

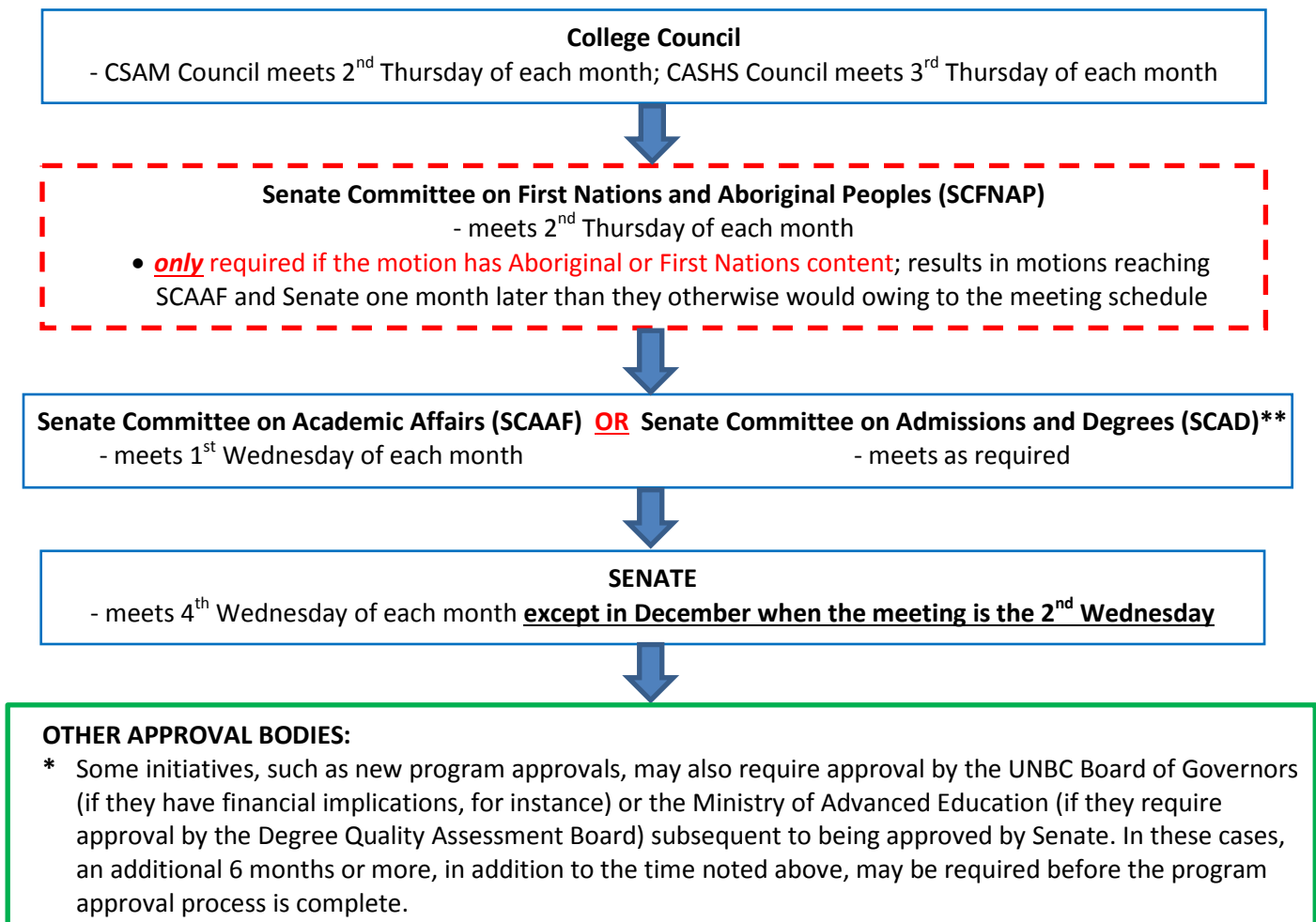
SENATE MOTION APPROVAL PROCESS

When an academic unit wishes to offer a new course or program, delete a course, change program or degree requirements or other calendar text, or revise admission requirements, the proposal needs to be approved by Senate but is first typically reviewed by the relevant College Council(s)* and Senate committee(s). The vast majority of motions going to Senate from an academic unit are vetted through the Senate Committee on Academic Affairs (SCAAAF). However, motions dealing with new or revised admissions requirements or standards fall under the purview of the Senate Committee on Admissions and Degrees (SCAD) so must be reviewed by that Committee. In addition, any motions containing Aboriginal or First Nations content must also be reviewed by the Senate Committee on First Nations and Aboriginal Peoples (SCFNAP) prior to being forwarded to SCAAF or SCAD. Motion forms for both SCAAF and SCAD are available for download from the Senate web page.

* for information regarding processes a motion undergoes prior to arriving at College Council, please consult with your academic unit

TIMELINES AND PROCESS FOR FLOW OF MOTIONS THROUGH COMMITTEES TO SENATE (AND OTHER BODIES IF REQUIRED*)

A SCAAF or SCAD** motion will typically follow the process noted below. Please note that as a result of Senate committee meeting schedules, **motions with First Nations content (as determined by the appropriate College Council) will get to SCAAF and Senate one month later** than motions not requiring review by the Senate Committee on First Nations and Aboriginal Peoples, so please plan your preparation time accordingly.



** SCAD meets only as required and motions are forwarded from that committee directly to the next regular meeting of Senate

To ensure motions reach Senate by a particular month (barring any potential meeting cancellations) please follow the guide below which outlines the latest date (month) by which motions must reach College Council.

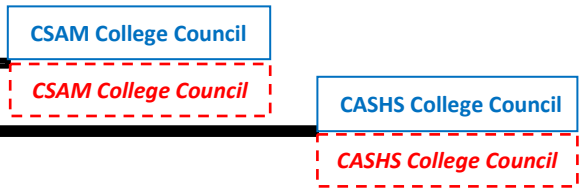
SENATE MONTH (meets 4 th Wednesday of each month except in December)	SCAAF MONTH (meets 1 st Wednesday of each month)		COLLEGE COUNCIL MONTH (meets 2 nd (CSAM) or 3 rd (CASHS) Thursday of month)	
If seeking motion approval by Senate for a particular month, ensure motions reach SCAAF and College Council no later than the months noted in the columns to the right.	ROUTINE PROCESS	IF SCFNAP REVIEW REQUIRED	ROUTINE PROCESS	IF SCFNAP REVIEW REQUIRED
January	January	December	December	November
February	February	January	January	December
March	March	February	February	January
April	April	March	March	February
May (deadline for next Academic Year)	May	April	April	March
June	June	May	May	April
July	July	June	June	May
August	August	July	July	June
September	September	August	August	July
October	October	September	September	August
November	November	October	October	September
December (may be delayed to January)	December	November	November	October

TYPICAL CALENDAR CYCLE FOR A MOTION TO PROCEED FROM COLLEGE COUNCIL TO SENATE

LEGEND:

- Motions without First Nations content
- Motions with First Nations content

JANUARY						
- motion with or without First Nations content to College Council						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



FEBRUARY						
- motions without First Nations content to SCAAF and Senate						
- motions <u>with</u> First Nations content to SCFNAP						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
		SCAAF	12	13	14	15
9	10	11		SCFNAP	21	22
16	17	18	19	20	21	22
23	24	25	26	27	28	
		SENATE				

MARCH						
- motions <u>with</u> First Nations content to SCAAF and Senate						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
			SCAAF	13	14	15
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
			SENATE			
30	31					