



THE UNIVERSITY  
OF BRITISH COLUMBIA

**[Motion: that the Faculty of Creative and Critical Studies Council recommend the following revised “Composition, Procedures, and Standing Committees” document to the Academic Senate of UBC’s Okanagan campus.]**

Motion Approved by FCCS Council: May, 2019

Approved by UBC Okanagan Senate October 2019

## COMPOSITION, PROCEDURES, AND STANDING COMMITTEES OF THE FACULTY OF CREATIVE AND CRITICAL STUDIES COUNCIL

### **Preamble:**

As per Senate Policy O-2 (Faculty Councils) the Faculty of Creative and Critical Studies (FCCS) Council is hereby established as “a governance body for consideration of faculty matters under the jurisdiction or requiring the approval of the Okanagan Senate.” The Council derives its mandate from Section 40 of the University Act, which states as follows:

A Faculty has the following powers and duties:

- (a) *to make rules governing its proceedings, including the determining of the quorum necessary for the transaction of business;*
- (b) *to provide for student representation in the meetings and proceedings of the faculty;*
- (c) *subject to this Act and to the approval of the senate, to make rules for the government, direction and management of the faculty and its affairs and business.*
- (d) *to determine, subject to the approval of the senate, the courses of instruction for the faculty;*
- (e) *subject to an order of the president to the contrary, to prohibit lecturing and teaching in the faculty by persons other than appointed members of the teaching staff of the faculty and persons authorized by the faculty, and to prevent lecturing or teaching so prohibited;*
- (f) *subject to the approval of the senate, to appoint for examinations in each faculty examiners, who, subject to an appeal to the senate, must conduct examinations and determine the results;*
- (g) *to deal with and, subject to an appeal to the senate, to decide on all applications and memorials by students and others in connection with their respective faculties;*
- (h) *generally, to deal with all matters assigned to it by the board or the senate.*

The FCCS Council recognizes its advisory role in relation to the President, as stated in Section 42 of the University Act.

### **Composition, Procedures, and Standing Committees of Faculty Council**

Per relevant sections of Senate Policy O-2, the composition and procedures of the FCCS Council are as follows:

#### **1. Faculty Council composition:**

- Chair: Dean of FCCS
- The President (or his/her nominee)
- The Dean of the College of Graduate Studies
- The Chief Librarian
- Members of the FCCS Executive Committee
- Full Professors
- Associate Professors
- Assistant Professors
- Professors of Teaching
- Senior Instructors
- Instructors
- Lecturers
- Continuing Sessional Lecturers
- Student members: one undergraduate student; one MFA graduate student; one MA or PhD student
- The Registrar
- Two members of FCCS support staff

#### **2. Necessary quorum of the Faculty Council**

- The necessary quorum for transaction of business by the *Faculty Council* shall be 20 members.

#### **3. Procedures for calling regular and special meetings, including notification of members:**

- All members of the *Faculty Council* shall be called to attend a minimum of one regular meeting per term of the Winter Session.
- All calls to attend regular and special meetings shall be sent via emails. Notification for *Faculty Council* meetings shall be sent out early in the academic year.

#### 4. Voting Procedures

- Voting normally takes the form of show of hands.
- Council may elect from time to time to record votes by secret ballot, or by electronic ballot.
- Where Council elects to record vote by electronic ballot, a clearly worded ballot shall be made available to voting members for a period of no less than week prior to the opening of electronic balloting.
- Tabulation of electronic balloting will be conducted by two members of staff.

