



Senate Committees

## Two Row Council

Meeting #8 (2022-2023)

May 11, 2023 at 9:30 a.m.

Tele- and Videoconference:

[Click here to join the meeting](#)

Or call in (audio only)

[\(888\) 862-4985](tel:(888)862-4985) Canada (Toll-free)

Phone Conference ID: 522 520 441#

### Agenda

Item	By	Start Time	Time	Action
1. Welcome and Opening Address	PB	9:30	5	
2. Approval of Agenda	RB	9:35	2	Approval
3. Approval of Minutes 3.1 <a href="#">Meeting #7 - April 6, 2023</a>	RB	9:37	3	Approval
4. Business Arising from the Previous Minutes	RB	9:40	5	
5. <a href="#">Update re: Academic Accommodations</a>	RJ	9:45	15	Information
6. <a href="#">Two Row Council Terms of Reference Review</a>	SB	10:00	10	Information
7. <a href="#">Two Row Council Membership for 2023-2025</a>	SB	10:10	10	Information
8. <a href="#">Two Row Council Annual Report to Senate</a>	RB	10:20	15	Discussion
9. Roundtable Discussion	All	10:35	10	Discussion
10. Closing Address and Adjournment	PB	10:45	5	

#### Agenda Legend

PB - Elder Peter Beaucage, Member, Two Row Council

RB - Robyn Bourgeois, Vice-Provost, Indigenous Engagement and Member, Two Row Council

SB - Simon Burke, University Secretary and Associate Vice-President, Governance & Policy

RJ - Rajiv Jhangiani, Vice-Provost, Teaching & Learning

*Next meeting: Fall 2023, date TBD. Have a wonderful Summer!*

**ACCESSIBILITY:** If you require this agenda in an accessible format or require the provision of communications supports for the meeting, please submit a request by email to [universitysecretary@brocku.ca](mailto:universitysecretary@brocku.ca) Please note, where meetings are held using Microsoft Teams, individual participants can access live captioning by following these instructions: [Live Captioning in Teams Meetings](#).

## **Minutes of Meeting #7 (2022-2023)** **Two Row Council**

**April 6, 2023 at 9:30 a.m.**

**Held via Tele- and Videoconference using Microsoft Teams**

**PRESENT:** Peter Beaucage, Cindy Biancaniello, Robyn Bourgeois, Brad Clarke, Don Cyr, Stanley (Bobby) Henry, Joanne Heritz, Emily Massicotte-Finch, Valerie Michaelson, Michelle Webber, Lynn Wells, Alex Wilder

**RESOURCE:** Simon Burke, University Secretary and Associate Vice-President, Governance and Policy  
Stacey Duncan, Assistant Secretary to the University

**GUESTS:** Mark Robertson, University Librarian; Jennifer Thiessen, Head, Teaching & Learning, Library

**REGRETS:** Catherine Longboat, Beatrice Ombuki-Berman (BUFA Observer)

### **1. Welcome and Opening Address**

The meeting was called to order. Elder Peter Beaucage provided the opening address.

### **2. Approval of the Agenda**

Members were referred to the agenda which had been distributed.  
The agenda was approved by consensus.

### **3. Approval of Minutes**

[The Minutes of Meeting #6 held March 9, 2023 had been circulated with the meeting materials.]

The minutes of Meeting #6 held March 9, 2023 were approved by consensus.

### **4. Business Arising from the Previous Minutes**

There was no business arising from the previous minutes.

### **5. Two Row Council Terms of Reference Review**

[An Information Item *TOPIC: Terms of Reference Review* had been circulated with the meeting materials.]

The University Secretary and Associate Vice-President, Governance & Policy, introduced the Report providing members with background information on the

Council's Terms of Reference Review and seeking input on prioritization. Discussion proceeded regarding updating names of centres, departments, and titles, student representation, and processes for appointing chairs/co-chairs. Amendments will be brought forward at a future meeting.

**6. Library Consultation with Two Row Council**

[A Discussion Item *TOPIC: Brock Library Consultation with Two Row Council* had been circulated with the meeting materials.]

Mark Robertson, University Librarian introduced the Report regarding the Library Decolonization Working Group Report, and Problematic Language in Brock Library's Catalogue and provided a summary for the benefit of the Council members.

Discussion proceeded regarding access to Indigenous research repositories, physical space and representation. Library staff welcome further input or questions at any time.

**7. Roundtable Discussion**

There were no matters brought forward for the roundtable discussion.

**8. Closing Address and Adjournment**

The meeting adjourned at 10:17 a.m.

