



BRESCIA UNIVERSITY COLLEGE:

CONSTITUTION OF THE BRESCIA COUNCIL

REVISED:
JUNE 2022

CONSTITUTION OF THE BRESCIA COUNCIL

I. INTRODUCTION

The Brescia Council (Council), established by the Brescia University College Board of Trustees, is the body entrusted with policy development and recommendations regarding the overall operations of Brescia. The Council makes decisions and/or recommendations on matters within its mandate affecting all areas of Brescia's operation, both academic and non-academic. It is recognized that the Brescia Council is established by and reports to Brescia's Board of Trustees, in accordance with the Board's *Constitution*, and that the Board will receive recommendations, advice and reports from the Council, except in cases of emergency, through the President. It is recognized that the Senate of The University of Western Ontario ultimately has jurisdiction over the content of Brescia's academic programs, in accordance with the Affiliation Agreement and The University of Western Ontario Act (1988). It is further recognized that some areas of Brescia's operations are the responsibility of Directors, senior administrators and other employees at Brescia, in accordance with their job descriptions. No provision of this *Constitution* is intended to restrict or inhibit their ability to perform their assigned duties.

Brescia faculty, staff, students, and administrators will be represented on the Council and will be free to participate in the development of plans, policies, and procedures designed to allow Brescia to carry out its mission.

The Council and its Standing Committees will report to the Board of Trustees on a regular basis through the Chair.

II. MEMBERSHIP OF THE BRESCIA COUNCIL

The Council will consist of the following voting and non-voting Councillors:

Voting Members of the Council:

Chair of Council (tenured faculty member elected by Council from among the voting members of the Brescia Council)

Vice-Chair of Council (tenured faculty or staff member elected by Council from among the voting members of the Brescia Council)

All full-time faculty not on sabbatical or other leave

5 Contract faculty elected by contract faculty

5 Staff members in permanent positions elected by staff with normally no more than 2 from any department

4 Students at large

Voting *ex officio* Members of the Council:

President

Provost

Executive Director, Strategic Initiatives & Growth

Executive Director, Advancement and Alumnae Relations

Associate Academic Dean

Executive of the Brescia University College Students' Council (BUCSC), up to 6

Up to 2 Ursuline Sisters

Non-voting *ex officio* Members of the Council:

Registrar
Associate Director, ALT Centre
Director, Campus Ministry
Director, Facilities & Management
Director, Human Resources
Director, Finance & Planning
Director, Library Services
International Program Coordinator
Director, Communications and External Relations
Professors Emeritae/Emeriti

III. MANDATE OF BRESCIA COUNCIL

The Council shall have the following mandate and functions:

- A. To develop both academic and non-academic plans, policies and procedures. The President in consultation with the Executive Committee of Brescia Council will determine in advance of consideration by the Council, which plans, policies and procedures are solely within the purview of Brescia Council or are also within the purview of, or subject to, the approval of the Board of Trustees.

When it is determined that a plan, policy or procedure is subject to the further approval of the Board of Trustees, the Council will consider it for approval and recommendation to the Board.

- B. To review financial information and institutional goals each year and to review and recommend annually to the Board of Trustees a proposed operating budget and a proposed capital budget for the subsequent fiscal year.
- C. The Council, through its Executive Committee, makes nominations to its own committees, to selection committees for Brescia University College administrative officers, and to bodies of The University of Western Ontario in accordance with the practices of such bodies. Recommendations of the Executive Committee will be taken to the Council for approval.
- D. The Council has authority to inquire into and report upon any matters that affect Brescia, and to pass resolutions and make recommendations to the Board of Trustees.
- E. Decisions and recommendations made by the Council are forwarded, as appropriate, by the President to the Board of Trustees and its committees. In cases of emergency, the Chair may forward, as appropriate, such decisions and recommendations.

- F. Decisions and recommendations made by the Council are forwarded, as appropriate, by the Provost to relevant bodies of The University of Western Ontario. In cases of emergency, where the Provost is unable to fulfill this function, the Chair may forward, as appropriate.
- G. The Council may delegate, subject to the approval of the Board of Trustees, some of its powers to such bodies as it chooses to establish.

