



SUBJECT	LEARNING & RESEARCH COMMITTEE TERMS OF REFERENCE - AMENDMENT		
REPORT TO	LEARNING & RESEARCH COMMITTEE		
MEETING DATE	NOVEMBER 26, 2019		
MATTER TYPE	<input checked="" type="checkbox"/> BOARD DISCUSSION NOT REQUIRED	<input type="checkbox"/> BOARD DISCUSSION REQUIRED	
ACTION REQUESTED	No decision requested: for information		
REPORT DATE	November 5, 2019		
EXECUTIVE PROPONENT	Hubert Lai, Q.C., University Counsel		
PRESENTED BY	Hubert Lai, Q.C., University Counsel		
SUPPORTED BY	Karen Choi, Legal Counsel Lorena Vlad, Legal Counsel		

PRIOR SUBMISSIONS

No prior submissions.

EXECUTIVE SUMMARY

The *University Act* vests the management, administration and control of the property, revenue, business and affairs of the university in the Board of Governors. It is empowered to establish committees it considers necessary to carry out the Board's functions, and to confer on those committees the power and authority to act for the Board.

The Board has delegated authority to the Governance Committee to approve terms of reference for each of the standing committees, including the Learning & Research Committee. The Board has recently reviewed responsibilities where delegated authority is shared among two or more of its standing committees and determined that the practice of holding joint committee meetings will be discontinued. The Committee Chairs have reviewed the list of joint responsibilities and agreed upon a reallocation of each responsibility to one Board committee. The Learning & Research Committee previously had four jointly delegated responsibilities, which have now been reallocated.

It is anticipated that at its meeting on November 22, 2019, the Governance Committee will approve revised terms of reference for the Learning & Research Committee with the following amendments:

1. revised language to clarify the delegation of authority from the Board to its committees (This language was presented by the Board Secretary to the Governance Committee at its June 2019 meeting and to the Learning & Research Committee at its September meeting but has not yet been formally approved.);
2. additional items to be included on list of delegated authority (These items were presented by the Board Secretary to the Learning & Research Committee at its September 2019 meeting but have not yet been formally approved.);
3. reallocation of jointly delegated authority (These reallocations have been identified on the basis of the input provided by the Committee Chairs.); and
4. updates to all cross-references to Board policies to reflect the recently approved naming and numbering system for Board policies.

SUPPLEMENTAL MATERIALS

1. Amended Learning & Research Committee Terms of Reference



PURPOSE

The Board of Governors has delegated to the Learning & Research Committee responsibility for assessing learning and research development and practices in accordance with adopted policies, principles and strategies, and for recommendations on these matters to the Board of Governors.

COMMITTEE OBJECTIVES

Without limiting the general responsibilities as described above, the Learning & Research Committee shall:

1. Promote, support and enhance the learning and research community at the University by reviewing, monitoring, and recommending policies and actions to the Board that enhance the University's standing as a global leader in research excellence, discovery, scholarship and creative endeavours.
2. Develop the Board's policies, principles and strategic plans in regard to the learning and research community at the University and ensure that policies, principles and strategic plans are properly maintained, fostering a strong and diverse research culture that embraces the highest standards of integrity, collegiality and service.
3. Review (in open session) UBC Board of Governors policies as assigned by the Governance Committee (see appendix).
4. Monitor all matters relating to student and instructional fees (in conjunction with the Finance Committee); recommend policies and actions to the Board, in conformity with the *University Act* and prevailing policies.
5. Monitor all administration matters relating to research and learning; review and recommend to the Board of Governors policies and actions concerning the administration of all grants, contracts, funds, fees, endowments and other assets related to learning and research, facilitating sustained program renewal and improvements in teaching effectiveness.
6. Monitor all matters related to intellectual property and technology transfer of research at the University; review and recommend to the Board of Governors policies and actions governing research, inventions, copyright and other intellectual property, enhancing the ecosystem that supports the translation of research into action; and, advise the Board on matters relating to patents, copyrights, trademarks, trade names or other proprietary rights resulting from an invention.
7. Review, monitor and recommend to the Board of Governors for approval all University endowments recommended by either Senate for academic purposes, including the provision of chairs, endowments, institutes, fellowships, scholarships, exhibitions, bursaries and prizes.
8. Review and monitor recommendations of the Council of Senates, the UBC Vancouver Senate and the UBC Okanagan Senate on all matters relating to learning and research, and to advise the Board when, under the *University Act*, it should consult the Council of Senates, the UBC Vancouver Senate and/or the UBC Okanagan Senate, with the exception of budgetary matters.
9. Advise and assist the Board of Governors and the President in advancing the learning- and research-related objectives of the University's strategic plan, *Shaping UBC's Next Century*.

MEMBERSHIP & PROCEDURES

Committee members are appointed from among the Board members and include:

- two (2) Governors who are external to the University
- at least one (1) student Governor
- at least one (1) faculty Governor
- the Board Chair, the Chancellor and the President as *ex officio* voting members

The Chair of the Board of Governors appoints Committee members with the assistance of the President, based on qualifications and interest, and to avoid potential conflicts of interest.