# Memo

**Brock University**  
Niagara Region  
1812 Sir Isaac Brock Way  
St. Catharines, ON  
L2S 3A1 Canada

To: Members of Two Row Council

From: Rajiv Jhangiani, Vice Provost, Teaching and Learning

Date: May 3, 2023

Subject: **Consultation about proposed FHB language pertaining to religious obligations**

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[brocku.ca](http://brocku.ca)

Dear Members of Two Row Council,

As a follow-up to recent revisions to Faculty Handbook Section III.A.9 (Examination) recommended by the Undergraduate Student Affairs Committee (USAC), both USAC and the Teaching and Learning Policy Committee (T&LPC) will consider revisions to sections of the Faculty Handbook that concern religious obligations. Specifically, as per their respective mandates, USAC will consider a revision to FHB III.A.9.4.1 (Deferred Examinations: Permission to Write) whereas T&LPC will consider a revision to FHB III.C.13.2.3 (Accommodation of Students on Religious Grounds).

The contemplated revisions concern an identical broadening of the current language that focuses solely on “religious obligations” to also include Indigenous and spiritual observances (i.e. “religious, Indigenous, and spiritual observances”), in recognition that members of the Brock community come from a range of backgrounds, traditions, and beliefs. The proposed change to more inclusive language recognizes and signifies Brock’s commitment to an inclusive community, and one this is respectful of difference. The proposed change in language aims to more accurately reflect the university’s position of fostering a culture of inclusivity, accessibility, reconciliation, and decolonization as a strategic priority.

The members of USAC and T&LPC seek the feedback of the members of Two Row Council on the contemplated revisions, including in terms of the specific phrasing that should be advanced for consideration.

## 9.4 DEFERRED EXAMINATIONS

### 9.4.1 Permission to Write

1. If a student is unable to write a formally scheduled examination, or having begun the exam, is unable to complete it, a Deferred Examination will be granted. Requests made on the basis of compassionate grounds, [religious obligations](#), or other extenuating circumstances will be judged on a case-by-case basis.
2. Any medical request for a Deferred Examination must be supported by a Medical Verification Form, certifying that the student was not capable of attempting the examination at the scheduled date and time.
3. A student must first contact the instructor for permission to write a Deferred Examination. Any such application must be accompanied by required supporting documentation and must be submitted within seven days of the examination.
4. If the student is not able to contact the course instructor or if the course instructor is not willing to give the student permission to write a Deferred Examination, within ten days of the examination, application may be made to the Chair/Director of the Department/Program for permission to write a Deferred Examination.
5. If not satisfied with the outcome of the request, the student may then refer the matter to the Dean of the Faculty offering the course.
6. If the student is not satisfied with the decision of the Dean, the student may then appeal to the Student Appeals Board.
7. Students unable to write a formally scheduled examination because of religious, [Indigenous, or spiritual observances obligations](#) may request an academic accommodation for religious obligations (see FHB III: C. 13.2.3).

### 13.2.3 Accommodation of students on religious grounds

(i) Brock University acknowledges the pluralistic nature of the undergraduate and graduate communities such that accommodations will be made for students who, by reason of religious, [Indigenous, or spiritual observances-obligation](#), must miss an examination, test, assignment deadline, laboratory or other compulsory academic event.

Students requesting academic accommodation on the basis of religious, [Indigenous, or spiritual observances-obligation](#) should make a formal, written request to their instructor(s) for alternative dates and/or means of satisfying requirements. Such requests should be made during the first two weeks of any given academic term, or as soon as possible after a need for accommodation is known to exist (i.e., posting of the examination schedule), but in no case later than the second-last week of classes in that term.

(ii) When a student's presence is required prior to the date on which classes begin, any student who cannot meet this expectation of attendance for reasons of religious, [Indigenous, or spiritual observances-obligation](#) should notify the Registrar, in advance.

(iii) Accommodation is to be worked out directly and on an individual basis between the student and the instructor(s) involved. Instructors will make accommodation in a way that avoids academic disadvantage to the student. The type of accommodation provided will vary depending on the nature, weight and timing of the work for which accommodation is sought.

(iv) A current list of major religious days of observation will be posted on the University Registrar's web page.



Senate

## Report to Two Row Council

### INFORMATION ITEM

**TOPIC: Terms of Reference Review**

**May 11, 2023**

**Simon Burke, University Secretary**

#### **PURPOSE**

- The purpose of this report is to document for members the feedback provided on April 6, 2023 on the Council's Terms of Reference Review and seek additional input on prioritization for any recommended changes in procedure requiring FHB amendment recommendations to Senate Governance Committee, and; obtain confirmation of any suggested administrative practice changes requiring the Secretariat to make adjustments for the 2023-24 term.

