REPORT OF THE OPERATIONS/AGENDA COMMITTEE

Senate Membership

Faculty of Law Council Composition and Rules of Procedures – Revision

Report of the Convocation Board

Report of the Senate Review Board Academic

FOR APPROVAL

1. **Senate Membership**

1a **Schulich School of Medicine & Dentistry (School of Dentistry)**

Recommended: That the Senate seat held by Dr. Cecilia Aragon, representative of the Schulich School of Medicine & Dentistry (School of Dentistry) be declared vacant as a result of her resignation and that Dr. Graeme Hunter be elected to complete her term until June 30, 2012.

1b **King's University College**

Recommended: That the Senate seat held by Dr. Steve Lofts, representative of King's University College, be declared vacant as a result of his resignation and that Dr. Patrick Ryan be elected to complete his term until June 30, 2012.

2. **Faculty of Law Council Composition and Rules of Procedure – Revision**

Recommended: That the Faculty of Law Council Composition and Rules of Procedure be revised to include a graduate student in its membership as outlined in **Appendix 1**.

Background:

The Graduate Program at the Faculty of Law has recently increased its profile, its programs, and consequently the number of students being admitted each year. The interests of the Graduate Students are not represented by the Student Legal Society nor is there a Graduate student representative on this committee. Graduate students are currently represented on the Faculty's Graduate Program Committee. Including a graduate student on the Faculty of Law Council addresses this situation.

FOR INFORMATION

3. **Report of the Convocation Board**

In 2011 Spring Convocation ceremonies were held from June 13 to 17, and Autumn Convocation ceremonies were held October 27 and 28. Detailed statistics for Spring are attached as **Appendix 2a** and for Autumn as **Appendix 2b**.

4. **Report of the Senate Review Board Academic**

See **Appendix 3**.

FACULTY OF LAW

Composition and Rules of Procedure

There shall be a Faculty Council in the Faculty of Law, as follows:

1. (i) The following persons shall be voting members of the Council of the Faculty of Law

   (A) As ex officio members, the President & Vice-Chancellor and such Vice-Presidents of the University as the Senate may determine.

   (B) (a) All persons holding a full-time teaching appointment in the Faculty of Law, and the Law Librarian.
   (b) Ten students of the Faculty of Law to be appointed by the Student Legal Society which shall include the Student Legal Society Executive and at least one students from each academic year.
   (c) Representatives from full-time members of the Faculty of the University holding the rank of Lecturer or higher: One from the Richard Ivey School of Business
   (d) One member of the administrative staff of the Faculty of Law, elected thereby.
   (e) One student registered in a graduate level program of the Faculty of Law, to be appointed by the graduate Law Students' Association.

   (ii) For the purpose of this section the following definition pertains:

   "persons holding a full-time teaching appointment" shall not include a person on sabbatical leave or on leave of absence.

2. The following shall be non-voting members of the Council of the Faculty of Law:

   (a) Administrative Officers of the Faculty of Law, and
   (b) such other persons as the Council from time to time determines.

3. A chair and two vice-chairs, the second vice-chair is a student who is already a member of Faculty Council, shall be elected by Faculty Council from among its members, the election to take place at the first plenary meeting of Council after the commencement of the Fall term and their terms of office shall run for one (1) year.

4. In academic matters the Dean shall represent the Council, where necessary, within the University.

5. The Council shall establish committees to exercise its powers, and to advise it, as it considers necessary.

6. The Council shall meet at least four times in each academic year.

7. Meetings of the Council shall be conducted in accordance with the by-laws of procedure adopted by the Council.

8. (a) This constitution may be amended on the recommendation of a duly constituted meeting of the Council of the Faculty of Law prior to which there has been seven (7) days' notice of the proposed amendment.
   (b) The quorum for the purpose of amendments to the constitution shall be 50% of the voting

members of the Council of the Faculty of Law as defined in part B of section 1(i).

(c) The resolution for the amendment of the constitution must be passed by a two-thirds majority of the voting members of the Council of the Faculty of Law present at the meeting, or by 50% of the voting membership defined in Part B of section 1(i), whichever is greater, before it can be submitted to the Senate.