IV. BRESCIA COUNCIL PROCEDURES

A. MEETINGS

1. Normally, the Chair of Council will be elected, by Council, from among the tenured faculty of Brescia University College. Meetings of the Council will be chaired by the elected Chair of Council.
2. Normally, the Vice–Chair of Council will be elected, by Council, from among the tenured faculty or the staff members in permanent positions of Brescia University College. If the Chair of Council is absent, meetings will be chaired by the elected Vice–Chair of Council.
3. If both the Chair and the Vice–Chair are absent, meetings of the Council will be chaired by the President.
4. Normally, the Council will meet monthly September through June. The Council does not normally meet in July or August.
5. If additional meetings or rescheduling of meetings of the Council are necessary, at least one week’s notice will be provided to the Brescia community. The decision to call additional meetings or to reschedule meetings is the responsibility of the Executive Committee.
6. Councillors and Standing Committee members are expected to attend meetings in the format selected by the Chair of the Council or Committee Chair, whether in-person, virtual, or hybrid. Councillors may participate in meetings of the Council and of the Brescia Council Standing Committees by alternate means with the prior approval of the Chair of the Council or the Committee Chair.
7. Meetings of the Council are open to all members of the Brescia Community. The Chair of the Council may propose that the Council move into a confidential session, closing the meeting to everyone other than voting and non–voting *ex officio* members of Brescia Council, and others at the discretion of the Chair. In such cases the Chair will provide a rationale for the need for a confidential session, and the proposal will require the agreement of a majority of voting Councillors present. Should the proposal fail, the Chair has the right to withdraw the proposed confidential matter from the agenda.
8. All Councillors have the right to speak in meetings. Other members of the Brescia community, guests, and visitors will be heard as the meeting Chair deems appropriate.

9. The Executive Committee will arrange for the posting of the agenda, minutes of the previous meeting, reports and relevant documentation, at least five days before each meeting. The agenda and other meeting materials will be posted to the Council OWL site and available to the members of Brescia Council and approved representatives appointed to Brescia Council, such as from the Faculty of Education. Printed meeting materials will not normally be distributed.
10. Minutes will include a record of topics discussed, any actions proposed in these matters, and decisions taken. One set of minutes will be provided without track changes and any changes would be made at the BCEC and Brescia Council meetings. Action items will continue as “Action Items.” Lengthy quotations from the *Constitution* will not be included in the minutes, but there can be a note that references the *Constitution*.

Matters considered in a confidential session of the Council may be referenced in an appendix to the minutes accessible only to the voting Councillors, but the minutes themselves shall indicate the general nature of the confidential items and the reasons for them being considered.

11. At all meetings of the Council and its Standing Committees, Councillors shall seek to make decisions by consensus of all present. Councillors participating by teleconference or approved alternate electronic form are considered present. Consensus is defined as agreement where no member opposes the motion. Consensus will be confirmed by vote of all voting members present and will be recorded in the minutes. When consensus is not possible, the question shall be decided by a simple majority of the votes cast by the voting Councillors present at the meeting. In the case of a tie, the Chair of the Council or the respective Committee Chair will be entitled to cast an additional vote.
12. Attendance by proxy or votes by proxy are not permitted for Brescia Council. Delegates with voting privileges are allowed for *ad hoc* committees formed by the Council and for Council Standing Committees.
13. For meetings of the Council a quorum consists of 50% plus one of the voting members. A Councillor participating by teleconference or approved alternate electronic form will be counted as present in the calculation of quorum. A quorum must be present for approval of proposals by Brescia Council. If a quorum is not present, the meeting may proceed but will include only items for information and for discussion.
14. Any *ad hoc* committees formed by the Council or a Council Standing Committee will conduct its meetings in accordance with the above procedures unless noted otherwise.

B. TERMS OF SERVICE

1. The Chair and the Vice–Chair of Council will serve three–year terms, once renewable. At least three months prior to the expiry of the first three–year term, each of these officers of the Council must indicate to the Executive Committee their intention to seek or not to seek a second term. A Council Officer under consideration for renewal will

recuse themselves from any discussion of a possible renewal at the Executive Committee. In all cases the Executive Committee will poll the voting Councillors to determine whether there are any additional nominations. If there are, an election will be held, with the vote to be conducted by secret ballot, overseen by the President. If there are no other nominations, renewal must still be confirmed by a vote of the voting Councillors. At the beginning of each academic year, the President will facilitate an informal meeting/orientation session involving the Chair and Vice–Chair of Council and the Chair and Vice Chair or Past Chair of the Board of Trustees. Neither the President nor the Vice–President of the Brescia Faculty Association may serve concurrently as Chair or Vice–Chair of Council. Neither the President nor the Vice–President of the Brescia Faculty Association or of the Brescia Staff Association may serve concurrently as Vice–Chair of Council.