#### **BACKGROUND**

- The Two Row Council's Mandate is documented in Faculty Handbook II: 12 (see Appendix 1). The current language of the FHB was established by Senate 684 on November 18, 2020. The Council is a unique body of Senate.
- Senate established Two Row Council to inform, guide and advance Senate's efforts towards Indigenization, reconciliation, and decolonization. The mandate of the Council is to make recommendations and provide advice to Senate and its committees regarding academic policies, programs, structures, and strategies to support meaningful Indigenization, reconciliation, and decolonization.
- Part of the Council's mandate is to review and advise regarding the progress and effectiveness of Senate's efforts to make space and foster respect for Indigenous perspectives, Indigenous peoples and Indigenous knowledge systems within the University's academic structures, programs, and processes.
- Additionally, where the Council identifies matters of concern which fall under the jurisdiction of the Board of Trustees, the Council is to engage with and refer items to the University Secretariat and the Board as appropriate and may invite members of the Board to attend Council meetings for informational purposes.
- The November 2020 changes approved by Senate were the result of extensive discussions at Two Row Council and consultations with Senate Governance Committee on such matters as consensus decision-making (see Appendix 2).

- FHB II:12 includes information on:
  - Membership and Composition
  - Appointment Process
  - Terms for Membership
  - Process for Appointing a Chair or Co-Chairs or Rotational Chairs
  - Institutional Resources and Administrative Support
  - Meeting Schedules
  - Meeting Rules and Practices
    - Consensus Decision Making Guidelines
    - Opening and Closing Addresses
    - Quorum
    - Agendas
    - Reports (Oral or Written)
- The Senate Governance Committee was briefed in November 2022 on a proposed Senate Bylaw Review project. A timeline for the Senate Bylaw Review was established that would allow the new University Secretary to have at least 6 months working with the bylaws to observe the bylaws in practice and to consult with Senators and Secretaries before developing any suggested revisions.
- The revised timeline for the Senate Bylaw Review project is:
  - Nov 2022 - Mar 2023: Observe bylaws in practice and identify areas for clarification/revision/review.
  - Spring 2023: Secretary to bring proposal for bylaw review initiative to Governance Committee
  - May - Sept 2023: Review to be conducted over the summer months, overseen by a steering committee with representatives from Governance Committee, University Secretariat, Provost's Office.
  - Sept 2023: University Secretary to bring forward the changes to Governance Committee for review, with the aim of approval by Senate by year end.
- On April 6, 2023, Two Row Council reviewed its existing FHB terms and provided the Secretariat with feedback. The Secretary committed to document this feedback for the Council and offer suggested next steps (see Appendix 3 - Chart and see Appendix 4 - Proposed FHB Changes).

## **NEXT STEPS**

- Two Row Council to:
  - develop its priorities for operational implementation;
  - create focus for potential amendment as part of the Senate Bylaw Review Project.



## **Appendix 1 - Faculty Handbook II: 12 - Two Row Council**

### **12. Two Row Council**

#### **12.1 Mandate**

Senate has established the Two Row Council (Council) to inform, guide and advance its efforts towards Indigenization, reconciliation, and decolonization. The mandate of the Council is to make recommendations and provide advice to Senate and its committees regarding academic policies, programs, structures, and strategies to support meaningful Indigenization, reconciliation, and decolonization. As part of this mandate, the Council shall review and advise regarding the progress and effectiveness of Senate's efforts to make space and foster respect for Indigenous perspectives, Indigenous peoples and Indigenous knowledge systems within the University's academic structures, programs, and processes. Where the Council identifies matters of concern which fall under the jurisdiction of the Board of Trustees, the Council shall engage with and refer items to the University Secretariat and the Board as appropriate and may invite members of the Board to attend Council meetings for informational purposes.

#### **12.2 Membership**

##### **12.2.1 Composition**

The Council will include:

- a. Indigenous Elder(s), Knowledge Keeper(s) or equivalent;
- b. Three Indigenous faculty members;
- c. One Indigenous graduate student and one Indigenous undergraduate student;
- d. An Indigenous staff member of the University;
- e. A representative of the Tecumseh Centre (to be designated by the Director of the Tecumseh Centre);
- f. A representative of Aboriginal Student Services (to be designated by Aboriginal Student Services);
- g. An Indigenous community representative from the Aboriginal Education Council (to be designated by the AEC);
- h. the President and Vice-Chancellor, and/or Provost and Vice-President, Academic, and/or Vice-Provost and Associate Vice-President, Academic;
- i. the Vice-Provost, Indigenous Engagement;
- j. the Vice-Provost and Associate Vice-President, Students;
- k. the Chair or Vice-Chair of Senate;
- l. the Chair or Vice-Chair of the Senate Governance Committee;
- m. Three non-Indigenous faculty members;
- n. a representative from Human Rights and Equity (to be designated by the Director of Human Rights and Equity); and
- o. a BUFA Observer.

### **12.2.2 Appointment process**

Nominations for the faculty, student and staff members of the Council shall be solicited through a call for nominations distributed by the University Secretariat. Following feedback from the Two Row Council, nominations will be presented to the Senate Governance Committee which shall recommend nominees to Senate for approval.