Revised: October, 2011~~March, 2010~~

	DEGREE TOTAL	FACULTY TOTAL	ATTEND TOTAL	CEREMONY TOTAL	% ATTEND	FAC ATT TOTAL	% ATTEND
MONDAY, 10:00am							
Faculty of Graduate Studies		**228**					
Doctor of Philosophy (A, IMS, MU)	28		9		32.14	**92**	40.35
Master of Arts	52		29		55.77		
Master of Fine Arts	1		0		0.00		
Master of Library and Information Science	106		42		39.62		
Master of Music	41		12		29.27		
Faculty of Arts and Humanities		**365**					
Bachelor of Arts (Honors Programs)	129		90		69.77	**189**	51.78
Bachelor of Fine Arts (Honors Programs)	6		5		83.33		
Bachelor of Arts (Four Year Program)	101		65		64.36		
Bachelor of Arts	33		18		54.55		
Diploma in Arts Management	2		0		0.00		
Diploma in Ethics							
Diploma in Gallery Art and Musueum Practice							
Diploma in Public Relations	19		5		26.32		
Diploma in Technical and Professional Communication							
Diploma in Writing							
Diploma in Writring and Professional Programs	6		2		33.33		
Diplome de Francais Des Affaires	1		0		0.00		
Certificat de Francais Des Affaires	21		3		14.29		
Certificat de Francais Pratique	3		0		0.00		
Certificate in Ethics	4		0		0.00		
Certificate in Gallery Art and Musueum Practice							
Certificate in Techincal and Professional Communication							
Certificate in Theatre Arts							
Certificate in Writing	37		1		2.70		
Certificate in Writing for Professional Programs							
Certificate in Practical Spanish	2		0		0.00		
Certificate in Practical Italian	1		0		0.00		
Faculty of Music		**117**				**91**	77.78
Bachelor of Arts (Honors Music)	10		4		40.00		
Bachelor of Music (Honors)	71		63		88.73		
Bachelor of Arts (Four Year)	10		6		60.00		
Bachelor of Arts	2		1		50.00		
Bachelor of Musical Arts (Honors)	3		2		66.67		
Bachelor of Musical Arts (Four Year)	8		8		100.00		

	DEGREE TOTAL	FACULTY TOTAL	ATTEND TOTAL	CEREMONY TOTAL	% ATTEND	FAC ATT TOTAL	% ATTEND
Certificate in Piano Technology	12		6		50.00		
Diploma in Music Performance (Three Year Program)	1		1		*100.00*		
Faculty of Information and Media Studies		**178**				**142**	79.78
Bachelor of Arts (Honors Programs)	94		75		79.79		
Bachelor of Arts (Four Year Program)	46		35		76.09		
Bachelor of Arts	10		6				
Bachelor of Arts Western-Fanshawe Collaborative	28		26		92.86		
MONDAY, 3:30pm							
Faculty of Graduate Studies		**22**				**13**	59.09
Doctor of Philosophy	2		2		100.00		
Master of Arts	3		1		33.33		
Master of Science							
Master of Science in Nursing	4		0		0.00		
Master of Science in Food and Nutrition	13		10		76.92		
Brescia University College		**175**				**94**	53.71
Bachelor of Arts (Honors Programs)	36		20		55.56		
Bachelor of Arts (Honors Human Ecology)	12		7		58.33		
Bachelor of Sciences (Honors Food and Nutrition)	40		26		65.00		
Bachelor of Science (Honors Human Ecology)	6		2		33.33		
Bachelor of Management and Organizational Studies (Honors)	3		3		100.00		
Bachelor of Arts (Four Year Program)	33		19		57.58		
Bachelor of Arts (Four Year Human Ecology)	7		4		57.14		
Bachelor of Science (Four Year Foods and Nutrition)	11		5		45.45		
Bachelor of Science (Four Year Human Ecology)	1		1		100.00		
Bachelor of Management and Organizational Studies	3		2		66.67		
Bachelor of Arts	13		2		15.38		
Bachelor of Arts (Human Ecology)	4		3		75.00		
Bachelor of Science (Human Ecology)							
Certificate in Religious Education	1		0		0.00		
Certificate in Community Development	5		0		0.00		
Huron University College		**180**				**102**	56.67
Master of Divinity	9		0		0.00		
Bachelor of Arts (Honors Programs)	83		49		59.04		
Bachelor of Management and Organizational Studies (Honors)	14		10		71.43		
Bachelor of Arts (Four Year Program)	46		29		63.04		