#### 5. Standing Committees of the Faculty Council:

##### *a) Executive Committee*

- **Mandate:**
  - Deliberate, and advise the Dean, on all matters relating to the Faculty as may be appropriate
  - Serve as a forum for information sharing.
  - Consider and make decisions on policies and plans developed by Faculty committees.
  - Bring policies to Faculty Council and other appropriate bodies for decisions.
  - Establish Faculty priorities, including program development and hiring.
  - Facilitate development and implementation of the Faculty's Strategic and Business Plans.
  - Advise the Dean on all matters pertaining to the administration of the Faculty.
  - Execute decisions of Faculty Council.
  - Serve as the Striking/Nominating Committee for Faculty-level ad hoc committees as appropriate.
  - Serve as Agenda Committee of Faculty Council.
  - Receive, through the Chair, reports to Council from all appropriate Standing and ad hoc committees. The Executive Committee shall not change recommendations from any standing committee if they flow from assignments specifically authorized by Council, but may send recommendations back to a committee for reconsideration prior to submission to Council.
  - Approve graduation lists.
  - Approve minor curriculum changes (i.e., Category 2 changes), on the recommendation of the Faculty Curriculum Committee, and inform Council accordingly. It shall pass on recommendations for major curriculum changes (i.e., Category 1 changes) to Council for approval.
  - Receive nominations for, and adjudicate, FCCS Service Excellence award.
  - Any other powers and duties as may be delegated to it by Council, including authorization to act on behalf of Council between the last meeting of Council

in Winter Term 2 and the first meeting of Council in Winter Term 1.

- The Committee will have authority to act on behalf of Council in the following situations:
  - In the event that quorum cannot be established at a Council meeting, and the Dean deems it necessary that a decision be made on particular agenda items. Council shall, soon thereafter be informed of such decisions before their implementation.  
Any member of Council who disagrees with the decision may provide written notice of his or her disagreement to the Dean and, if he or she wishes, may submit a request to the Dean for a special meeting of Council to reconsider the decision. Any disagreements or requests for meetings shall be submitted within 7 days of notification of the Executive Committee's decision. Requests for special meetings in these circumstances must be supported by more than 50% of Council members for them to be granted.
  - Where, in the Dean's judgment, an emergency meeting of Council is not warranted but waiting for a regularly scheduled meeting of Council will constrain the Faculty's ability to take advantage of opportunities or address issues promptly. Any actions taken shall be reported to Council at its next meeting.
- **Composition:**
  - Chair: Dean
  - Associate Dean (Undergraduate Studies)
  - Associate Dean (Research and Graduate Studies)
  - Department Heads
  - Faculty Administrator
  - Faculty Finance Manager
  - Faculty Development Officer (non-voting)
  - Faculty Communications and Marketing Assistant (non-voting)
  - Dean's Assistant (Recording Secretary)
- **Meetings:**
  - Twice a month during Winter Terms 1 and 2. The Chair may call additional meetings when necessary.

#### *b) Graduate Scholarships Committee*

- **Mandate:**
  - Receive recommendations from departmental admissions committees and approve admissions lists, taking into account the need for fair representation of students across programs, resources, our commitment to both

- disciplinarily and interdisciplinary, and the Faculty's strategic plans.
- Evaluate all applications for admission into masters and doctoral programs and make recommendations to the College of Graduate Studies.
  - Make recommendations to the Dean of FCCS and the Dean of COGS, as appropriate, on scholarships and awards, and on the allocation of graduate student funding across the Faculty.
  - Develop policies related to graduate student admissions and funding.
- **Composition:**
    - Chair: Associate Dean (Research & Graduate Studies) [ex-officio], (votes only to break a tie.)
    - 3 graduate coordinators [ex-officio] (voting)
    - 5 faculty members\* representing various program areas in the Faculty, elected by Faculty Council - voting. Normally, no more than one person shall be from a particular program, and all departments shall be represented.
    - Assistant to the Associate Dean (Research and Graduate Studies) - Recording Secretary (non-voting)

\*All elected members must be members of the College of Graduate Studies and normally no program shall have more than one representative. Disciplinary diversity is encouraged.

**Length of Term:** 2 years

*c) Graduate Programs Planning Committee*

- **Mandate:**
  - To advise Associate Dean (Research and Graduate Studies) and Executive Committee, and to develop policies regarding graduate programs, including:
    - Strategic Planning and enrolment management (including recruitment and communication strategies).
    - Curriculum design and development.
    - Provide course assignment and scheduling advice to Department Heads.
    - Admissions and Funding.
    - Assignment of Supervisors.
    - Enhancing the Student Experience (including student monitoring, evaluation, and success).
    - Course outline templates and content.
    - Extra-curricular Student Engagement.