### **12.2.3 Term**

Members shall be appointed to the Council for a two-year term (renewable). Any member who fails to attend three meetings without providing regrets before the meeting to the Council secretary shall forfeit their membership.

### **12.3 Chair**

Each year, at its first meeting or at any point during the Senate term, the Council may designate a Chair or Co-Chairs from its membership. Where the Council decides not to designate a Chair or Co-Chair, meetings shall be facilitated by members on a rotational basis.

### **12.4 Resources**

The Council shall have administrative support provided by the University Secretariat. The Council may consult with additional individuals, committees, and organizations as needed.

### **12.5 Meetings**

The Council will meet no less than bi-monthly between September and June, and will determine its own meeting procedures. Any decisions or recommendations will be based on consensus, in accordance with the Council's Consensus Decision Making Guidelines. Meetings of the Council shall be open to the University community. Each meeting will begin and close with an address to be provided by Indigenous and non-Indigenous members on a rotating basis.

### **12.6 Quorum**

Quorum for the Council shall be one half of its membership. The Council may proceed with its agenda with only 30 per cent in attendance provided any decisions or recommendations are brought back to the Council at its next meeting to confirm that there is consensus in advance of being presented to Senate or its Committees.

### **12.7 Agendas**

Agendas for meetings will be prepared by the secretary to the Council through consultation with the members. Agendas shall be distributed to members at least three calendar days in advance of the meeting and posted on the University Secretariat website.

### **12.8 Reports**

The Council will provide regular reports to Senate, which may be oral or written.

## Appendix 2 - Consensus Decision-Making Guidelines

### CONSENSUS DECISION-MAKING GUIDELINES FOR THE TWO ROW COUNCIL

These guidelines are intended to inform and support consensus decision making within the Two Row Council.

#### What do we mean by consensus?

Consensus decision making refers to a process of collaborative discussion through which the whole group reaches a decision, rather than majority rule. The aim is to take into consideration the interests and concerns of the collective in order to figure out what the best decision is for the group. Consensus involves discussion and active participation by members of a group until all members can consent to a decision in its final form.

This approach follows the 'one mind' teaching, which stems from Haudenosaunee (Iroquois) philosophy and diplomacy as articulated in the Gayanehsra'gówah (Great Law of Peace). Through discussion, the goal is to come to 'one-mind' (ska'nikón:ra). According to [Jeremy Green](#), a Six Nations Community Scholar, "It is said that through free and reasoned dialogue we come to recognize and negotiate our individual knowledge, experiences and needs. When a compromise is reached, we call it "wa'onkwarihwayénthahse". This means that the collective will has been articulated, recognized and strengthened. This collective will we call ska'nikón:ra/skari:wa't. When put into action, *ska'nikón:ra/skari:wa't has great power* (emphasis added). In other words, great strength and power emerges through Hodinohsyó:ni consensus-based approaches.

Consensus does not mean unanimity. It does not require complete agreement on each decision. Instead, where disagreement remains after full discussion of the issues, a member's dissent is recorded and they are asked if they can consent to the group decision. Although all members may not agree with all aspects of a proposal, consensus is reached if all members are willing to live with the total package.

#### What is the process to be followed?

According to the Assembly of First Nations, "For First Nations, consensus is more about process than outcome. It is the process of seeking to bring all parties to one mind before taking a decision to move forward or not. As a result, consensus building requires a great deal of patience, in order to listen to all perspectives. It also requires a dialogue, and in many cases, an ongoing dialogue."<sup>i</sup>

Drawing from this, Two Row Council will use the following approach to consensus decision making:

1. When a recommendation or decision item is presented to the Council, information about the item will be shared by those most closely connected with it.
2. The Council will discuss the proposal, allowing time for each member to contribute their perspective.

3. If a common answer to the issue emerges during discussion, the moderator will state the decision and canvass the Council to see whether all questions and concerns have been satisfied. If so, consensus is achieved and it is noted in the minutes.
4. If consensus is not reached, the moderator may initiate 'a round' as part of which each member will be invited to provide comments on the item without interruption or comments from other members. After each member has spoken, the moderator summarizes the points made, and then confirms with the group the status of the item. If consensus has been reached, it is noted in the minutes. If consensus is not reached, the moderator may invite a further round of discussion.
5. If consensus is not reached after multiple rounds; the moderator may:
  - a. Ask those who are in disagreement with the proposal if they are willing to consent to the group decision, with their objections noted;
  - b. Seek to have the item deferred to a future meeting or tabled until such time as a member requests it be brought forward for consideration again; or
  - c. Refer the item to a working group of the group that would further deliberate on the item and bring options back for consideration.