2. Elected staff Councillors will normally serve three–year terms and are elected by staff. Renewal is possible but not automatic; they are free to stand for re–election.
3. Elected contract faculty Councillors will normally serve one–year terms and are elected by the contract faculty. Renewal is possible but not automatic; they are free to stand for re–election. Contract faculty Councillors must normally be teaching at Brescia during both the fall and winter terms of their one–year term on Council.
4. The Chair and Vice–Chair of Council are *ex officio* members of a number of Council Standing Committees (see Appendix A), but are not expected to attend meetings of those committees unless they so desire.
5. Elected members of the Council who will be absent for a prolonged period due to leave will have their position filled on an interim basis by someone from the same constituency that they represent on the Council. In the case of *ex officio* Councillors, the position will be filled by the individual taking on the normal duties of the absent Councillor.
6. Terms for members of Council and its Standing Committees are considered to begin July 1. If a member of Council or one of its Standing Committees leaves their position, the person filling that position will complete the previous member’s term.
7. In April of each year, after the new Brescia University College Students’ Council (BUCSC) takes office, the names of the new BUCSC Executive *ex officio* Councillors will be provided to the Chair of Council and the new BUCSC Executive *ex officio* Councillors may begin attending Council and Council Standing Committee meetings. If both the past and incoming *ex officio* Councillors are present, both have voice but only one will have a vote.
8. The Executive Committee will call for student nominations for the student at large Councillors in the spring. Normally, student at large Councillors will serve one–year terms, but students are free to stand for re–election. If there are more nominees than there are available positions, an election will be held to select the Councillors. All Brescia students will be eligible to vote in the election of student at large Councillors. Elections are held in the spring; timing of the elections will be left to the BUCSC. In the

event that not all student at large Councillor positions are filled, a subsequent election will be held to fill any vacant seats no later than September 30. The election of student at large Councillors will be run by the BUCSC.

9. By the end of April of each year, the Executive Committee of the Council will determine which positions will fall vacant on July 1. The Executive Committee may solicit nominations from the relevant constituencies (preferred), or may elect to directly approach members of the relevant constituencies as potential candidates to fill the anticipated vacancies. If nominations are sought, these must include the name of the nominator, and the acknowledgement and agreement of the nominee. Election by secret ballot will be organized and scheduled by the Chair or Vice Chair of Council in cases where there are multiple candidates.

V. STANDING COMMITTEES OF THE BRESCIA COUNCIL

The Standing Committees of Council will facilitate the work of the Council. Unless noted otherwise they will report to the Council through the Executive Committee. The Standing Committees of Council will provide recommendations for consideration and approval by the Council.

The Standing Committees of the Council:

EXECUTIVE COMMITTEE

The Executive Committee of the Council facilitates the smooth functioning of the Council, serving in turn as agenda committee, nominating committee, and stand-in for the Council when decisions must be made quickly.

BUDGET ADVISORY COMMITTEE

The Budget Advisory Committee (BAC) of the Council is responsible for developing recommendations to the Council concerning the priorities of Brescia's overall budget.

EDUCATIONAL POLICY COMMITTEE

The Educational Policy Committee (EPC) will consider issues related to the academic offerings and academic policies of Brescia University College and will recommend academic programming and policies to the Council.

EQUITY COMMITTEE

The Equity Committee (EC) is responsible for working to educate the Brescia community regarding equity issues.

JOINT HEALTH AND SAFETY COMMITTEE

The Joint Health and Safety Committee (JHSC) is responsible for ensuring that appropriate health and safety policies and procedures are in place for the health and safety of all sectors of Brescia.

LEARNING AND TEACHING COMMITTEE

The Learning and Teaching Committee (LTC) focuses on improving the quality of learning and teaching at BUC. The LTC will advise on the incorporation of the Brescia Competencies in the curricular and co-curricular experience of Brescia students. The LTC will also advise on and support the implementation of the Brescia competencies. The LTC provides a forum for discussion of issues raised related to teaching at BUC and makes recommendations to the appropriate decision-making committee or office.

