by Course Level, September 1, 2022, to August 31, 2023



Note: Figure 4 provides a breakdown of course levels in which academic integrity departures occurred. The 2022/23 academic year is seeing partial return to pre-COVID ratios, except for violations occurring in the 6,000 level courses. In the 2017/18 academic year, 5 cases involved 6,000 level courses. In the 2022/23 academic year, 25 cases involved 6,000 level courses. The timing of the rise in departures in 6,000 level courses may correspond with the development of text-generative technologies, though this supposition is not confirmed. Cases involving 6,000 level courses should be evaluated further to understand the source of the increasing trend. Over the 2023/24 academic year, the Office of Student Affairs will note in our data collection when text-generative technologies were involved in academic integrity departures. Preventative initiatives should continue to target students in their first two years of study.

Figure 5

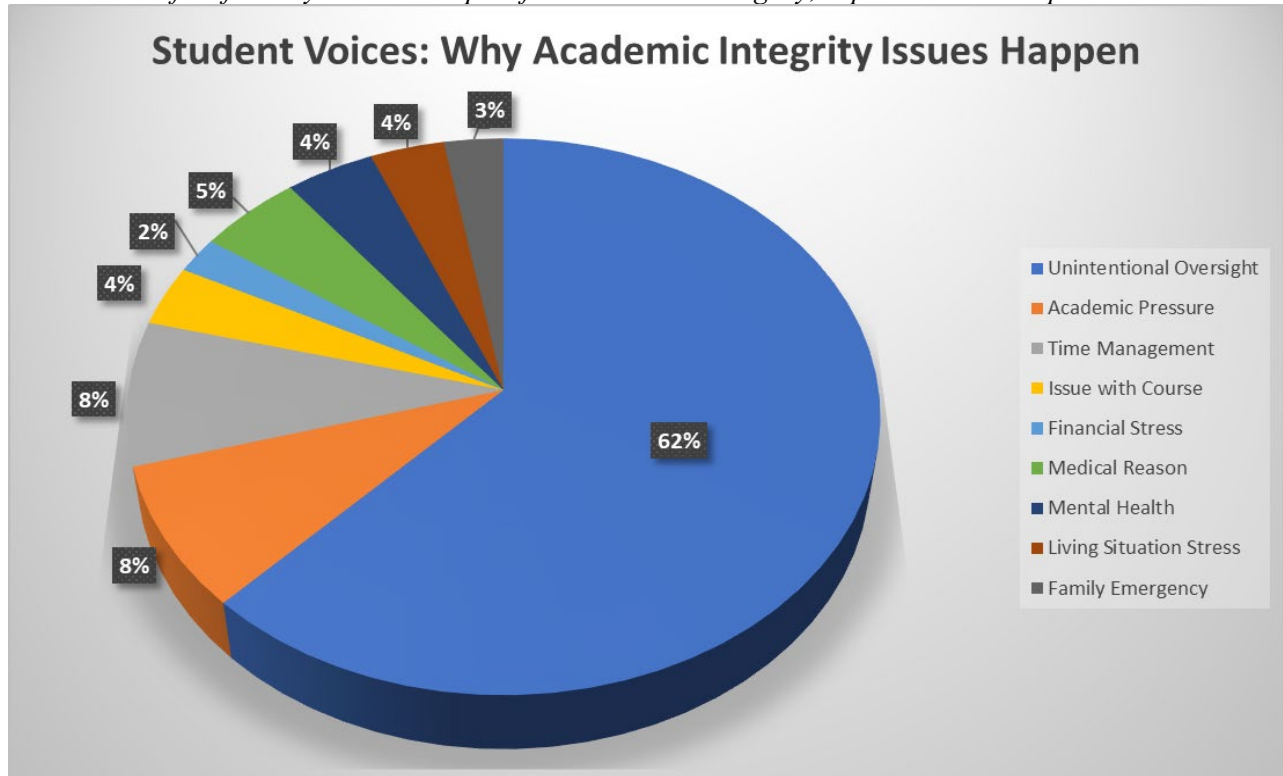
Repeat Infractions by Year as the Proportion of Cases Submitted, September 1, 2022, to August 31, 2023



Note: Figure 5 provides a breakdown of the number of cases that are repeat infractions, specifically the number of cases where an alleged departure is a student’s first, second, third, fourth, or more. This year we are seeing a partial return to pre-COVID ratios, especially with third or fourth infractions.

