

Memorandum

To: Professor Andrea McKenzie
Chair, Faculty Council

From: Lisa Lutwak, Secretary of Council

Date: July 7, 2020

Subject: Schedule of 2020-2021 Faculty Council and Standing Committee Meetings

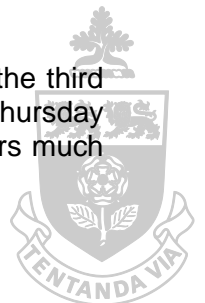
A schedule of the 2020-2021 Faculty Council and Standing Committee meeting dates has been approved by the Executive Committee. The schedule is attached hereto as Schedule A.

Generally, meetings are scheduled in accordance with the following guidelines:

- **Faculty Council** meetings are scheduled for the second Thursday of each month from 3:00 to 5:00 pm;
- The **Executive Committee** meetings are scheduled for the last Wednesday of each month from 12:00 to 2:00 pm;
- The **Academic Policy and Planning Committee** meetings are scheduled for the third Wednesday of each month from 1:00 to 3:00 pm;
- The **Curriculum, Curricular Policy and Standards Committee** meetings are scheduled for the first Wednesday of each month from 12:00 to 2:00 pm;
- The **Research Policy and Planning Committee** meetings are scheduled for the fourth Monday of each month from 12:00 to 2:00 pm;
- The **Teaching, Learning and Student Success Committee** meetings are scheduled for the first Monday of each month from 11:30 am to 1:00 pm;
- At least four **Tenure and Promotions Committee** of the Whole meetings are scheduled on Thursday during the months of November to June; and
- The **Graduate Committee** meetings are scheduled on the third Thursday of each month from 1:00 to 3:00 pm.

Due to scheduling conflicts, the following meeting dates were scheduled outside of the above referenced guidelines:

- The September Faculty Council meeting has been scheduled for the third Thursday of the month, instead of the second, because the second Thursday lands on the day after classes begin, which does not give members much



time to prepare for the meeting. This, however, may not be an issue due to the circumstances caused by COVID-19.

- The September APPC meeting has been scheduled for the fourth Wednesday of the month, instead of the third, so that the APPC meeting takes place after the September Faculty Council meeting, as is usually the case.
- To prevent overlap with the September Faculty Council meeting, the September Graduate Committee meeting has been scheduled for September 10, 2020.
- The December Executive Committee meeting has been scheduled for the first Wednesday of January 2021, as the December meeting conflicts with the Holiday Break. This leaves one week, instead of the usual two weeks, between the Executive committee meeting and Faculty Council meetings in January.
- The March Executive Committee meeting has been scheduled for the fourth Wednesday of the month instead of the last (5th) Wednesday of the month, so as to allow for two the typical two weeks between the Executive Committee and Faculty Council meetings.
- The May Committee on Research Policy and Planning meeting has been scheduled for the fifth Monday of May 2021, as the fourth Monday conflicts with Victoria Day holiday.

Sincerely,

Lisa Lutwak
Secretary of Council
Liberal Arts & Professional Studies

SCHEDULE “A”

Faculty Council and Standing Committee Meeting Dates 2020-2021

Faculty Council

- September 17, 2020
- October 8, 2020
- November 12, 2020
- December 10, 2020
- January 14, 2021
- February 11, 2021
- March 11, 2021
- April 8, 2021
- May 13, 2021
- June 10, 2021

Academic Policy and Planning Committee

- July 22, 2020
- September 23, 2020
- October 21, 2020
- November 18, 2020
- December 16, 2020
- January 20, 2021
- February 17, 2021 – Cancelled (Reading Week)
- March 17, 2021
- April 21, 2021
- May 19, 2021
- June 16, 2021

Committee on Research Policy and Planning

- September 28, 2020
- October 26, 2020
- November 23, 2020
- December 15, 2020 – Changed (Reading Week)
- January 25, 2021
- February 22, 2021
- March 22, 2021
- April 26, 2021
- May 31, 2021- Changed (Victoria Day)
- June 28, 2021

Tenure and Promotion Committee

- November 5, 2020
- February 4, 2021
- March 4, 2021
- April 1, 2021
- June 3, 2021

Executive Committee

- July 29, 2020
- August 26, 2020
- September 30, 2020
- October 28, 2020
- November 25, 2020
- January 6, 2021
- January 27, 2021
- February 24, 2021
- March 24, 2021
- April 28, 2021
- May 26, 2021
- June 30, 2021

Committee on Curriculum, Curricular Policy and Standards

- September 2, 2020
- October 7, 2020
- November 4, 2020
- December 9, 2020
- January 13, 2021
- February 3, 2021
- March 3, 2021
- April 7, 2021
- May 5, 2021
- June 2, 2021

Committee on Teaching, Learning and Student Success

- September 14, 2020- Changed (Labour Day)
- October 5, 2020
- November 2, 2020
- December 7, 2020
- January 4, 2021- Cancelled (Winter break)
- February 1, 2021
- March 1, 2021
- April 5, 2021
- May 3, 2021
- June 7, 2021

Graduate Committee

- September 10, 2020 (to not overlap with FC)
- October 15, 2020
- November 19, 2020
- December 17, 2020
- January 21, 2021
- February 18, 2021
- March 18, 2021
- April 15, 2021
- May 20, 2021
- June 17, 2021