

SENATE STANDING COMMITTEE ON POLICY

Minutes of Regular Meeting

Wednesday, May 1, 2024

2:00 p.m. – 3:00 p.m.

MS Teams

Voting Member Quorum: 5		
Aimee Begalka, Chair Bess Wong Iryna Karaush	Josh Mitchell Travis Higo, Vice-Chair	Alan Davis
		Non-voting
		Catherine Schwichtenberg David Burns Jennifer Jordan Josephine Chan Lilian Leite Nadia Henwood Tristan Li
Regrets	Senate Office	Guests
Laurie Detwiler Navleen Kaur	Maggie Ding (recorder) Michelle Molnar	Lori McElroy Meredith Haaf

1. Call to Order and Territorial Acknowledgement

The Chair, Aimee Begalka, called the meeting to order at 2:05 p.m.

2. Approval of Agenda

Travis Higo, moved the agenda be confirmed as circulated.

The motion carried.

3. Approval of Minutes, April 3, 2024

Josh Mitchell, moved the minutes be accepted as circulated.

The motion carried.

4. Chair's Report

No report.

5. Items for Discussion

5.1. Draft Policy and Procedure AC3 Program Review (Revision)

Lori McElroy, AVP Planning & Accountability, provided a concise overview of the proposed policy changes, emphasizing the need for consistency in program review intervals to ensure quality assurance for all programs. She articulated the rationale behind transitioning all programs to a five-year review cycle and highlighted the importance of timely completion to prevent data staleness and maintain quality standards. Following Lori's overview, Meredith Haaf, Director, Planning & Accountability, provided an update on the ongoing phase one consultations, detailing the groups contacted and feedback received. She outlined the incorporated changes, such as clarifying roles and adding definitions for better understanding.

During the discussion, questions were raised about the completion of program reviews and the necessity of follow-up reports. It was clarified that follow-up reports are crucial for demonstrating action taken based on quality assurance plans, ensuring program improvement. Despite outreach efforts, minimal feedback was received from faculty councils regarding policy consultations. However, the importance of involving faculty in policy discussions was acknowledged, emphasizing the significance of clarity in policy implementation.

6. Report of Special Assistant to Provost on Policy and Academic Affairs

Josephine Chan, Special Assistant to Provost on Policy and Academic Affairs, provided a comprehensive overview of recent developments and ongoing initiatives within the graduate studies department. Notable highlights included progress on establishing the Faculty of Graduate Studies and related procedures, which are advancing toward board approval. Additionally, she discussed efforts to ensure policy compliance and accessibility, such as preparing for the policy blackout period and implementing accessibility plugins for the policy blog and the engine. Josephine also outlined plans to enhance policy resources and templates with an accessibility lens, seeking feedback from relevant stakeholders. Furthermore, she emphasized the importance of data analytics and real-time reporting, indicating future integration of Power BI for improved data visualization and analysis.

7. Adjournment

The meeting adjourned at 2:30 p.m.