- **Composition:**
  - Chair: Associate Dean (Research & Graduate Studies), Chair (votes only to break a tie)
  - Heads of Department [ex-officio] (voting)
  - Graduate Coordinators (voting)
  - 4 faculty members elected by Faculty Council (voting)\*
  - 1 graduate student (voting)
  - Assistant to the Associate Dean (Research and Graduate Studies) - Recording Secretary (non-voting)

\*All elected members must be members of the College of Graduate Studies and normally no program shall have more than one representative. Disciplinary diversity is encouraged.

- **Meetings:**
  - Once a month during the Winter Term. The Chair may call additional meetings when necessary.

**Length of Term:** 2 years.

*d) Research and Scholarship Policy and Awards Committee*

- **Mandate:**
  - Develop a strategic plan that enhances the Faculty's productivity and profile in its areas of scholarly strength. This mandate requires that the committee:
  - Identify the Faculty's established and emerging areas of scholarly strength.
  - Develop policies and initiatives that support graduate and undergraduate student research and related training.
  - Develop policies that support development of large-scale collaborative grant initiatives.
  - Coordinate and monitor the implementation of such initiatives.
  - Evaluate and make recommendations regarding proposals for the establishment of research units (e.g. Centers) and monitor the operations of existing units.
  - Evaluate applications for faculty conference-/exhibition-/performance-related travel and allocate funds.
  - Evaluate applications for funds in support of conferences, workshops, and symposia organized under the leadership of an FCCS faculty member at UBC (Okanagan Campus) and allocate funds.
  - Develop policies and initiatives regarding Post-Doctoral fellowships, evaluate PDF applications, and make recommendations to the Associate

- Dean (Research and Graduate Studies).
- Develop policies and initiatives regarding Visiting Scholars, evaluate Visiting Scholar applications and make recommendations to the Associate Dean (Research and Graduate Studies).
  - Receive, consider and recommend candidates for Honorary Degrees annually.
  - Explore and make recommendations to support the establishment of Chairs, professorships and similar positions, evaluate related applications, and make recommendations to the Associate Dean (Research and Graduate Studies).
  - Develop and implement initiatives that publicize and share faculty and student research and scholarly activities.
- **Composition:**
    - Chair: Associate Dean (Research & Graduate Studies)
    - 5 tenured or tenure-track Faculty members, elected by Faculty Council (voting)
    - 1 student, representing graduate students (voting)
    - 1 student, representing undergraduate students (voting)
  - **Meetings:**
    - Once a month during the Winter Term.

**Length of Term:** 2 years for faculty members; 1 year for students.

*e) Undergraduate Programs Planning and Coordination Committee*

- **Mandate:**
  - To advise the Associate Dean (Undergraduate Studies) and Executive Committee; to review and to make recommendations to the Curriculum Coordinator regarding undergraduate curriculum change proposals and calendar changes developed and approved by FCCS program committees; and to develop policies, regarding undergraduate programs including:
  - Strategic Planning and enrolment management (including recruitment and communication strategies).
  - Curriculum design and development.
  - Disciplinary and interdisciplinary course and program initiatives.
  - Evaluate nominations for, and make decisions, regarding the Faculty's teaching excellence/curriculum innovations award.
  - Prepare nominations for external-to-faculty teaching awards.
  - Review and recommend student awards annually.
  - Review, propose, and recommend new award proposals.

- Course assignments and scheduling.
  - Enhancing the Student Experience (including student monitoring, evaluation, and success).
  - Student monitoring, evaluation, and success.
  - Development of teaching clusters within and across programs.
  - Course outline templates and content.
  - Honors programs, supervision and related procedures.
  - Teaching and marking assistance.
  - Extra-curricular Student Engagement.
- **Composition:**
    - Chair: Associate Dean (Undergraduate Studies)[ex-officio], votes only to break a tie
    - Department Heads [ex-officio] or delegates (voting)
    - 1 Program Coordinator from each Department (voting);
    - Invited Program Coordinators specific to committee business/agenda; [ex-officio] (non-voting)
    - FCCS Curriculum Coordinator [ex-officio] (voting)
    - FCCS Academic Advisor [ex-officio] (non-voting)
    - Assistant to the Associate Dean [Undergraduate Studies] - Recording Secretary
  - **Meetings:**
    - Once a month during the Winter Term. Two designated meetings per term will be devoted to review of curriculum items. The Chair may call additional meetings when necessary.