Figure 6

Themes Identified for Why Students Depart from Academic Integrity, September 2022- April 2023.



Note: In 2023, the Office of Student Affairs reviewed 143 submitted case forms from September 2022-April 2023 to obtain a snapshot of why academic integrity issues occur. The Office of Student Affairs pulled any written information from the case forms on why students depart from academic integrity and codified specific themes. Most cases (62%) occurred due to an unintentional oversight. The following two themes most often identified were academic pressure (8%) and time management (8%). These themes suggest that a well-placed, preferably mandatory, education on academic integrity along with skill building resources may reduce departures from academic integrity.

Appendix C

Educational Activities & Intervention Strategies Sept 1, 2022, until August 31, 2023

This appendix covers educational activities and intervention strategies managed by the Office of Student Affairs and The Academic Integrity Committee. This list is not exhaustive of the initiatives supported by other offices on campus.

Institutional Memberships in Relevant Organizations

- International Centre for Academic Integrity (ICAI)
- British Columbia Academic Integrity Network (BCAIN)
- Restorative Justice & Post-Secondary Education Collective

The Departure of the Learning Strategist for Academic Integrity

Emilio was the successful candidate for a Manager of Academic Integrity Position at NVIT and will be leaving TRU as of November 24, 2023. A special thank you to Emilio Porco for his continued research, development, and implementation of education and prevention work and student support regarding Academic Integrity.

Presentation Facilitation (24 total)

The Learning Strategist facilitated 12 trainings between September 1, 2022, and August 31, 2023. The strategist also attended 7 cross training workshops with TRU Gagliardi, The ILT team with Brenna Clark Gray, and Student Case Managers. On February 17, 2023, the learning strategist presented research pertaining to academic integrity and TRU with Jim Hu at TRU's TPC. The Office of Student Affairs provided introductory information on academic integrity to over 900 students during the international student summer and winter orientations.

Topics included: Academic Integrity Process and Policy Review; Introduction to Academic Integrity, Academic Integrity Week: Contract Cheating and Homework Systems, Academic Integrity and Indigenous Knowledge tabling event; Information About Academic Integrity: Supports for Your Academic Toolbox; Getting to know AI: Need to Know Information for Support Staff

Workshop Participation (27 total)

The learning strategist attended 27 workshops provided by International Center for Academic Integrity, Assiniboine College, Douglas College, University of Calgary, Ryerson University, Langara College, and Vancouver Community College.

Tabling Events (8 total)

The Learning strategist organized three academic integrity focused tabling events: Indigenous Knowledge and Academic Integrity; Art: Appropriation or plagiarism; and Academic Integrity Case Scenarios. The Office of Student Affairs provided service outreach around academic integrity support at the Winter Resource Fair, the New Faculty Orientation, the Welcome BBQ, and the Winter Open House.

Student Support Statistics

Figure 7

The number of student support requests made by student type, September 1, 2022, to August 31, 2023

Student	Meetings	Email Correspondence
Domestic Student	0	69
International student	14	584
Open Learning	2	345
On campus	0	39
Faculty Staff Inquiries	0	207

Note: Faculty and staff inquiries are inquiries made by faculty or staff about a student case or suspected breach of the Academic Integrity Policy (ED 5-0).

Student support requests reduced from the previous year. In the 2021/22 academic year there were 2,118 student support reach outs compared to 1,244 in the 2022/23 academic year. The decline in support requests is reflective of the decline in cases being submitted to the committee for adjudication. The increased procedural efficacy of the committee, and the associated reduction of backlog of cases, resulted in a drop in the number of students making requests for case status updates. It is interesting that 34.4% of reach outs are staff and faculty inquiring about steps to take in specific cases. Education needs to remain holistic and target students, faculty and staff. This is especially important as changes to the Academic Integrity Policy (ED 5-0) are implemented that impact processes faculty follow to submit cases for adjudication.

