THE UNIVERSITY OF BRITISH COLUMBIA

Office of the Senate
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VANCOUVER SENATE AGENDA COMMITTEE MEETING MINUTES

September 4, 2026 from 12:01-12:51 pm via Zoom

Attendees	
Senators	D. Fontana, J. Panchi
Ex Officio	B. Britton, L. Burr, J. Fox (Vice-Chair), K. Lo, W. Norman, R. Ng, M. Prost
Regrets	G. Averill, J. Gilbert, S. Gopalakrishnan, L. Moss, N. Pindell
Senate Staff	C. Eaton (Clerk to Senate), B. Menard (Cmte Secretary)
Call to Order and Land Acknowledgement	The meeting of the Senate Agenda Committee (the "Committee") was called to order at 12:01 pm by the Vice-Chair, Joanne Fox. She also provided an acknowledgement of the land.
Agenda	**Motion:** *That the Committee adopt the September 4, 2026 agenda.* Adopted by General Consent
Meeting Minutes	**Motion:** *That the Committee approve the May 1, 2026 meeting minutes; and* *That the Committee approve the May 8, 2026 joint meeting minutes.* Moved: B. Britton Seconded: D. Fontana Approved
Business Arising from the Minutes	The Clerk to Senate, Christopher Eaton, advised that work continued on determining how to bring topics of broad academic interest forward. He indicated that the information was expected to be circulated in due course.
Discussion of Proposed Amendments to Agenda Committee Membership and Proposed Amendments to the	The Clerk explained that the amendments updated the list of committees to reflect the committee structures previously approved by Senate in May. He noted that the changes recognized the newly established Teaching, Learning, and Library Committee and appeared in both the committee membership list and the *Rules and Procedures of the Vancouver Senate*.

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Rules and Procedures of the Vancouver Senate

MOTION TO AMEND THE AGENDA COMMITTEE MEMBERSHIP AND THE *RULES AND PROCEDURES OF THE VANCOUVER SENATE*

Motion: *That the Committee recommend to the Nominating Committee that it recommend to the Vancouver Senate the approval of the amendments to the Agenda Committee membership; and*

That the Committee recommend to the Vancouver Senate that it approve the amendments to the Rules and Procedures of the Vancouver Senate.

Moved: J. Fox
Seconded: B. Britton

Approved

In Camera – Agenda of the September 16, 2026 Vancouver Senate

By general consent, the Committee entered an *in camera* session to consider the agenda of the September 16, 2026 Vancouver Senate meeting.

The Committee rose from *in camera* session at 12:31 pm.

Other Business

Senator Wendy Norman asked whether the Committee had a role in advising on or modifying the orientation sessions for incoming and returning Senators.

> In response, the Clerk confirmed that recommendations from the Committee would be welcome. He explained that feedback from the previous triennium had identified a preference for more information on Senate's governance processes and less background information on university operations. He also described plans to organize sessions with Vice-Presidents to discuss their portfolios' priorities for the Triennium and the coming year. The sessions would be recorded for Senators who were unable to attend.
>
> The Clerk added that each committee would have its own orientation covering its specific mandate. He noted that additional training would be provided for members of the appeals committees, including training in administrative law and approaches to trauma-informed practice and credibility assessment.

The Vice-Chair asked whether the Vice-President sessions would take place before full Senate meetings.

> In response, the Clerk explained that the sessions would take place one hour before each Senate meeting and would be recorded for those unable to attend in advance of the meetings.

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The Vice-Chair asked whether these sessions differed from the online orientation sessions.

> The Clerk responded that the online sessions would focus on Senate's governance processes, including matters such as changes to faculties and curriculum proposals.

Senator Ben Britton referred to the external review recommendation that committees provide brief descriptions of their work and the expectations of committee Chairs. He suggested obtaining this information before Chairs and Vice-Chairs were nominated, so that Senators would have a clearer understanding of the roles.

> In response, the Clerk indicated that the information could be prepared within the next two or three weeks. He proposed including information on the roles of Chairs and Vice-Chairs in the initial call for each committee.

The Vice-Chair asked whether this information could be included in an expanded committee call, noting that existing committee descriptions had been helpful.

Senator Britton clarified that the proposed information would describe not only the committee's work but also the responsibilities of the Chair and Vice-Chair, including work undertaken with the Office of the Senate and other offices.

> In response, the Clerk agreed that brief descriptions of the Chair and Vice-Chair roles would be useful and could include information from previous incumbents.

Senator Norman suggested developing a Senate handbook covering Senators' responsibilities, the roles of committee Chairs and Vice-Chairs, and expectations for participation in Senate.

> In response, the Clerk expressed support for developing a Senate handbook that would supplement the formal *Rules and Procedures of the Vancouver Senate* with information on its purpose, goals, traditions, and practices. He indicated that such a handbook could be developed during the current Triennium and could also support recruitment. He noted that the content would need to be developed collectively, as it would document practices and understandings that might not be universally shared.

The Vice-Chair asked whether returning Senators would be encouraged to attend the orientation sessions.

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The Clerk responded that returning Senators could attend for a refresher and to hear the priorities of incoming Senators. He noted that the sessions could also provide an opportunity to revisit information that did not arise regularly.

MOTION TO DEVELOP A SENATE HANDBOOK FOR SENATOR ONBOARDING AND GOVERNANCE

Motion: *That the Agenda Committee request that the Nominating Committee work towards developing a handbook or accompanying materials to support the onboarding of Senators and clarify their roles and responsibilities in Senate and wider university governance.*

Moved: B. Britton
Seconded: W. Norman

Senator Drédyn Fontana suggested establishing a small working group of the Nominating Committee to undertake the work.

The Vice-Chair supported referring the matter to the Nominating Committee and suggested that a small working group could be established.

Senator Britton responded that the Nominating Committee currently met as needed to address nomination requests. He noted that he and the Clerk had discussed establishing a more regular meeting schedule, subject to the composition of the new Nominating Committee. He recommended that the motion focus on directing the Nominating Committee to undertake the work.

Approved

Next Meeting October 9, 2026 from 12:00-1:00pm

Adjournment Seeing no other business, the meeting was adjourned at 12:51 pm