### **What are the responsibilities of members?**

In order to support an effective consensus building process, members of the Council are expected to:

- Be willing to work towards consensus building;
- Take responsibility for helping the group achieve a positive outcome;
- Listen carefully to what others are saying;
- Monitor their level of participation (neither dominate nor withhold);
- Engage with, build on, respond to the ideas of others;
- Express disagreement or concerns constructively and with respect; and
- Be prepared to be flexible and open-minded with the objective of reaching a collective decision.

Where a member disagrees with an item, they may consider:

- **Expressing their concerns:** rather than taking a firm negative position, a member may express concerns, allowing room for modifications to meet the concerns.
- **Recording their reservations:** After fulsome deliberation, a member whose concerns have not been satisfactorily addressed may choose to indicate that they have reservations. They might say "I have reservations but I can live with it."
- **Non-support (standing aside):** A member may state that they do support the proposed decision, without blocking the group from proceeding. The member might say, "I personally don't support this, but I won't stop others from doing it." The member explicitly states that they are standing aside and this is noted in the minutes. If two or more members stand aside, the group may want to consider other approaches to reaching a more mutual solution.

In all discussions, members of the Council will consider and be guided by the Seventh Generation Principle based on the Haudenosaunee philosophy that the decisions made today should result in a sustainable world and sustainable relationships seven generations in to the future.

**What is the role of the moderator?**

The moderator will support consensus building by:

- Facilitating discussions neutrally;
- Fostering an environment where all members feel comfortable contributing to discussions;
- Ensuring all members have an opportunity and equal time to speak to an issue;
- Summarizing points of consensus and non-consensus;
- Working to identify the cause of any non-consensus and move discussion from debating position to creating solutions;
- Allowing sufficient time to hear from members and build consensus; and
- Reminding all members of their commitment to students and consensus decision making.

**Appendix 3 - Faculty Handbook II: 12 - Chart -- April 6, 2023 Feedback on Possible Changes in Two Row Council Procedures or Practices**

Topic	FHB Existing	2022-23 Status	Possible Changes for 2023-24	
			<u>Procedure</u>	<u>Practice</u>
<b>Membership and Composition</b>	<p>The Council includes:</p> <p>a. Indigenous Elder(s), Knowledge Keeper(s) or equivalent;</p> <p>b. Three Indigenous faculty members;</p> <p>c. One Indigenous graduate student and one Indigenous undergraduate student;</p> <p>d. An Indigenous staff member of the University;</p> <p>e. A representative of the Tecumseh Centre (to be designated by the Director of the Tecumseh Centre);</p> <p>f. A representative of Aboriginal Student Services (to be designated by Aboriginal Student Services);</p> <p>g. An Indigenous community representative from the Aboriginal Education Council (to be designated by the AEC);</p> <p>h. the President and Vice-Chancellor, and/or Provost and Vice-President, Academic, and/or Vice-Provost and Associate Vice-President, Academic;</p> <p>i. the Vice-Provost, Indigenous Engagement;</p> <p>j. the Vice-Provost and Associate Vice-President, Students;</p> <p>k. the Chair or Vice-Chair of Senate;</p> <p>l. the Chair or Vice-Chair of the Senate Governance Committee;</p>	<p>a. Elder Peter Beaucage;</p> <p>b. Stanley (Bobby) Henry Catherine Longboat (on leave) tbd</p> <p>c. Emily Massicotte-Finch Ash Grover</p> <p>d. Cindy Biancaniello</p> <p>e. tbd</p> <p>f. tbd</p> <p>g. tbd</p> <p>h. Lynn Wells, Provost and Vice-President, Academic</p> <p>i. Robyn Bourgeois, Vice-Provost, Indigenous Engagement;</p> <p>j. Bradley Clarke Vice-Provost and Associate Vice-President, Students;</p> <p>k. Don Cyr, Chair of Senate;</p> <p>l. Michelle Webber, Chair of the Senate Governance Committee;</p>	<p>Need to update.</p> <p>Consider changes with additional positions for student representatives.</p> <p>Change institutional names to ensure appropriate updates:</p> <p>Examples:</p> <p>Indigenous Educational Studies to replace “Tecumseh Centre”;</p> <p>Hadiya?dagénhah’s First Nations, Métis and Inuit Student Centre to replace “Aboriginal Student Services”</p> <p>Indigenous Education Council to replace “Aboriginal Educational Council”</p> <p>Titles of positions: (e.g. Associate Vice-President, Students &amp; Interim Associate Vice-President, Equity)</p>	<p>Secretariat, per FHB II: 12.2.2</p> <p>Appointment Process has on behalf of Council solicited through a call for nominations for Full-Time Teaching Staff and Librarians.</p> <p>Following feedback from the Two Row Council, nominations will be presented to the Senate Governance Committee which shall recommend nominees to Senate for approval.</p>