	DEGREE TOTAL	FACULTY TOTAL	ATTEND TOTAL	CEREMONY TOTAL	% ATTEND	FAC ATT TOTAL	% ATTEND
Bachelor of Management and Organizational Studies	14		7		50.00		
Bachelor of Theology (Four Year)	0		0		0.00		
Bachelor of Arts	10		7		70.00		
Master of Theological Studies	4		0		0.00		
Faculty of Health Sciences		**266**				**230**	86.47
Bachelor of Science in Nursing (Compressed Program	54		43		79.63		
Bachelor of Science in Nursing (Western-Fanshawe Collaborative)	211		187		88.63		
Bachelor of Science in Nursing	1		0				
TUESDAY, 10:00am							
Faculty of Graduate Studies		**44**				**25**	56.82
Doctor of Philosophy	12		8		66.67		
Master of Arts	9		5		55.56		
Master of Physical Therapy	1		0		0.00		
Master of Science	22		12		54.55		
Master of Science in Occupational Therapy							
Faculty of Health Sciences		**482**				**382**	79.25
Bachelor of Health Sciences (Honors)	172		144		83.72		
Bachelor of Health Sciences (Four Year)	45		30		66.67		
Bachelor of Health Sciences	16		11		68.75		
Bachelor of Arts (Honors Kinesiology)	173		140		80.92		
Bachelor of Science (Honors Kinesiology)	57		50		87.72		
Bachelor of Arts (Four Year)	8		4		50.00		
Bachelor of Arts	5		2		40.00		
Diploma in Pedorthics	1		0		0.00		
Diploma in Occupational Health and Safety							
Diploma in Clinical Trials Management	3		0		0.00		
Certificate in Clinical Trials Management	2		1		50.00		
TUESDAY, 3:30pm							
King's University College		**512**				**369**	72.07
Master of Social Work							
Advanced Master of Divinity	1		0		0.00		
Master of Divinity							
Master of Theological Studies	1		1		100.00		
Bachelor of Arts (Honors Programs)	187		140		74.87		
Bachelor of Management and Organizational Studies (Honors)	33		25		75.76		

	DEGREE TOTAL	FACULTY TOTAL	ATTEND TOTAL	CEREMONY TOTAL	% ATTEND	FAC ATT TOTAL	% ATTEND
Bachelor of Social Work (Honors Programs)	40		33		82.50		
Bathelor of Management and Organizational Studies	38		26		68.42		
Bathelor of Arts (Four Year)	140		106		75.71		
Bachelor of Arts	67		36		53.73		
Certificate in Grief and Bereavement Studies	5		2		40.00		
WEDNESDAY, 10:00am							
Faculty of Graduate Studies		**44**				**23**	52.27
Doctor of Philosophy (SS)	20		13		65.00		
Master of Arts	16		7		43.75		
Master of Science	5		2		40.00		
Master of Public Administration	3		1		33.33		
Faculty of Social Science		**620**				**458**	73.87
Bachelor of Arts (Honors Program)	324		245		75.62		
Bachelor of Science (Honors Program)	20		20		100.00		
Bachelor of Arts (Four Year)	266		189		71.05		
Bachelor of Science (Four Year)							
Diploma in Labour Relations	1		0		0.00		
Diploma in Public Administration	4		1		25.00		
Diploma in Not-For-Profit Management	1		0		0.00		
Certificate in Labour Relations	3		3		100.00		
Certificate in Not-For-Profit Management	1		0		0.00		
WEDNESDAY, 3:30pm							
Faculty of Graduate Studies		**149**				**85**	57.05
Doctor of Philosophy	75		45		60.00		
Master of Engineering	28		17		60.71		
Master of Engineering Science	46		23		50.00		
Faculty of Engineering		**214**				**147**	68.69
Bachelor of Engineering Science	207		147				
Certificate in Technological Entrepreneurship	7		0				
Faculty of Science		**174**				**89**	51.15
Grad Studies - Doctor of Philosophy							
Grad Studies - Master of Environment and Sustainability							
Grad Studies - Master of Science							
Bachelor of Arts (Four Year)	1		1		100.00		

