



Date: December 15, 2021
To: Senate
From: Senate Committee on Agenda and Governance
Re: **2020/2021 Annual Report**

The Terms of Reference for the Senate Committee on Agenda and Governance define its scope and relationship with Senate and other Senate committees. Each winter term, the committee presents an annual report on its business and proceedings over the previous academic year.

The Senate Committee on Agenda and Governance met 12 times in 2020/21: September 18, 2020, October 23, 2020, November 20, 2020, December 18, 2020, January 22, 2021, February 19, 2021, March 26, 2021, and April 23, 2021.

To address issues regarding the Emergency Protocol for Senate Operations for the 2020/21 year, the committee met four times on July 2, 2020, July 8, 2020, July 15, 2020, and April 14, 2021.

The nominations sub-committee met seven times in 2020/21: September 18, 2020, October 23, 2020, November 20, 2020, December 18, 2020, January 22, 2021, March 26, 2021, and April 23, 2021.

At the July 2, 2020 meeting, the committee passed a motion that all meetings for 2020/2021, including meetings of the nominations sub-committee, be deemed closed and confidential.

During the year, the committee reviewed the draft Senate agenda and materials, made recommendations to Senate, initiated projects in areas of the committee's concern, and received proposals for input from other Senate committees and campus constituencies. Within these areas, the committee considered several issues over the year, both as a result of the emergency and in the course of regular committee item.

Items pertaining to the emergency:

- consultation and feedback on the LTSI Academic Integrity Framework
- consultation and feedback on the LTSI Technology Options for Online Invigilation and Proctoring
- revision to the undergraduate, graduate and Faculty of Law transcript legend grading scales to incorporate COVID-19 grading options
- update on the modification to Academic Program reviews for 2020/2021
- temporary calendar changes for four first-year courses in the Faculty of Law due to COVID-19
- changes to the add/drop and Fee Reduction Deadlines for the fall 2020 term
- temporary guidelines for Fall term 2021 courses during the COVID-19 pandemic



Academic Integrity Framework

At its July 2, 2020 meeting, the committee had an opportunity to provide feedback and agreed to the framework proposed by Learning and Teaching Support and Innovation (LTSI) beginning for the fall 2020 term. Elements of the framework included proposed Academic Integrity Policy revisions, a student-focused academic integrity strategy, effective teaching and assessment practices, and effective invigilation and proctoring strategies.

Technology Options for Online Invigilation and Proctoring

At its July 2, 2020 meeting, the committee provided feedback on the technology tools that would be in place for online instruction and the concerns around access to technology, data issues, and student equity and privacy.

COVID-19 Transcript Legend Changes

At its July 8, 2020 meeting, the committee reviewed and approved, on behalf of Senate, revisions to the undergraduate, graduate and the Faculty of Law transcript legend grading scales to incorporate the COVID-19 grading options.

Temporary calendar changes for four 1st year courses in the Faculty of Law due to COVID-19

At its July 15, 2020 meeting, the committee reviewed and approved, on behalf of Senate, temporary curriculum changes to four first-year courses in the Faculty of Law for the 2020/2021 academic year. These changes were designed to permit courses to be taught in a single term versus over the entire year while ensuring there would be no reduction in contact hours.

Academic Program Reviews for 2020/2021

At its July 15, 2020 meeting, Vice-President Academic and Provost, Dr. Valerie Kuehne, provided committee members with an update on the scheduled reviews for the fall 2020 term given the travel restrictions and physical distancing measures required due to COVID-19.

Changes to Add/Drop and Fee Deduction Deadlines

At its September meeting the committee reviewed and approved, on behalf of Senate, revisions to the undergraduate, graduate and Faculty Law add/drop and fee reduction deadlines effective immediately. The committee considered impacts to student scholarships and the need for students to make decisions without penalty.

Guidelines for Fall term courses during the COVID-19 pandemic

At its April 14, 2021 meeting, on behalf of Senate, the committee reviewed and approved a proposal from Valerie Kuehne, Vice-President Academic and Provost, on the guidelines for fall term 2021 courses during the COVID-19 pandemic in order to ensure academic continuity and timely decisions for students and instructors.

Items pertaining to regular issues for the committee:

- review of responses to the annual Senate committee evaluations
- revisions to terms of references for the Senate Committee on Academic Standards, the Senate Committee on Admission, Re-registration and Transfer Appeals, and the Senate Committee on Planning
- review of a request to extend the 2020 Winter Break
- items referred to other Senate committees

Review of Draft Senate Agenda

At each of its meetings, the Senate Committee on Agenda and Governance assisted the Chair in preparing the Senate agenda and reviewed each of the items proposed for submission to Senate.

Senate Committee Evaluations

Every year, members of Senate committees are asked to evaluate their experience serving on their respective Senate committees. Results from the evaluation surveys were used to identify opportunities to improve members' experience and the committees' overall effectiveness.

At the September 2020 meeting, the committee reviewed the 2019/2020 evaluation results for each Senate committee.

Revisions to the Terms of References for the Senate Committees

At its September meeting, committee members reviewed and approved revisions to the terms of references for the Senate Committees on Academic Standards, and Admissions, Registration and Transfer Appeals. Senate approved the revisions at its October meeting.

At its December and February meetings, committee members reviewed and approved revisions to the terms of reference for the Senate Committee on Planning. Senate approved the revisions at its January and March meetings.

Request to extend the 2020 Winter Break

At its November meeting, the committee reviewed a request by a number of individuals who attended the Leader's Forum on Online Teaching Quality and Assessment to extend the Winter break to address the workload stress for both instructors and students. Committee members agreed further consultation should take place.

Items referred to other Senate committees

At its February meeting, the committee received and reviewed a request from the University of Victoria Students' Society on pass/fail options for all courses since the start of the pandemic. The committee referred the request to the Senate Committee on Academic Standards.

2020/21 and 2021/2022 Appointments to Senate Committees

At its September, October, November 2019, and April 2020 meetings, the nominations sub-committee discussed and approved nominations for vacancies on the Senate committees for 2019/2020 and 2020/2021. Senate approved these nominations at the October 2019, November 2019, December 2019, and May 2020 Senate meetings respectively.

Respectfully submitted,

2021/2022 Senate Committee on Agenda and Governance

Kevin Hall, Chair, President and Vice-Chancellor*

Helga Hallgrimsdottir, Vice-Chair, Dean, Faculty of Human and Social Development*

Carrie Andersen, University Secretary

Aaron Devor, Faculty of Social Sciences

Mauricio Garcia-Barrera, Faculty of Graduate Studies

Mark Gillen, Faculty of Law

Helen Kurki, Faculty of Social Sciences*

Valerie Kuehne, Vice-President Academic and Provost

Kyle Risby, Student Senator*

Carolyn Russell, Convocation Senator

Lara Wilson, Libraries*

Ada Saab (Secretary), Associate University Secretary*

2020/2021 Senate Committee on Agenda and Governance

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