#### *f) Nominations Committee*

- **Mandate:**
  - The nominations committee recommends a slate of nominees for Faculty level committees, including: Indigenous Strategy and Engagement Committee; Community Engagement Committee; DACOPAT; GASC; GPC; Reichwald Committee; Research Awards and Policy; and other Ad Hoc and standing faculty level committees as needed.
  - Nominations will normally move this slate at the April meeting of Council. The Committee is also responsible for recommending nominees from time to time when vacancies appear.
  - Although this Committee works independently of the Executive, it may seek input from Executive members as it deems necessary. In its work, the



Committee shall confirm willingness on the part of prospective nominees to stand for election.

- The Committee will strive to fairly distribute membership equitably, mindful of considerations of rank, appointment type, equity, and existing provisions of Committee Terms of Reference as defined by the FCCS Council.
- **Composition:**
  - 1 member from each department of the Faculty, elected by the department
  - The Committee shall designate one of its members as the Committee Chair
- **Meetings:**
  - To be scheduled as needed.

#### *g) Indigenous Engagement Strategy Committee*

##### **Mandate:**

- 1) To observe the University's MOU with the Okanagan Nation by consulting with the Okanagan Nation on matters related to Syilx knowledges and contexts.
- 2) To work within a framework that sees Indigenous engagement as a significant and integral part of our teaching, scholarly, and community engagement activities, and not as a separate or singular focus for the Faculty.
- 3) To evaluate the current state of Indigenous engagement in the Faculty across teaching, scholarship, and service, and provide analyses of successes and challenges, encouraging such engagement in all areas of teaching and scholarship.
- 4) To explore and prioritize initiatives within FCCS that will enhance achievement of the objectives enshrined in both the Faculty and UBC strategic plans, taking into account available resources, potential opportunities, and needs and commitment across the Faculty.
- 5) To identify and examine specific opportunities that we can seize and pursue to ensure that our commitment to Indigenous engagement translates into unique areas of excellence.
- 6) To engage ideas that facilitate integration of our Indigenous engagement plans into others across the UBCO campus, the UBC system, and other post-secondary institutions in our region, so as to enrich graduate and undergraduate education in ways that are feasible and sustainable.
- 7) To advise the Dean and Executive Committee and make recommendations which allow FCCS to meet its commitment to Indigenous engagement.
- 8) To submit an annual written report to the FCCS executive, sharing this with the Aboriginal Advisory Committee to the Deputy Vice Chancellor.

**Composition:**

- 1 faculty members from each Department (elected by Faculty Council)
- 2 faculty members from programs across the faculty (appointed by the Dean)
- Up to 2 students drawn from FCCS undergraduate and graduate students (appointed by the Chair on the recommendation of the Committee's members – non-voting)
- The Committee will elect from its membership a Chair (non-voting)

**Length of Term:** 2 years.

**6. Procedures for the establishment of *ad hoc* committees of the Faculty Council:**

- In cases where an *ad hoc* committee must be formed to deal with specific issues, the Chair of *Faculty Council* shall appoint a sub-committee, the majority of whom must be “faculty members without administrative appointments”.
- Decisions of an *ad hoc* committee will take effect only after they have been approved by the *Faculty Council*.

**7. Rules of conduct of *in camera* meetings, confidentiality of documents for consideration, and records of *in camera* proceedings at the Faculty Council:**

- An *in camera* meeting of Council can be called by the Chair or by 20% of the membership.
- Subject to the provisions of the **Freedom of Information and Protection of Privacy Act**, agenda items, materials for distribution, and discussions related to *in camera* meetings are confidential and shall not be shared with anyone outside the meeting.

**8. Rules for Transaction of Council Business**

**In all matters and transactions of business, the *Faculty Council*, its standing committees and *ad hoc* committees shall be governed by the *Robert's Rules of Order Newly Revised*.**