	DEGREE TOTAL	FACULTY TOTAL	ATTEND TOTAL	CEREMONY TOTAL	% ATTEND	FAC ATT TOTAL	% ATTEND
Bachelor of Science (Four Year)	120		75		62.50		
Bachelor of Arts							
Bachelor of Science (Foods & Nutrition) Four Year							
Bachelor of Science	53		13		24.53		
THURSDAY, 10:00am							
Faculty of Social Science		**594**				**409**	68.86
Bachelor of Management and Organizational Studies (Honors)	64		53		82.81		
Bachelor of Management and Organizational Studies	417		305		73.14		
Bachelor of Arts	108		51		47.22		
Bachelor of Arts (ACS)							
Diploma in Accounting	5		0		0.00		
THURSDAY, 3:30pm						**244**	85.02
Schulich School of Medicine & Dentistry and Faculty of Science		**287**					
Bachelor of Medical Sciences (Honors)	284		242		85.21		
Bachelor of Medical Sciences (Four Year)	3		2		66.67		
Faculty of Science		**381**				**280**	73.49
Bachelor of Arts (Honors Programs)							
Bachelor of Science (Honors Programs)	380		279		73.42		
Bachelor of Science (Honors Human Ecology)							
Bachelor of Science (Honors Food and Nutrition)	1		1		100.00		
Bachelor of Science (Four Year Program)							
FRIDAY, 10:00 a.m.						**43**	
Faculty of Graduate Studies		**62**					69.35
Doctor of Philosophy	7		5		71.43		
Master of Education	55		38		69.09		
Faculty of Education		**698**				**446**	63.90
Bachelor of Education	631		403		63.87		
Diploma in Education (Technological Studies)	67		43		64.18		
FRIDAY 3:30 p.m.							
Faculty of Graduate Studies		**95**				**39**	41.05
Doctor of Philosophy	34		21				
Master of Clinical Dentistry	3		0				
Master of Clinical Science	2		1		50.00		

	DEGREE TOTAL	FACULTY TOTAL	ATTEND TOTAL	CEREMONY TOTAL	% ATTEND	FAC ATT TOTAL	% ATTEND
Master of Laws							
Master of Science	56		17		30.36		
Faculty of Law		**155**				**84**	54.19
Bachelor of Laws	155		84		54.19		
Diplome de Francais Jurdique							
Richard Ivey School of Business		**358**				**268**	74.86
Bachelor of Arts (Honors Business Administration)	358		268		74.86		
Masters of Business Administration							
Schulich School of Medicine and Dentistry		**68**				**66**	97.06
Doctor of Dental Surgery	68		66		97.06		
CONVOCATION TOTAL	**6468**	**6468**	**4410**	**0**	**68.18**	**4410**	**68.18**

	DEGREE TOTAL	FACULTY TOTAL	CEREMONY TOTAL	DAILY TOTAL	ATTEND TOTAL	CEREMONY TOTAL	% ATTEND	FAC ATT TOTAL	% ATTEND
THURSDAY, OCTOBER 27 10:00 a.m.									
Faculty of Graduate Studies									
Doctor of Philosophy	37				29		78.38		
Master of Arts	9				6		66.67		
Master of Clinical Science	85				54		63.53		
Master of Nursing	9				7		77.78		
Master of Physical Therapy	49				45		91.84		
Master of Science	96				43		44.79		
Master of Science in Nursing	2				1		50.00		
Master of Science in Occupational Therapy	49	336			42		85.71	227	67.56
Faculty of Health Sciences									
Bachelor of Science in Nursing	26				18		69.23		
Bachelor of Science in Nursing (Compressed)	1				0		-		
Certificate: Primary Health Care Nurse Practitioner	8				6		75.00		
Bachelor of Health Sciences (Honors Programs)	10				9		90.00		
Bachelor of Health Sciences (Four Year Programs)	17				10		58.82		
Bachelor of Health Sciences	9				4		44.44		
Bachelor of Arts (Honors Kinesiology)	21				18		85.71		
Bachelor of Science (Honors Kinesiology)	1				0		-		
Bachelor of Arts (Four Year)	8				6		75.00		
Bachelor of Arts	2				1		50.00		
Diploma in Clinical Trials Management	3				0		-		
Diploma in Occupational Health and Safety	12				4		33.33		
Diploma in Pedorthics	10				1		10.00		
Certificate in Clinical Trials Management	1	129			1		100.00	78	60.47
Total			**465**	**465**		**305**	**65.59**		
THURSDAY, OCTOBER 27 3:00 p.m.									
Faculty of Graduate Studies									
Doctor of Philosophy	21				11		52.38		
Master of Business Administration	78				51		65.38		
Master of Education	47				26		55.32		
Master of Engineering	24				15		62.50		
Master of Engineering Science	50				29		58.00		