LIBRARY COMMITTEE

The Library Committee (LC) will consider issues related to the Beryl Ivey Library at Brescia University College. The LC provides a forum for discussion of issues related to Library services, programs, collections, facilities and copyright.

RESEARCH AND SCHOLARSHIP COMMITTEE

The Research and Scholarship Committee (RSC) will advise the President, and the Provost, and will report to Council on Brescia-wide research policies and procedures.

The membership and the responsibilities and procedures of the Standing Committees of the Council are outlined in Appendix A to the *Constitution of the Brescia Council*.

VI. CHANGES TO THE *CONSTITUTION OF THE BRESCIA COUNCIL*

- A. Changes to the *Constitution of the Brescia Council* may be necessary from time to time.
- B. Sufficient notice of a proposed change to the *Constitution of the Brescia Council* must be provided to Councillors and to the Brescia University College community in general. A proposed change must be proposed and discussed at a meeting of the Council, but a final decision will not be made until the subsequent meeting of the Council. Decisions on changes to the *Constitution* will be made by consensus whenever possible. In accordance with the Council procedures, a vote will be taken and recorded. A 2/3 vote of voting Councillors present will be required for constitutional changes to be passed.
- C. Changes to the *Constitution of the Brescia Council* will be reported to the Board of Trustees for approval.

Appendix A: STANDING COMMITTEES OF THE BRESCIA COUNCIL

Standing Committees will assist the Brescia Council (Council) in its work and will report to it. *Ad hoc* Committees may also be struck and dissolved, from time to time, as necessary.

Wherever the *Constitution* refers to “faculty” it is understood that both full–time, including Limited Term Appointments, and contract faculty can be considered. Where only Voting Councillors are eligible, “faculty” would include all full–time faculty, including Limited Term Appointments, and the five contract faculty who are Voting Councillors.

Non–voting Councillors and non–Councillors on a Standing Committee are assumed to be voting members of the Standing Committee, unless stated otherwise.

A. GENERAL PROCEDURES

1. Members of Standing Committees will normally be appointed to three–year terms, except for students and contract faculty, who will serve renewable one–year terms. Members of *Ad hoc* Committees of the Council will serve terms as required.
2. Appointments to Standing Committees of the Council will be made by the Executive Committee, unless other selection procedures are specified for particular Committees. In all cases, the Executive Committee will have responsibility for populating Standing and *Ad hoc* Committees, including all decisions about the renewal or non–renewal of Committee members, other than *ex officio* members.
3. Committee members who (a) cease to be voting Councillors due to sabbatical or other leave, or (b) will be absent for a prolonged period due to any kind of leave, will have their position filled on an interim basis by a Councillor from the same constituency that they represent on the Council and its Standing Committees. In the case of *ex officio* Councillors, the position will be filled by the individual taking on the normal duties of the absent Councillor.
4. The President will be a member, *ex officio*, of all Standing Committees of the Council. They will receive agendas and minutes from these Committees and may participate in the work of each Committee if they are able to do so.
5. Unless specified under the membership terms, each Standing Committee will appoint one of its non–student members to serve as Committee Chair, preferably for a minimum of one year.
6. Unless specified under the membership terms, each Standing Committee will appoint one of its members to serve as Secretary. When the President serves as Secretary to a Committee, they may delegate all or part of those duties as required.
7. The Chair and Vice–Chair of Council may be a member, *ex officio*, of all Standing Committees of the Council. They will receive agendas and minutes from these Committees and may participate in the work of any Committee if they are able to do so. Where the Chair and/or Vice–Chair of Council are *ex officio* members of a committee, it is not expected that they attend every meeting, though they are free to do so.

8. The Discipline Appeals Committee is a committee of Brescia Council, but will only be convened as required under Brescia University College Code of Student Conduct. The Chair of Brescia Council will chair the Discipline Appeals Committee when required upon notice from the Registrar.
9. All Standing Committees will submit a mid-year report, in December or January, and an annual report to the Executive Committee for its June meeting. The reports will include a summary of the activities, deliverables, and outcomes of the Standing Committee. In addition, the June report will include a self-assessment of its effectiveness and membership composition.