Academic Integrity Initiatives by the Office of Student Affairs

1. Coordinated Action Plan (January 7, 2022): Emilio Porco and nursing faculty member, Krista Lussier, created a coordinated action plan with a focus on rehabilitation for students who are sanctioned for a first or second academic integrity departure. This plan is ready to be used as an educational sanction as deemed appropriate by committee members.
2. Research on academic integrity and first year students (Oct 2022-current): The Office of Student Affairs has an ongoing collaboration with Jim Hu who researches the types of academic integrity violations amongst first year students at TRU.
3. Centralized Academic Integrity Hub (August 2023): The Office of Student Affairs facilitated the development of a centralized, virtual hub to house academic integrity resources. Though the hub is in its infancy, it includes 26 resources for faculty, staff, and students. The foundational webpage launched in Oct 2023. Feedback collection on the resources from the Academic Integrity Committee will be incorporated in December 2023. The Office of Student Affairs hopes to collaborate with campus partners to collect feedback and build a robust collection of educational resources throughout the 2023-24 academic year.
4. Online Academic Integrity Application: The 2021/22 academic year saw the initial development of an academic integrity app to streamline administrative processes for the submission of case reports and sanctioning letters. The current focus of this initiative is transitioning the current version to be adaptable to the changes that are implemented by the Academic Integrity Planning Group.

Collaboration with the Academic Integrity Action Planning Group

The Chair of the Academic Integrity Committee was accepted as a member of the planning group in November 2023. The Office of Student Affairs is preparing for transfer of administrative tasks to the incoming Academic Integrity Office. Consultation with the Academic Integrity Action Planning group began in September 2023.

Campus Wide Approaches to Prevention and Education

The Office of Student Affairs acknowledges the continued dedication of campus stakeholders, as well as individual faculty and staff, who support the education and prevention strategies across campus. We specifically want to acknowledge the dedication and support of The Writing Center, Open Learning, CELT, and the library in resource development and distribution across campus. Both the Chair of the Academic Integrity Committee and the Office of Student Affairs hope to expand opportunities for collaboration to create a cohesive approach to prevention and education as we move into the 2023/24 academic year. We are also planning on incorporating resource promotion and training promotions within the online hub over the next year.



REPORT OF THE UNIVERSITY SABBATICAL LEAVE COMMITTEE (USLC)

Prepared for Senate: December 15, 2023

1. Members of the 2022 University Sabbatical Leave Committee

<u>Name</u>	<u>Faculty</u>
Shannon Wagner	Chair
Tara Lyster	TRUFA Rep
Mohamed Tawhid	Science
Tanya Sanders	Nursing
Belayet Hossain	Business
Jason Brown	FESW
Kathleen Scherf	Arts
Ryan Gauthier	Law
Judith Chomitz	Tourism

2. Meetings:

The USLC has met two times in December. We received 32 applications with 31 approved and 1 denied.

31 applications were approved (17 for 6-month duration; 14 for a 1-year duration).

19 of the applications were from Tripartite faculty members and 12 applications from Bipartite faculty members.

Historical Averages:

2014	17 applications (11 Tripartite; 6 Bipartite)
2015	20 applications (11 Tripartite; 9 Bipartite)
2016	30 applications (20 Tripartite; 10 Bipartite)
2017	24 applications (17 Tripartite; 7 Bipartite)
2018	22 applications (12 Tripartite; 10 Bipartite)
2019	26 applications (18 Tripartite; 8 Bipartite)
2020	16 applications (13 Tripartite; 3 Bipartite)
2021	23 applications (13 Tripartite; 10 Bipartite)
2022	17 applications (10 Tripartite; 7 Bipartite)

Total 195 applications; 90% success rate overall

Respectfully submitted on behalf of the University Sabbatical Leave Committee,
Shannon Wagner, VP of Research

From: [Craig Jones](#)
To: [Secretariat](#)
Subject: Motion for Senate
Date: Sunday, 07 January 2024 06:15:51 AM

Hello, I would like to put this motion forward for the next Senate meeting. Thanks.

"RESOLVED that prior to Senate giving advice to the Board with respect to program eliminations or reductions in the Visual Arts Programs, the ED 8-4 review of the Visual Arts programs that was due in 2018 must be completed."

CEJ

Craig E. Jones, K.C. B.G.S., LL.B., LL.M.

Professor of Law
(250) 318-0973 (Mobile)

Please note: if you need to communicate with me in my capacity as counsel, including as General Counsel to the Premier, please use my firm address, cjones@branmac.com or call (604)631-2567 (office) or (250) 318-0973 (Mobile).