	DEGREE TOTAL	FACULTY TOTAL	CEREMONY TOTAL	DAILY TOTAL	ATTEND TOTAL	CEREMONY TOTAL	% ATTEND	FAC ATT TOTAL	% ATTEND
Master of Laws	7				4		57.14		
Master of Music	7				5		71.43		
Master of Science in Management	36	270			32		88.89	173	64.07
Don Wright Faculty of Music									
Bachelor of Music (Honors)	3				2		66.67		
Bachelor of Musical Arts (Honors)	1				1		100.00		
Bachelor of Musical Arts (Four Year)	5				2		40.00		
Bachelor of Arts (Honors)	1				1		100.00		
Bachelor of Arts (Four Year)	5				3		60.00		
Bachelor of Arts (Music)	2	17			2		100.00	11	64.71
Faculty of Education									
Bachelor of Education	2	2			2		100.00	2	100.00
Faculty of Engineering									
Bachelor of Engineering Science	18	18			16		88.89	16	88.89
Faculty of Law									
Diplome de Francais Jurdique									
Juris Doctor	3	3			2		66.67	2	66.67
Richard Ivey School of Business									
Bachelor of Arts (Honors Business Admin)	123	123			113		91.87	113	91.87
Total			**433**	**433**		**317**	**73.21**		
FRIDAY, OCTOBER 28 10:00 a.m.									
Faculty of Graduate Studies									
Doctor of Philosophy	43				24		55.81		
Master of Arts	85				43		50.59		
Master of Environment and Sustainability	29				19		65.52		
Master of Fine Arts	4				1		25.00		
Master of Science	77				33		42.86		
Master of Social Work	32	270			27		84.38	147	54.44
Faculty of Arts and Humanities									
Bachelor of Arts (Honors Programs)	19				14		73.68		

	DEGREE TOTAL	FACULTY TOTAL	CEREMONY TOTAL	DAILY TOTAL	ATTEND TOTAL	CEREMONY TOTAL	% ATTEND	FAC ATT TOTAL	% ATTEND
Bachelor of Arts (Four Year Programs)	26				18		69.23		
Bachelor of Arts	14				6		42.86		
Diploma in Arts Management	7				0		-		
Diploma in Not-For-Profit Management	10				2		20.00		
Diploma in Writing	1				0		-		
Diploma in Writing for Professional Programs	1				0		-		
Certificat de Francais des Affaires	6				3		50.00		
Certificate in Practical Italian	1				1		100.00		
Certificate in Writing for Professional Programs	1				1		100.00		
Certificate in Theatre Arts	2				1		50.00		
Certificate in Writing	5	93			2		40.00	48	51.61
Faculty of Science									
Bachelor of Arts (Honors)	1				1		100.00		
Bachelor of Science (Honors)	40				26		65.00		
Bachelor of Science (Four Year Program)	37				20		54.05		
Bachelor of Science	16	94			6		37.50	53	56.38
Schulich School of Medicine & Dentistry and Science									
Bachelor of Medical Sciences (Honors Programs)	9	9			7		77.78	7	77.78
Brescia University College									
Bachelor of Arts (Honors Programs)	6				4		66.67		
Bachelor of Arts (Honors Human Ecology)	3				3		100.00		
Bachelor of Science (Honors Foods and Nutrition)	9				4		44.44		
Bachelor of Science (Honors Human Ecology)	1				0		-		
Bachelor of Arts (Four Year)	6				2		33.33		
Bachelor of Science (Four Year Foods and Nutrition)	1				1		100.00		
Bachelor of Management & Organizational Studies (Honors)	1				1		100.00		
Bachelor of Arts	12				6		50.00		
Bachelor of Arts (Four Year Human Ecology)	1				0		-		
Certificate in Community Development	1	41			0		-	21	51.22
Huron University College									
Bachelor of Arts (Honors Programs)	11				9		81.82		
BMOS Honors	2				1		50.00		
Bachelor of Arts (Four Year)	18				8		44.44		
BMOS	2				1		50.00		
Bachelor of Arts	5	38			2		40.00	21	55.26