B. EXECUTIVE COMMITTEE

The Executive Committee of the Council facilitates the smooth functioning of the Council, serving in turn as agenda committee, nominating committee, and stand-in for the Council when decisions must be made quickly.

1. Membership

All members of this committee will be voting Councillors.

- Chair of Council (Committee Chair)
- Vice-Chair of Council
- President
- Provost
- 1 Staff member in a permanent position (selected by the staff Councillors)
- 2 Faculty members (selected by the faculty Councillors)
- BUCSC President

2. Responsibilities and Procedures of the Executive Committee

- a. The Executive Committee will meet approximately five days before a scheduled Council meeting to set the agenda for the upcoming meeting and to review minutes from the previous meeting of the Council.
- b. The Executive Committee will receive information, recommendations, and proposals from other Standing and *Ad hoc* Committees that report to the Council. Recommendations and/or proposals for consideration by the Council that fall outside the purview of the Standing Committees may be brought to the Executive Committee by any member of the Brescia community. Any proposals or resolutions intended for the upcoming Council meeting must be brought to the attention of the Executive Committee in time for its consideration prior to inclusion on the agenda.
- c. The Committee will receive, from all sectors of Brescia, material that will generate discussions of Brescia-wide issues. These discussions by the Council will be welcomed as a means of strengthening the life of Brescia and encouraging broad participation in the decision-making process.

- d. When positions become vacant on Standing Committees of the Council, the Executive Committee will nominate individuals to fill the vacancies or, time permitting will solicit nominations from the constituencies in which the vacancy has occurred. The Vice–Chair of the Executive Committee will seek input from Committee Chairs when appropriate. Such nominations will be taken to the Council for approval.
- e. The Executive Committee will confer and act upon urgent matters when the Council cannot meet.
- f. Quorum will be achieved with:
 - i) The presence of any two of
 - Chair of Council
 - Vice–Chair of Council
 - President
 - Provost, and
 - ii) A simple majority of committee members, as long as one of the Chair or Vice–Chair of Council is present.

C. BUDGET ADVISORY COMMITTEE

The Budget Advisory Committee (BAC) of the Council is responsible for developing recommendations and proposals to the Council concerning the priorities of the overall Brescia budget.

1. Membership

All members of this committee other than the Director, Finance & Planning will be voting Councillors.

Director, Finance & Planning (Committee Chair)
 Provost
 Executive Director, Strategic Initiatives & Growth
 Registrar
 Chair of each School and one (1) contract faculty member
 1 Staff member in a permanent position
 BUCSC Vice-President, Governance and Finance

2. Responsibilities and Procedures of the Budget Advisory Committee

- a. The BAC will formulate recommendations concerning the priorities of Brescia’s operating and capital budgets.
- b. The BAC will be advised by the Director, Finance & Planning each year early in the budget process of the general assumptions of the budget, and the preliminary budget priorities set by Brescia’s administration.

- c. The BAC will invite comments on budget priorities from the Chairs of the academic Schools and from Budget Heads. In light of these comments and of the priorities outlined by the Institutional Planning Committee and Brescia's Strategic Plan, the BAC will prepare a Summary Report, summarizing the information gathered and providing its assessment of the priority areas noted by the Chairs and Budget Heads. The BAC will note any recommendations it wishes to make arising from such consultations.
- d. The Summary Report (with any recommendations) from the BAC will be brought to the Council, via the Executive Committee, for discussion, normally at the December meeting of the Council. The Council may amend the Report and/or its recommendations after discussion; the Council may add or delete recommendations. The Council will then forward the Summary Report to the Finance, Audit and Investment Committee of the Board of Trustees, via the Director, Finance & Planning or the President.
- e. The BAC will receive and review a draft budget and report back to Council.
- f. The BAC will meet at least twice in the fall and at least once to discuss the draft budget; additional meetings will be scheduled as required.
- g. Quorum will be achieved with: (i) the presence of the Director, Finance & Planning or their delegate, and (ii) a simple majority of committee members.

D. EDUCATIONAL POLICY COMMITTEE

The Educational Policy Committee (EPC) will consider issues related to the academic offerings and academic policies of Brescia University College and will recommend academic programming and policies to the Council.