	<p>m. Three non-Indigenous faculty members;</p> <p>n. a representative from Human Rights and Equity (to be designated by the Director of Human Rights and Equity); and</p> <p>o. a BUFA Observer.</p>	<p>m. Joanne Heritz Valerie Michaelson tbd</p> <p>n. tbd</p> <p>o. Betty Ombuki-Berman</p>		
<b>Appointment Process</b>	Nominations for the faculty, student and staff members of the Council shall be solicited through a call for nominations distributed by the University Secretariat. Following feedback from the Two Row Council, nominations will be presented to the Senate Governance Committee which shall recommend nominees to Senate for approval.	Several vacancies in 2022-23	<u>Procedure</u>  GSA and BUSU in discussion with TRC on a proposal to amend FHB II: 12.2.1 to add elected student representatives to TRC composition.	<u>Practice</u>  n/a
<b>Terms for Membership</b>	Members shall be appointed to the Council for a two-year term (renewable). Any member who fails to attend three meetings without providing regrets before the meeting to the Council secretary shall forfeit their membership.	Two-year terms	<u>Procedure</u>  n/a	<u>Practice</u>  n/a
<b>Process for Appointing a Chair or Co-Chairs or Rotational Chairs</b>	Each year, at its first meeting or at any point during the Senate term, the Council may designate a Chair or Co-Chairs from its membership. Where the Council decides not to designate a Chair or Co-Chair, meetings shall be facilitated by members on a rotational basis.	Implemented with varying results - difficulty establishing consistent volunteer facilitator schedules	<u>Procedure</u>  Chair of Governance Committee proposed consideration of an FHB amendment to FHB II: 12.3 to require a Chair or Co-Chair model to facilitate the meetings and consultations for agendas for the Council as the Rotational Chair approach has not been successfully implemented.	<u>Practice</u>  Secretary noted that the work for development of agendas seems to have been assigned to the Vice-Provost, Indigenous Engagement.  Possible new practice of an annual consensus-based workplan to be adjusted by Council Members.

<b>Institutional Resources and Administrative Support</b>	The Council shall have administrative support provided by the University Secretariat. The Council may consult with additional individuals, committees, and organizations as needed.	In place.	Recent consultation on resources and supports completed.	
<b>Meeting Schedules</b>	The Council will meet no less than bi-monthly between September and June and will determine its own meeting procedures.	In place.	<u>Procedure</u>  Recommendation from Governance Committee to Senate on 2023-24 Meeting Format for (in-person, hybrid, on-line) is expected in May.	<u>Practice</u>  Suggestions for more in-person meetings.
<b>Meeting Rules and Practices</b>	Meetings of the Council shall be open to the University community.	Implemented with some participation from members of the University community.	<u>Procedure</u>  n/a	<u>Practice</u>  n/a
<b>Consensus Decision Making Guidelines</b>	Any decisions or recommendations will be based on consensus, in accordance with the Council's Consensus Decision Making Guidelines.	In place.	<u>Procedure</u>  n/a	<u>Practice</u>  Comments on importance of consensus for decision-making
<b>Opening and Closing Addresses</b>	Each meeting will begin and close with an address to be provided by Indigenous and non-Indigenous members on a rotating basis.	Not fully formalized. Elder Beaucage provides opening and closings and other Council members regularly contribute reflections at both opening and closing of meetings.	<u>Procedure</u>  n/a	<u>Practice</u>  n/a
<b>Quorum</b>	Quorum for the Council shall be one half of its membership. The Council may proceed with its agenda with only 30 per cent in attendance provided any decisions or recommendations are brought back to the Council at its next meeting to confirm that there is consensus in advance of being presented to Senate or its Committees.	There have been no requirements to bring decisions back for confirmation by consensus.	<u>Procedure</u>  n/a	<u>Practice</u>  n/a



<p><b>Agendas</b></p>	<p>Agendas for meetings will be prepared by the secretary to the Council through consultation with the members. Agendas shall be distributed to members at least three calendar days in advance of the meeting and posted on the University Secretariat website.</p>	<p>Consultation is conducted through the Vice-Provost, Indigenous Engagement.</p> <p>Agendas and materials are distributed per the rule.</p>	<p><u>Procedure</u></p> <p>n/a</p>	<p><u>Practice</u></p> <p>Secretariat to draft for 2023-24 a Council workplan for consideration on scheduling provision of advice to Senate and committees regarding academic policies, programs, structures and strategies to support meaningful Indigenization, reconciliation and decolonization</p>
<p><b>Reports (Oral or Written)</b></p>	<p>The Council will provide regular reports to Senate, which may be oral or written.</p>	<p>Secretariat produces formal agendas, meeting materials and minutes as administrative supports. Council delivers oral updates at Senate meetings.</p>	<p><u>Procedure</u></p> <p>n/a</p>	<p><u>Practice</u></p> <p>n/a</p>