	DEGREE TOTAL	FACULTY TOTAL	CEREMONY TOTAL	DAILY TOTAL	ATTEND TOTAL	CEREMONY TOTAL	% ATTEND	FAC ATT TOTAL	% ATTEND
King's University College									
Bachelor of Arts (Honors Programs)	24				15		62.50		
BMOS Honors	8				7		87.50		
Bachelor of Social Work (Honors Program)	1				0		-		
Bachelor of Arts (Four Year)	50				36		72.00		
BMOS	4				2		50.00		
Bachelor of Arts	35				17		48.57		
Certificate in Grief and Bereavement Studies	1	123			0		-	77	62.60
Total			**668**			**374**	**55.99**		
FRIDAY, OCTOBER 28 3:00 p.m.									
Faculty of Graduate Studies									
Doctor of Philosophy	16				12		75.00		
Master of Arts	88				55		62.50		
Master of Library and Information Science	79				45		56.96		
Master of Public Administration	22				19		86.36		
Master of Science	15	220			8		53.33	139	63.18
Faculty of Information and Media Studies									
Bachelor of Arts (Honors Programs)	8				5		62.50		
Bachelor of Arts (Four Year)	11				11		100.00		
Bachelor of Arts (Western-Fanshawe Collaborative Program)	4				4		100.00		
Bachelor of Arts	2	25			1		50.00	21	84.00
Faculty of Social Science									
Bachelor of Arts (Honors Programs)	47				35		74.47		
BMOS Honors	8				6		75.00		
Bachelor of Science (Honors Programs)	2				2		100.00		
Bachelor of Arts (Four Year)	95				65		68.42		
BMOS	107				78		72.90		
Bachelor of Arts	70				35		50.00		
Diploma in Accounting	2				1		50.00		
Diploma in Public Administration	6	337			3		50.00	225	66.77
Total			**582**	**1250**		**385**	**66.15**		
CONVOCATION TOTAL	**2148**	**2148**	**2148**	**2148**	**1381**	**1381**	**64.29**	**1381**	

2010-2011 ANNUAL REPORT OF THE SENATE REVIEW BOARD ACADEMIC

From September 1, 2010 to August 31, 2011, the Senate Review Board Academic dealt with 22 applications for hearing appeals, of which 7 were outstanding at the end of the last reporting period and 15 were received during this reporting period. Of these, 3 were withdrawn by the applicant without consideration by SRBA and 4 remained outstanding at the end of this reporting period. Of the remaining 15 cases, 4 oral hearings were held and 11 were dismissed without an oral hearing.

1) Jurisdiction, Item 1, in the Appeals to SRBA section of the policy on *Student Academic Appeals* states that a student has the right to an oral hearing before SRBA if the appeal is against a finding that the student's conduct amounted to a "scholastic offence" and/or for relief against the penalty imposed by the Dean as a result of a "scholastic offence."

   - There were 2 appeals against a finding that the student's conduct amounted to a scholastic offence or for relief against the penalty imposed, for which an oral hearing was held. Both appeals were denied with respect to both the offence and the penalty.

2) Jurisdiction, Item 2, in the Appeals to SRBA section of the policy states, "a panel of SRBA, upon considering only the written application of the student, may in its discretion order that an oral hearing be scheduled, or deny the appeal. In making its decision, SRBA will consider the grounds and evidence provided in the Application for Hearing." The remaining 13 applications were reviewed under Item 2.

   - In 2 cases, the panel ordered that an oral hearing be scheduled.

     - 1 alleged a failure to follow or properly apply a Senate regulation at the prior level. The appeal was granted. However, an allegation of bias was dismissed.

     - 1 was against the requirement to withdraw from a program, from the University, or from an Affiliated University College and was denied.

   - In 11 cases, the panel denied the appeal without an oral hearing.

     - 9 were against the requirement to withdraw from a program, from the University, or from an Affiliated University College. All 9 were denied.

     - 1 against general marking or grading practices was dismissed as not having met the requirements for jurisdiction.

     - 1 under the Policy on Academic Accommodations for Students with Disabilities was dismissed as not having met the requirements for jurisdiction.

No procedural appeals to the President were filed during this reporting period.

Chair:
Jeffrey L. Stokes

Vice-Chairs:
A. Botterell, K. Fleming