1. Membership

Provost (Committee Chair)
 President
 Associate Academic Dean
 Registrar
 Chair of each School
 Director of Library Services
 BUCSC Vice-President, Academic Affairs
 Additional Academic Leadership positions will be invited to meetings when relevant matters are on the agenda.

2. Responsibilities and Procedures of EPC

- a. EPC will formulate, for approval by the Council, policy concerning courses, programs, academic counselling, and any other matters affecting students at Brescia University College.
- b. Proposals for new courses and changes in existing courses will go to EPC for consideration, and if approved, reported to the Council.

- c. Proposals for changes in existing degree modules and for new degree modules will go to EPC for consideration, and if approved, will go to the Council for approval; once such proposals are approved by the Council, the normal procedures of The University of Western Ontario Senate will be followed.
- d. EPC will consider and communicate proposed academic changes at the constituent University or the other Affiliated University Colleges that may have an impact on Brescia's academic programming.
- e. EPC will advise the Provost on other academic matters as appropriate.
- f. EPC will meet monthly during the academic year.
- g. Quorum will be achieved with:
 - i) The presence of one of
 - Provost
 - President
 - Associate Academic Dean, and
 - ii) A simple majority of committee members.

E. EQUITY COMMITTEE

The Equity Committee (EC) is responsible for the education of the Brescia University College community in matters relating to equity and diversity. Equity Committee members also direct Brescia employees to Brescia resources intended to support a diverse and inclusive workplace.

1. Membership

Director of Human Resources (Committee Chair)
 2 Faculty members
 2 Staff members in permanent positions
 BUCSC Vice-President Student Life
 BUCRC Public Relations Officer

2. Responsibilities and Procedures of the Equity Committee

- a. The EC will meet at least twice each term with the possibility of further meetings should they be required.
- b. The EC will plan educational processes about workplace equity and diversity for the Brescia community, arranging and advertising these events.
- c. The EC may be called upon to provide input into policy revisions being considered by the BUC Council.

- d. Quorum will be achieved with: (i) the presence of the Director of Human Resources, and (ii) a simple majority of committee members.

F. JOINT HEALTH AND SAFETY COMMITTEE

The Joint Health and Safety Committee is responsible for ensuring that appropriate health and safety policies and procedures are in place for the health and safety of all sectors of Brescia University College.

1. Membership

The *Occupational Health & Safety Act* requires that at least one half of the committee members be workers who do not exercise managerial functions and that these committee members are to be selected by the workers they represent. Committee members who exercise managerial functions can be selected by Brescia. This legislation also requires that at least one (1) representative of workers and one (1) representative of management be certified members.

Membership will be comprised as follows:

Two (2) full-time faculty members, including one (1) from Food and Nutritional Sciences and one (1) from another School, both appointed by the Brescia Faculty Association.

One (1) contract faculty member, appointed by the Brescia Faculty Association (membership shall be contingent upon the contract faculty member having a current employment contract in place with Brescia).

Two (2) staff members in permanent positions, including one (1) from Food Services, both of whom are appointed by the Brescia University College Staff Association.

One (1) student member appointed by Brescia University College Student Council.

Ex Officio:

Director, Human Resources (Designated Co-Chair)
Director, Facilities & Management
Manager, Food Services
Residence Manager
Manager, Custodial Services

2. Responsibilities of the Joint Health and Safety Committee

- a. The Joint Health and Safety Committee will meet at least four (4) times each year or more frequently as required and elect one (1) other Co-Chair from among the faculty and staff members of the Joint Health and Safety Committee who do not exercise a managerial function. The Director of Human Resources will be designated as Co-Chair.

- b. The Joint Health and Safety Committee establishes procedures for dealing with dangers in the workplace and communicates them to the Brescia community.
- c. The committee will post information in the designated places to inform all concerned about dealing with hazards and to raise awareness respecting related government regulations. The committee will also review the report findings of all regulated inspections related to health and safety, and facilitate any required response to those reports.
- d. Both Co–Chairs or their designate(s) from among the members of the committee will conduct regular audits of the workplace to identify problems, and will recommend solutions to the Council and to the administration. For clarity, any such inspection team must include a committee member who does not exercise a managerial function and a committee member who does exercise a managerial function.
- e. The committee will monitor the implementation of the Brescia University College Health and Safety Policy, of any additional related Brescia policies and of government regulations regarding health and safety in the workplace.
- f. The committee will communicate recommendations and proposed policies to the Council for information and education purposes and for implementation.
- g. Quorum will be achieved with: (i) the presence of both Co–Chairs, and (ii) a simple majority of committee members.

