

SENATE ORIENTATION ANNUAL

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University Planning

Vision, Mission, and Values

UFV is built on our shared commitment to the university's purpose, principles, and our future direction. With the adoption of our new statements of vision, mission, and values in 2019, our university has set a course for lasting endurance that will benefit generations to come, both locally and beyond.

UFV uses the visual metaphor of the tangram when we represent our vision, mission, and values. A tangram is a puzzle made of seven basic shapes: five triangles, a square, and a parallelogram. Like the building blocks of a UFV education, tangram shapes can be assembled into thousands of unique configurations and results, reflecting how a single institutional vision can embody many experiences, perspectives, and outcomes.

Integrated Strategic Plan

After two years of consultation with internal and external stakeholders, UFV's Senate and Board of

Integrated Strategic Plan 2021-26

See [2021-26 Integrated Strategic Plan](#)

Planning Process

The integrated strategic planning process, which began in the fall of 2018, is made up of four phases:

- x Phase 1: Visioning
- x Phase 2: Strategic planning
- x Phase 3: Implementation
- x Phase 4: Monitoring

UFV's work on integrated strategic planning is directed by the following guiding principles:

- x honouring our commitment to the Fraser Valley;
- x building off of UFV's successes and strengths;
- x making use of and building from UFV's Visioning process as well as the Vision 2025 process;
- x using our Mission, Vision, and Values as the foundation of our plan;
- x reflecting the future of higher education;

Engage in respectful and professional practices

Bylaws, Policies, and University Act

University Act

The [University Act](#) is the provincial legislation governing all of the universities bylaws and policies. Some answers to questions found in the Act include:

- x How are faculty, support staff, and students defined?
- x What members make up the Senate and Board?
- x Who is eligible (or not) for positions on the Senate and Board?
- x What are the terms of office?
- x How should vacancies be handled?
- x What are the powers of the Senate and Board?

- x Research
- x University Relations

Policy Development

University policies are developed, reviewed and modified on an ongoing basis. The official versions of university policies are on the [Secretariat Policy web page](#) and are updated continuously as changes are approved by the appropriate authority.

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The Role of the Senate & Board of Governors

Role of Senate

Senate is responsible for managing academic policies and advising the Board of Governors on policies of mutual interest. The business of Senate is supported by the University Secretariat.

Responsibilities of Senators

The responsibilities of Senate members include:

- x Regularly attend meetings.
- x Prepare adequately for meetings and to participate actively in the decision-making at meetings.
- x Student members of the Senate bring the perspective of students but will not advocate on behalf of students.
- x Act first and foremost in the best interests of the university, and make decisions as a member of the

x Alumni senator: 3 years

Current Senate Membership List

The Senate membership list is maintained by the University Secretary's office and is updated as positions are vacated and filled.

Role of the Board

The management, administration and control of the property, revenue, business and affairs of the university are vested in the Board. The UFV Board is composed of 15 members who meet several times a year, typically on Thursdays. Members do not receive remuneration for their services; however, they may be reimbursed for out-of-pocket expenses incurred while fulfilling their duties.

The Board's priorities are mandated by the BC Ministry of Advanced Education, Skills and Training, and are described in the [Ministry Mandate Letters](#)

Responsibilities of Board Members

The responsibilities of Board members

Relationship between the Senate and Board

The University Act defines areas of shared governance, collegial decision-making, and specifies where the Board of Governors and the Senate have authority.

The relationship between the Senate and Board is defined by the following policies:

- x [Board policy direction on Board and Senate relationships \(BPS.03\)](#)
- x [Board policy on delegation of authority on academic matters \(BPS.04\)](#)

Joint Board & Senate Governance Committee

The Joint Board & Senate Governance Committee meets once or twice a year to discuss issues, initiatives, relationships, and the development of shared governance procedures.

Senate Meetings

Meeting Schedule

Senate meets monthly on Fridays, on week 3 of the UFV calendar, from 1:30 to 3:30. Meeting invitations are sent to members through Outlook. For meeting dates for the current academic year, visit the [Senate Meeting Schedule](#) web page

Agendas & Minutes

Past and current public agendas and minutes are available on the Civic Website here: ufv.civicweb.net. You will be notified via email when agendas have been published and available for viewing. Confidential in-camera agendas will require you to sign into the website. The Secretariat office will connect with you to set up your username and password, and troubleshoot any sign-in issues

Meeting Participation

Each committee does important work on behalf of the university. Committees involve a number of people and a great deal of valuable time. Active involvement of every participant is important to ensuring the committee is effective and that the time involved is put to good use. Below are guidelines for participation:

Make a commitment

- x Make the committee a priority if you are going to be a member.
- x Ensure you understand the committee's mandate and terms of reference.
- x Commit to attend meetings regularly and to take the time needed to prepare and participate in the work of the committee.

Preparation

- x Ensure you submit agenda items and exhibits within established deadlines. Refer to the Process for submissions to Senate and Senate governance committees, on the [Procedures & Guidelines web page](#).
- x Go over the agenda and materials before each meeting.
- x Note questions or concerns, research information you might need, and/or talk to your colleagues prior to the meeting, as needed.
- x Become familiar with Robert's Rules (link to cheat sheet). Members of Senate standing committees also should be familiar with the Rules for the Conduct of Business on Senate standing committees.