To: Dr. Gillian Balfour, Provost
Cc: Dr. Brett Fairbairn, President
From: Dr. Richard McCutcheon, Dean
Date: October 20, 2023
Re: Feedback on BRD 8-4 Program Reductions and Eliminations

As per your request of September 28, 2023, please find below my feedback and suggestions regarding Visual Arts programming in the Faculty of Arts.

Of the six Visual Arts programs identified by you for elimination or reduction I suggest that three of those programs continue to be offered – albeit with significant revisions. I suggest three of those Visual Arts programs be phased out; *however*, I also strongly support incorporating elements of those three programs into a major and minor in Communication Design.

The three programs that I suggest be *retained* are:

1. Visual Arts Diploma
2. Certificate in Literary and Art History
3. Certificate in Drawing and Painting

The three programs that I suggest be *phased out* are:

1. Bachelor of Fine Arts
2. Bachelor of Arts Minor in Visual Arts
3. Visual Arts Studio Certificate

Two programs that have direct bearing on this discussion, and which are being prepared for consideration in the academic approval process, are:

1. Communication Design Major
2. Communication Design Minor

I strongly support these two latter additions to our program offerings in the Faculty of Arts as our research shows they would meet many needs and would be highly desirable to students in Kamloops and the region.

My recommendation to the Board regarding Visual Arts has been reinforced by careful strategic thinking done in the Faculty of Arts by faculty members over the past several years. I do not arrive at the above conclusions lightly or with any suggestion that the work done in Visual Arts is not important. Every program area in Arts is important and has value. But there are harsh realities facing faculties of arts across the province and in the country that we cannot ignore. My

goal continues to be to encourage decisions that will lead to a vital and viable Faculty of Arts at TRU over the next decade. I believe we now must make some difficult strategic decisions with the resources that we have available. We know from available research that domestic enrollments across all TRU program areas are projected to decline over the next ten years. At the same time, students are telling us where their priorities are in the current socioeconomic climate. To remain relevant to students and financially sustainable in the longer term, we need to introduce new programming into our curriculum. To resource this new programming, we need to phase out current programming that is no longer viable.

Attached are two documents that provide context and further information to support this memo. The first document is a 5-year Strategic Plan that was created by the Faculty of Arts in a collaborative and collegial manner. The second attachment is a PowerPoint presentation that I prepared at your request for the Senate, which explains significant difficulties related to cost per student in the three programs of greatest concern, a severe decline in students from first to fourth year, consistently low enrolments in upper level courses, severe workload inequities as a result of this program, and an unsustainable physical footprint and facilities cost in an institution that has so many pressing needs for space.

Programs to be Retained and Strengthened

The three program areas that I believe should stay active are the Visual Arts Diploma and two of the current certificates. It is my belief that modifying and strengthening these three programs will result in two positive outcomes. First, these credentials will be highly attractive to community members and students who wish to engage in fine arts programming. We have good data to show that a viable number of students take first- and second-year courses in this area; we have also received substantial feedback that the community would like to have access to this learning opportunity. Second, there are a small number of students in the region who do want to pursue an education in fine arts; this Diploma, if reworked, will provide the platform for us to partner with other institutions in BC, potentially allowing us to ladder students into a BFA offered at a larger institution with specialized resources. I will remind board members of data in the presentations attached that show the number of such students is very small – on average 9 students have annually completed the BFA over the last ten years.

Programs to be Phased Out

The three programs that I believe need to be phased out – the Bachelor of Fine Arts, the Bachelor of Arts Minor in Visual Arts, and the Visual Arts Studio Certificate – are costly to run. They require significant resource allocations, not only in terms of teaching resources, but also space allocations. These programs are highly structured studio-based programs tailored to a limited number of students. Developed in our UCC days, they were well designed for the student body they were originally intended to attract and serve; however, they are increasingly unsustainable in the current higher education and socioeconomic climate. The heart of the matter is that a traditional fine arts degree is an expensive degree in any institution, but

especially so for a medium sized institution such as TRU. And the analysis that I present here is not a new one. In considering the situation of Visual Arts, I consulted three previous Deans of this Faculty of Arts, and I had an analysis from a fourth Dean, who was not available for conversation. All four of these previous Deans had made the same analysis that the studio-based BFA, Minor, and Certificate programs are not sustainable. We have now arrived at a critical juncture – brought on by projected overall domestic student decline and higher operational costs – that requires leadership and action on this question.

