

MEMORANDUM

ATTENTION	Senate	DATE	August 27, 2014
FROM	Daniel Leznoff, Vice-Chair Senate 	PAGES	1/1
RE:	Revised Terms of Reference for Senate Policy Committee on Scholarships, Awards and Bursaries (SPCSAB)		

The Senate Committee on Agenda and Rules has reviewed the attached documents and is making the following recommendation, effective January 2015.

Motion:

“that Senate approve the revised terms of reference for the Senate Policy Committee on Scholarships, Awards, and Bursaries (SPCSAB) effective January 2015.”



MEMO
Senate and Academic
Services
Student Services

ATTENTION Senate 

FROM Stephen Easton, Chair, Senate Policy Committee on
Scholarships, Awards and Bursaries

Re: Revised Terms of Reference

DATE July 17, 2014

At its meeting on May 27, 2014 the Senate Policy Committee on Scholarships, Awards and Bursaries (SPCSAB) approved revisions to the committee's terms of reference. The terms of reference have not been changed since the committee's formation in 1986 and were due for a review. The committee believes the proposed terms of reference are clearer and better reflect the work of the committee.

MOTION:

"that Senate approve the revised terms of reference for the Senate Policy Committee on Scholarships, Awards and Bursaries effective January 2015."

Senate Policy Committee on Scholarships, Awards and Bursaries

Committee Terms of Reference

Responsibilities:

1. To set terms of reference for all University funded **and donor funded** student financial aid and awards.
2. To review University policies relative to student funding from non-University sources.
3. To approve under delegated authority changes to the terms of reference for student financial aid and awards.
4. To make recommendations to the Provost with regard to the overall student financial aid and awards funding for graduate and undergraduate students.
5. To ensure that student financial aid and awards are consistent with established University priorities.
6. To receive regular reports evaluating the effectiveness of student financial aid and awards.
7. To report annually to Senate.

Chair/Vice Chair

A Chair will be elected by SPCSAB from among the Faculty Senators. A Vice Chair will be elected by SPCSAB from among its voting members for the term of the Chair of SPCSAB or whenever the Vice Chair position is vacant. The duties of the Vice Chair will be to serve as Chair whenever the Chair is unavailable.

Meetings

Meets regularly at the call of the Chair. A quorum of SPCSAB will consist of four voting members.

Members	Conditions
Faculty Senator	Elected by and from Senate
Faculty Senator	Elected by and from Senate
Registrar, Executive Director, Student Enrolment	Ex-officio

Dean of Graduate Studies	Ex-officio
Faculty Member	Elected by Senate
Faculty Member	Dual position (SUACC/SGAAC)Elected by Senate
Faculty Member	
Undergraduate Student	Dual position (SUAAC & SPCSAB) elected by Senate
Undergraduate Student (Alternate)	
Graduate Student	Dual position (SGAAC & SPCSAB) elected by Senate
Graduate Student (Alternate)	
Convocation Senator	Elected by and from Senate
Director, Administrative Services, Graduate Studies	Ex-officio, non-voting
Director, Financial Aid and Awards	Ex-officio, non-voting
Associate Registrar, Senate and Academic Services	Secretary. Ex-officio, non-voting.

Revised at Senate – September 8, 2014

Senate Policy Committee on Scholarships, Awards and Bursaries

Committee Terms of Reference

Responsibilities:

1. To set terms of reference for all University funded student financial aid and awards.
2. To review University policies relative to student funding from non-University sources.
3. To approve under delegated authority changes to the terms of reference for student financial aid and awards.
4. To make recommendations to the Provost with regard to the overall student financial aid and awards funding for graduate and undergraduate students.
5. To ensure that student financial aid and awards are consistent with established University priorities.
6. To receive regular reports evaluating the effectiveness of student financial aid and awards.
7. To report annually to Senate.

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Faculty Senator	Elected by and from Senate
Faculty Senator	Elected by and from Senate
Registrar, Executive Director, Student Enrolment	Ex-officio
Dean of Graduate Studies	Ex-officio

Faculty Member	Elected by Senate
Faculty Member	Dual position (SUACC/SGAAC)
Faculty Member	Elected by Senate
Undergraduate Student	Dual position (SUAAC & SPCSAB) elected by Senate
Undergraduate Student (Alternate)	
Graduate Student	Dual position (SGAAC & SPCSAB) elected by Senate
Graduate Student (Alternate)	
Convocation Senator	Elected by and from Senate
Director, Administrative Services, Graduate Studies	Ex-officio, non-voting
Director, Financial Aid and Awards	Ex-officio, non-voting
Associate Registrar, Senate and Academic Services	Secretary. Ex-officio, non-voting.

July 17, 2014

Senate Policy Committee on Scholarships, Awards and Bursaries

DRAFT Committee Terms of Reference

Responsibilities:

1. To set terms of reference for all University ~~administered~~ funded student financial aid and awards programs.
- ~~2.~~ 57. To ~~establish~~ review University policies relative to ~~s~~ Student ~~f~~ Funding from non-University sources.
- ~~2.~~ 2. ~~To recommend to Senate all changes to programs.~~ To approve under delegated authority changes to the terms of reference for student financial aid and awards.
- ~~3.~~ To set terms of reference for adjudication.
- ~~44.~~ To establish budget requests. To make recommendations to the Provost with regard to the overall student financial aid and awards funding for graduate and undergraduate students.
- ~~55.~~ To integrate award programs with recruiting ensure the consistency of student financial aid and awards with established University priorities.
6. To receive regular reports evaluating the effectiveness of student financial aid and awards.
- ~~76.~~ To report annually to Senate. ~~in November of each year.~~

~~Note:~~ In the event no lay member of Senate is available to serve, Senate may elect a general member of the community to serve in that position.

~~Responsibilities of the Registrar and Senior Director, Student Enrollment (or designate):~~

- ~~1.~~ Secretary and active in policy development.
- ~~2.~~ To administer the programs and budgets and to provide support services as required.

~~Vice-Chair~~ Vice Chair

A Chair will be elected from among the Faculty Senators. A Vice Chair will be elected by SPCSAB from among its voting members for the term of the Chair of SPCSAB or whenever the Vice Chair position is vacant. The duties of the Vice Chair will be to serve as Chair whenever the Chair is unavailable.

Meetings

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Members	Conditions
Faculty Senator	Chair -Elected by and from Senate
<u>Faculty Senator</u>	<u>Elected by and from Senate</u>
Chair, SUAAC <u>Registrar, Executive Director, Student Enrolment</u>	Ex-officio
Dean of Graduate Studies	Ex-officio
Secretary (non-voting) <u>Associate Registrar, Senate and Academic Services</u>	The Registrar and Executive Director, Student Enrolment will appoint the Secretary <u>Secretary. Ex-officio, non voting.</u>
Past Chair, SPCSAB	Ex-officio (non-voting)
<u>Faculty Member</u>	<u>Elected by Senate</u>
Faculty Member	
Faculty Member	<u>Dual position (SUACC/SGAAC)</u> Elected by Senate
Faculty Member	
Undergraduate Student	
Undergraduate Student (Alternate)	Dual position (SUAAC & SPCSAB) elected by Senate
Graduate Student	
Graduate Student (Alternate)	Dual position (SGAAC & SPCSAB) elected by Senate
Convocation Senator	Elected by and from Senate
<u>Director, Administrative Services, Graduate Studies</u>	<u>Ex-officio, non-voting</u>
<u>Director, Financial Aid and Awards</u>	<u>Ex-officio, non-voting</u>

May 27 2014