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## Appendix 4 - Draft Proposal - Amendments to Faculty Handbook II: 12 - Two Row Council (**highlights** indicate insertions and ~~strikeouts~~ indicate deletions)

### 12. Two Row Council

#### 12.1 Mandate

Senate has established the Two Row Council (Council) to inform, guide and advance its efforts towards Indigenization, reconciliation and decolonization. The mandate of the Council is to make recommendations and provide advice to Senate and its committees regarding academic policies, programs, structures and strategies to support meaningful Indigenization, reconciliation and decolonization. As part of this mandate, the Council shall review and advise regarding the progress and effectiveness of Senate's efforts to make space and foster respect for Indigenous perspectives, Indigenous peoples and Indigenous knowledge systems within the University's academic structures, programs and processes. Where the Council identifies matters of concern which fall under the jurisdiction of the Board of Trustees, the Council shall engage with and refer items to the University Secretariat and the Board as appropriate and may invite members of the Board to attend Council meetings for informational purposes.

#### 12.2 Membership

##### 12.2.1 Composition

The Council will include:

- a. Indigenous Elder(s), Knowledge Keeper(s) or equivalent;
- b. Three Indigenous faculty members;
- c. One Indigenous graduate student and one Indigenous undergraduate student;
- d. An Indigenous staff member of the University;
- e. A representative of the **Indigenous Educational Studies** ~~Tecumseh Centre (to be designated by the Director of the Tecumseh Centre);~~
- f. A representative of **Hadiya'dagénhahs First Nations, Métis and Inuit Student Centre** ~~Aboriginal Student Services (to be designated by Hadiya'dagénhahs Aboriginal Student Services);~~
- g. An Indigenous community representative from the **Indigenous** ~~Aboriginal~~ Education Council (to be designated by the **I**AEC);
- h. the President and Vice-Chancellor, and/or Provost and Vice-President, Academic, and/or Vice-Provost and Associate Vice-President, Academic;
- i. the Vice-Provost, Indigenous Engagement;
- j. the Vice-Provost and Associate Vice-President, Students **& Associate Vice-President Equity;**
- k. the Chair or Vice-Chair of Senate;
- l. the Chair or Vice-Chair of the Senate Governance Committee;
- m. Three non-Indigenous faculty members;
- n. **One graduate student Senator and one undergraduate student Senator;**
- no. a representative from Human Rights and Equity (to be designated by the Director

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of Human Rights and Equity); and  
ep. a BUFA Observer.

### 12.2.2 Appointment process

Nominations for the faculty, student and staff members of the Council shall be solicited through a call for nominations distributed by the University Secretariat. Following feedback from the Two Row Council, nominations will be presented to the Senate Governance Committee which shall recommend nominees to Senate for approval.

### 12.2.3 Term

Members shall be appointed to the Council for a two-year term (renewable). Any member who fails to attend three meetings without providing regrets before the meeting to the Council secretary shall forfeit their membership.

### 12.3 Chair

Each year, at its first meeting or at any point during the Senate term, the Council shall may designate a Chair or Co-Chairs from its membership. ~~Where the Council decides not to designate a Chair or Co-Chair, meetings shall be facilitated by members on a rotational basis.~~

### 12.4 Resources

The Council shall have administrative support provided by the University Secretariat. The Council may consult with additional individuals, committees, and organizations as needed.

### 12.5 Meetings

The Council will meet no less than bi-monthly between September and June, and will determine its own meeting procedures. Any decisions or recommendations will be based on consensus, in accordance with the Council's Consensus Decision Making Guidelines. Meetings of the Council shall be open to the University community. Each meeting will begin and close with an address to be provided by Indigenous and non-Indigenous members on a rotating basis.

### 12.6 Quorum

Quorum for the Council shall be one half of its membership. The Council may proceed with its agenda with only 30 per cent in attendance provided any decisions or recommendations are brought back to the Council at its next meeting to confirm that there is consensus in advance of being presented to Senate or its Committees.

### 12.7 Agendas

Agendas for meetings will be prepared by the secretary to the Council through consultation with the members. Agendas shall be distributed to members at least three calendar days in advance of the meeting and posted on the University Secretariat website.

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## **12.8 Reports**

The Council will provide regular reports to Senate, which may be oral or written.

Senate 684



## Report to Two Row Council

### INFORMATION ITEM

TOPIC: Two Row Council Membership for 2023-2025

May 11, 2023

Simon Burke, University Secretary and Associate Vice-President, Governance & Policy

#### **PURPOSE**

- The purpose of this report is to outline the process by which the 2023-2025 membership will be filled. Current members are invited to notify the Secretariat if they wish to serve on the Council in the 2023-2025 term.