Phasing out these three studio-based programs will allow the Faculty of Arts to redirect teaching resources to new program areas while strengthening the remaining Visual Arts programs. At the same time, this direction will also allow the university to reduce the current substantial physical footprint of Visual Arts, allowing TRU to develop the space more effectively to meet a wider range of student and program needs across the institution. My colleagues in several disciplines have been consistently asking for better space for teaching and learning. The decisions currently under review will help that become a reality.

In recommending this direction, I fully acknowledge that there will be a group of students, alumni and community members who will be disappointed by the elimination of these credentials. And faculty members who have dedicated significant parts of their careers to building these programs in Visual Arts understandably do not accept this direction. Change is always difficult and is often accompanied by grief and conflict. I remain convinced that the direction articulated in this memo is best for the Faculty of Arts and TRU as a whole.

Alternative Program Development

One of the new program areas that will be resourced by the above changes will be a new Communication Design Major and Minor. In the process of creating the attached 5-year Academic Plan for Arts, the research revealed these programs (also known as Digital Art and Design in some institutions) would be of great interest to students in Kamloops and the region. A Communication Design Major and Minor will incorporate several key Visual Arts courses already found in the current BFA – by merging Communications and Visual Arts courses together in one program, we will create an attractive program and credential.

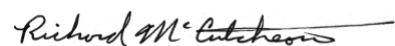
Acknowledgements and Thanks

The BRD 8-4 process has been intense and has required hundreds of conversations and meetings. As I bring this brief response to a close, I wish to publicly thank the dozens of individuals – faculty members and community members – who have taken the time to weigh in on the Visual Arts process. I have worked hard to stay open and engaged by all the contributions made to the conversation. I consider all of them to be helpful to the process. There is a great diversity of perspective within the Faculty of Arts on this matter. This has been a challenging process for all and regardless of whether colleagues agree or disagree with the

recommended direction our respect for each other and our commitment to students is unwavering.

Please extend my thanks to the TRU Board for this opportunity to provide feedback on the BRD 8-4 process. I remain available and open to further communication in whatever form is appropriate.

Sincerely,

A handwritten signature in black ink that reads "Richard M. Cuthbertson". The signature is written in a cursive style with a long horizontal line extending to the right.

From: [Crystal Huscroft](#)
To: [Secretariat](#)
Subject: Motion to Senate
Date: Tuesday, 28 November 2023 12:33:52 PM
Attachments: [image001.png](#)

Hello,

Please accept the following motion for the December 11 2023 Senate meeting

I move that:

With regard to the second motion passed at the 27 November 2023 meeting, Senators compile a list of specific information and questions on the visual arts programs discussion with regard to student enrollment and attrition, costs and savings, faculty complement, workload and workload equity, collegial process followed to date, impact on Indigenous, First Nations and other students from marginalized communities. These questions will be answered as appropriate by APPC, the Dean of Arts, IPE, and the Provost. Senators will submit their questions to the Secretariat, which will distribute the list in the Senate agenda package for the January 2024 Senate meeting.

[Kukwstsétsemc](#) (Thank you)

Crystal

Crystal Huscroft (she / her / hers)

Associate Teaching Professor, Department of Environment, Culture, & Society



805 TRU Way, Kamloops, BC V2C 0C8
AE 185 | 250-377-6132 chuscroft@tru.ca

Thompson Rivers University is situated on the land of the Secwepemc, within Secwepemc'ulucw, the traditional territory of the Secwepemc people. The region TRU serves also extends into the territories of the T'exelc (Williams Lake campus), St'át'imc, Nlaka'pamux, T'silhqot'in, Nuxalk, and Dakelh, and Métis communities within these territories.

I respectfully acknowledge that I live and work on unceded territory of the Tk'emlúps te Secwépemc within Secwépemc'ulucw. I thank the Secwépemc Nation for their hospitality. T7etsxem7nte re stselymem.

EVERY **ACTION** MATTERS
EVERY **BIT OF WARMING** MATTERS
EVERY **YEAR** MATTERS
EVERY **CHOICE** MATTERS