G. LEARNING AND TEACHING COMMITTEE

The Learning and Teaching Committee (LTC) focuses on improving the quality of learning and teaching at BUC. The LTC will advise on the incorporation of the Brescia Competencies in the curricular and co–curricular experience of Brescia students. The LTC will also advise on and support the implementation of the Brescia Competencies. The LTC provides a forum for discussion of issues raised related to teaching at BUC and makes recommendations to the appropriate decision–making committee or office.

1. Membership

Associate Academic Dean (Committee Chair)
 Director, ALT Centre
 Associate Director, ALT Centre
 Registrar
 Learning and Curriculum Support Librarian
 7 Faculty members with at least one (1) from each School
 Special Advisor to the President, Diversity and Inclusion
 Writing Centre Coordinator
 1 Student
 BUCSC Vice–President Academic Affairs

Ex officio:
Provost

2. Responsibilities and Procedures of the LTC

- a. The LTC will provide a forum for discussion of issues raised related to the quality of teaching at BUC.
- b. Under the direction of the Associate Director, ALT Centre and the Associate Academic Dean, the LTC will oversee course/faculty evaluations.
- c. The LTC will oversee and advise on alignment of curricular, co-curricular, and extra-curricular programming with the Brescia Competencies and assessment of the Brescia Competencies.
- d. The LTC will oversee and advise on alignment of Internationalization with the Brescia Competencies and assessment of Brescia Competencies.
- e. In collaboration with the Associate Academic Dean, the LTC will work to support the mentoring of new faculty.
- f. The LTC will oversee policies and procedures related to and selection of the recipient of the Brescia University College Award for Excellence in Teaching and the Brescia University College Award for Excellence in Teaching by Contract Faculty.
- g. Quorum will be achieved with: (i) the presence of the Associate Academic Dean or the Associate Director ALT Centre, and (ii) a simple majority of committee members.

H. LIBRARY COMMITTEE

The Library Committee (LC) will advise the Provost and report to Brescia Council on Library planning, policy development, services, programs, and copyright matters.

1. Membership

Director of Library Services (Committee Chair)
Provost
4 Faculty members, with representation from each School
1 Staff member in a permanent position
BUCSC Vice-President, Academic Affairs
1 Graduate student

2. Responsibilities and Procedures of Library Committee

- a. The LC will serve as a forum for discussion of issues related to Library services, programs, collections, facilities, and copyright.
- b. The LC will advise the Director of Library Services on strategic directions for the Library and alignment with curricular programming.
- c. The LC will report regularly to Brescia Council, presenting recommendations as appropriate.
- d. The LC will meet at least three times a year; additional meetings will be scheduled as required.
- e. Quorum will be achieved with: (i) the presence of the Director of Library Services or their delegate, and (ii) a simple majority of committee members.

I. RESEARCH AND SCHOLARSHIP COMMITTEE

The Research and Scholarship Committee (RSC) will advise the President, and the Provost, and will report to Council on Brescia-wide research policies and procedures.

1. Membership

Provost (Committee Chair)

BUC Research Officer

4 Faculty members, with representation from each School

1 Graduate student, selected by the Graduate students in the MScFN

BUCSC Vice-President, Governance and Finance

2. Responsibilities and Procedures of the Research and Scholarship Committee

- a. The RSC will formulate, for recommendation to the Council, policy and/or programs concerning research and scholarship at Brescia University College.
- b. The RSC will review matters related to institution-wide research initiatives and proposals.
- c. The RSC oversees policies and procedures related to the annual internal Brescia Research Grant.
- d. The RSC will advise the Provost on any budgeting and funding of research generally, and specifically internal university funds and requests for matching funds (for grant applications).
- e. The RSC will review annually any university strategic research plans.
- f. The RSC reports annually to the Council on university research and scholarly activities.

- g. Oversee policies and procedures related to and selection of the recipient of the Brescia University College Award for Excellence in Research.
- h. Quorum will be achieved with: (i) the presence of the Provost or the Brescia Research Officer, and (ii) a simple majority of committee members.