Appointments are made, and reviewed, at each instance of changes in Board membership.

The Committee Chair is selected by the Board Chair, in consultation with the Board Vice-Chair and the Chair of the Governance Committee.

The Committee Chair is responsible for the better conduct of meetings, including agendas, information processes, and oversight of reporting and action items.

The Committee Vice-Chair is selected by the Board Chair, in consultation with the Board Vice-Chair and the Chair of the Governance Committee.

The Committee Vice-Chair assumes the responsibilities of the Committee Chair in the absence of the Committee Chair, and may also be assigned additional tasks at the discretion of the Committee Chair.

The Committee will receive (through the Board Secretariat) additional and reasonable support for the assembly, assessment and reporting of information.

The Committee has the authority to engage independent counsel and other advisors, with prior approval from the Board Chair, subject to reasonable limits on resources available to the Board of Governors for these matters.

MEETINGS & QUORUM

The Learning & Research Committee meets prior to each regularly scheduled Board of Governors meeting and in addition may meet at the call of the Chair as required.

Attendance by 35% of Learning & Research Committee members (including *ex officio* members) is required to establish quorum.

When considering proposals for tuition and fees, the Committee shall make every effort to ensure the attendance of student members.

ACCOUNTABILITY

Minutes of Learning & Research Committee meetings are approved at the next Committee meeting or by means of electronic approval and are distributed as soon as practicable. Minutes of closed sessions are distributed only to Governors and others authorized to attend such closed sessions and are confidential unless resolved otherwise by the Committee Chair.

A record of all agenda items considered and any resolutions passed during *in camera* meetings of the Learning & Research Committee are approved as soon as practicable by the Committee Chair, are distributed only to those individuals who are authorized to attend such *in camera* sessions, and are confidential.

The Chair of the Learning & Research Committee reports on discussion and any action taken at the next regularly scheduled meeting of the Board of Governors.

In addition to the above, procedures and practices of the Learning & Research Committee are governed by ~~Policy 93 (Open, Closed and In Camera Meetings of the Board of Governors Meetings Policy (GA8))~~ and associated Committee Meeting Rules and Practices.

DELEGATED APPROVAL AUTHORITY

The Board of Governors has delegated to the Learning & Research Committee authority ~~approve to~~ [transact the following business on its behalf:](#)

[Approve](#) the following reports ~~on behalf of the Board of Governors:~~

~~Tuition Fees (jointly with Finance Committee)~~

~~**NOTE:** Annual/recurring tuition increases and proposals for international tuition increases applying to incoming students are excepted and will be presented to the Board of Governors for approval.~~

- Senate Recommendations

~~The Board of Governors has delegated to the Learning & Research Committee authority to receive~~ [Receive for information](#) the following reports ~~on behalf of the Board of Governors:~~ Approval of

~~- [Academic Excellence Funds Updates](#)~~

~~- Academic Programs / Fees - Communication and Consultation (jointly with Finance Committee)~~

- Campus as a Living Lab
- Establishment of New Endowments
- Faculty SWOT Analyses ~~(jointly with Finance Committee)~~
- Flexible Learning Updates ~~(jointly with Finance Committee and Property Committee)~~
- Innovation Activities at UBC
- Inter-Campus Mobility
- Okanagan Campus Academic Plan
- Okanagan Campus Research Plan

~~- [President's Excellence Chairs Updates](#)~~

- Research at UBC - Role of the Board of Governors
- UBC Research Excellence Clusters Initiative
- University Librarian Report
- University-Industry Liaison Office (UILO) Report

Appendix
Board Policies for Review by Learning & Research Committee

Policy	Name
47 LR1	Chairs, Professorship and Professorships Funded by External Funds Distinguished Scholar Honorifics
51 HR1	Curriculum Vitae and Publications Record
57 LR6	University Killam Professors
71 LR4	Consultation with Students about Tuition and Mandatory Fees
73 LR7	Academic Accommodation for Students with Disabilities (Joint Senate and Board Policy)
81 LR12	Use of Teaching Materials in UBC Credit Courses † Guidelines
85 SC6	Scholarly Integrity
87 LR2	Research
88 LR11	Inventions and Discoveries
89 LR9	Research Involving Human Participants
104 SC14	Acceptable Use and Security of UBC Electronic Information and Systems
105 LR8	Acceptance, Management and Sale of Technology Licensing Equity
127 GA5	University Archives at UBC Vancouver
128 UP11	Deaccession of Works of Art and/or Cultural Materials for the Morris and Helen Belkin Art Gallery, the University Library, and the Museum of Anthropology
130 SC11	Management of the Wireless Network

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Rendering set	Standard

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Insertion	
Deletion	
Moved from	
Moved to	
Style change	
Format change	
Moved deletion	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
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Insertions	29
Deletions	30
Moved from	0

Moved to	0
Style change	0
Format changed	0
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