Participation

- x Arrive on time and plan to stay for the whole meeting. If you must leave early or miss a meeting, let the chair know in advance. Be aware of the effect of attendance on quorum.
- x Ask questions or make comments in turn. Be brief and make your point; don't hold forth, repeat yourself, or otherwise waste time.
- x Do your part to move through the agenda by moving or seconding motions.
- x Help make good decisions by voting on issues. Remember that all committee members are expected to

Meeting etiquette

- x Turn off your phone or set it to vibrate. Take any calls outside the room.
- x Be respectful of others' points of view. Challenge positions, not people. Don't interrupt or belittle others, even if you disagree.
- x Avoid side conversations and activities such as reading or writing emails which are disrespectful and distracting to the chair and other participants.

See: [Guidelines for Committee Members](#)

Rules of Order

The Senate and Standing Committees of Senate meetings are conducted according to Robert's Rules of Order, unless the bylaws and committee rules of order state otherwise.

See: [Robert's Rules of Order for Senate and Standing Committees](#)

In-camera Meetings

All regular Senate and standing committees of Senate meetings shall be open to the public. However, the chair shall have the right to designate a meeting or portion of a meeting "in-camera" and close the meeting to the public to discuss matters of a confidential nature, as per the Senate bylaws and the rules for the conduct business for Senate standing committees. The confidential nature of material submitted shall be determined by the chair and vice-chair of the committee, in consultation with the University Secretary, if required.

Typically, confidentiality is intended to achieve one or more of the following:

Guidelines for agendas and minutes of in-camera meetings

- x Confidential items should not be included on the agenda of an open meeting.
- x All agendas, including all attachments, and minutes will remain confidential until the committee resolves otherwise.
- x Minutes should be on decisions made by the committee. Comments should not be attributed to individuals and verbatim minutes should be avoided.
- x If discussion summaries are recorded, they should be kept to a minimum, in concise point form, avoiding the identification of who said what.
- x All confidential minutes should be stamped confidential.
- x Printed in-camera agenda and minutes should be filed in a locked cabinet and access to such files should be limited to those who are entitled to see confidential documents.
- x In some cases, it may be prudent to ask for the return of all copies of in-camera agendas and minutes, to ensure confidentiality.

Guidelines for in-camera meetings

- x If online archives of minutes of in-camera meetings are maintained, use password protection and other security measures to limit access to them
- x In-camera meetings assume that all members are bound by a duty of confidentiality and all information presented or discussed will be treated with confidentiality and care, except when information is clearly within the public domain.

Video Conferencing

“Senate holds meetings in person whenever possible. When Senate is unable to hold a person meeting due to circumstances such as, but not limited to, inclement weather, power outage, pandemic, etc., it may hold meetings using available technological means (i.e. “virtual meetings”). The chair, vice-chair, and provost, upon unanimous determination, may call virtual meetings, and determine how to effectively utilize available technology to facilitate a smoothly run meeting. At a virtual meeting, the Chair or designee shall call the names of all Senators to confirm attendance at the meeting. When a Senator is unable to attend an in-person meeting, they may participate by other electronic means, if available, and with advance permission from the Chair.

(Excerpt from [Senate Bylaws](#) p.5)

Zoom is the video conferencing tool currently recommended by UFV’s IT department, and has been the tool used by Senate and its standing committees to conduct virtual meetings.

Need to get set up with Zoom?
Visit [IT’s Zoom web page](#).

Standing Committees

Standing Committees and their mandates

The business of the Senate is conducted through its 11 standing committees. Below is a list with a brief description and a link to their web pages, containing their terms of reference, membership list, meeting schedule, and resources.

Academic Planning and Priorities Committee (APPC)

[APPC](#) has the responsibility to advise Senate on the mission, goals, objectives, strategies, and priorities of the university.

Senate Awards and Honours Committee (SAHC)

[SAHC](#) advises Senate on the procedures for award application, adjudication, and decision. It ensures that the criteria used to decide on awards and honours are clear, demonstrable, and measurable.

Senate Committee for Student Appeals (SCSA)

[SCSA](#) is responsible for reviewing and making recommendations on student appeals.

Undergraduate Education Committee (UEC)

UEC has the responsibility to advise Senate on all matters related to the undergraduate educational programs of the university, including policies, practices and criteria admission, evaluation, and promotion of undergraduate students. Tj ET LBodexp7 1.7 1du92 <<39d1 34.6 (u)-1.7 ,5 10 9 164<<3664<<3e

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Rules for the Conduct of Business on Senate Standing Committees

The business of the Senate standing committees follow the same rules of conduct as approved in the Senate bylaws and meetings are to be conducted according to Robert's Rules of Order, except as otherwise stated in the rules below

See: [Rules for the Conduct of Business on Standing Committees](#)

Making Recommendations to Senate or the Senate Governance Committee

When making a recommendation to Senate or the Senate Governance Committee, the Chair of the

The Secretariat

Role of the Secretariat

The role of the Secretariat is to support the Board of Governors, the Senate and their standing and ad hoc committees and to facilitate policy development as well as elections, in accordance with the University Act.

Staff Members

The Secretariat office consists of the following staff members:

University Secretary Al Wiseman

Manager, Records & Information Management Jennifer MacDonald

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Summary of Links

Governance

Senate	ufv.ca/senate
Board	