#### **BACKGROUND**

- The Two Row Council's current terms of reference ([Faculty Handbook 2:12](#)) provide for members to be appointed for a two-year term. All current members were appointed for terms ending June 2023 which is consistent with these requirements.

- The current terms of reference provide:

##### 12.2.2 Appointment process

Nominations for the faculty, student and staff members of the Council shall be solicited through a call for nominations distributed by the University Secretariat. Following feedback from the Two Row Council, nominations will be presented to the Senate Governance Committee which shall recommend nominees to Senate for approval.

##### 12.2.3 Term

Members shall be appointed to the Council for a two-year term (renewable). Any member who fails to attend three meetings without providing regrets before the meeting to the Council secretary shall forfeit their membership.

- The Secretariat's Office has issued a call for expressions of interest for the following constituencies:
  - Indigenous faculty members (3)
  - Non-Indigenous faculty members (3)

- In the coming weeks, the Secretariat's Office will issue a call for expressions of interest for the following constituency:
  - Indigenous staff member
- The following constituencies are filled by contacting the appropriate offices:
  - Community representative (identified by Indigenous Education Council (formerly Aboriginal Education Council))
  - Representative of Hadiya'dagənhahs - First Nations, Métis and Inuit Student Centre
  - Indigenous Educational Studies (formerly Tecumseh Centre) representative
  - Human Rights and Equity representative
- The Secretariat's Office has contacted the Brock University Students' Union and Graduate Students' Association for their recommended Indigenous student representatives.
- It is anticipated that the proposed membership for 2023-2025 will be presented for feedback before the end of the 2023 term so that it may be considered by the Governance Committee.
- Based on the above expected timelines, the first meeting of the new term of the Two Row Council will be held in October.
- Current members who are interested in continuing to serve on the Two Row Council are invited to email the Secretariat's Office.

**Brock University Senate  
YEAR-END COMMITTEE REPORT FORM**

<b>Committee</b>	Two Row Council
<b>Academic Year</b>	2022-2023
<b>Committee Chair</b>	N/A
<b>Committee Vice-Chair</b>	N/A
<b>Committee Members</b>	Peter Beaucage Cindy Biancaniello Robyn Bourgeois Brad Clarke Don Cyr Stanley (Bobby) Henry Joanne Heritz Catherine Longboat Emily Massicotte-Finch Valerie Michaelson Beatrice Ombuki-Berman (BUFA Observer) Michelle Webber Lynn Wells Alex Wilder
<b>Administrative Support</b>	Simon Burke, University Secretary and Associate Vice-President, Governance & Policy Stacey Duncan, Assistant Secretary to the University
<b>Number of meetings</b>	9 (September 2022 – May 2023)

**LIST OF SUB-COMMITTEES**

*Provide a list of sub-committees (if any) including their chairs and members*

None.

**SUMMARY OF COMMITTEE'S WORK**

<b>Major Issues Discussed</b>	Major issues discussed included but were not limited to: <ul style="list-style-type: none"> <li>• Honorific Naming and Recognition Procedures</li> <li>• Indigenous Self-Identification</li> <li>• Degree Level Expectations</li> <li>• Indigenous Degree Project</li> <li>• Library Decolonization Working Group Report Consultation and Problematic Language in Brock Library Catalogue</li> </ul>
<b>Issues Referred to other Committees</b>	<ul style="list-style-type: none"> <li>• Potential "retirement" of Tecumseh Centre (Governance)</li> <li>• Proposal in development for new 'school' of Indigenous Studies (UPC)</li> </ul>
<b>Changes to the Faculty Handbook referred to Senate</b>	N/A
<b>Other motions and recommendations referred to Senate</b>	<ul style="list-style-type: none"> <li>• Aboriginal Student Services Name Change to "Hadiya'dagēnhahs – First Nations, Métis and Inuit Student Centre" (Sept. 2022)</li> </ul>
<b>Programs and/or Academic</b>	<ul style="list-style-type: none"> <li>• Degree Level Expectations – discussed the inclusion of specific Indigenous learning expectations for Brock DLEs</li> </ul>

<b>Regulations discussed</b>			
<b>Other</b>	N/A		
<b>MULTI-YEAR PLANNING</b>			
Enumerate plans and identify the top <b>two</b> planning priorities within this category			
<b>SHORT-TERM PLANS (1 Year)</b>	Top two planning priorities:  Other planning priorities: •		
<b>MEDIUM-TERM PLANS (2-5 Years)</b>	•		
<b>LONG-TERM PLANS (Over 5 Years)</b>	•		
<b>OTHER COMMENTS</b>			
<b>Name</b>			
<b>Signature</b>		<b>Date</b>	

*(Return to: University Secretary, Brock University, ST 1107, St. Catharines, Ontario L2S 3A1)*