

University of Prince Edward Island

IIS ‘Futures Committee’

Terms of Reference:

1. Constitution:

- 1.1. The IIS Futures Committee was constituted in October 2013 by the Vice-President Research and Graduate Studies in consultation with the Vice-President Academic.

2. Composition:

- 2.1. The Committee members appointed by the Vice-President Research and Graduate Studies include:

- Ed MacDonald (Chair)
- Harry Baglole (Community)
- Ann Greyborn (Chair, IIS Board)
- Neb Kujundzic (Dean of Arts)
- Jim Randall (MAIS)

Total: 5

3. Purpose:

- 3.1. The Committee will review the recommendations of the external IIS review panel, seek input through consultation with colleagues, and make recommendations on how to structure and implement changes to IIS.

4. Mandate:

- 4.1. Review the recommendations of the external review panel.
- 4.2. Explore the feasibility of implementing some or all of the recommendations.
- 4.3. Outline a process for restructuring of IIS or re-defined unit including IIS.
- 4.4. Report findings and recommendations to the Vice-President Research and Graduate Studies.
- 4.5. Present a final report to Vice-Presidents and President for consideration.

5. Meetings:

- 5.1. Meetings will be called by the Chair of the committee and coordinated by the Office of Research Services.
- 5.2. The agenda for each meeting will be set by the chairs and shall include, but not be limited to:
 - minutes from the previous meeting;
 - issues arising from the previous meeting; and,
 - issues to be discussed at the current meeting

6. DECISION MAKING

- 6.1. Fifty per cent of the Committee's voting membership shall constitute a quorum.
- 6.2. Normally, it is expected that the Committee will reach decisions by consensus.
- 6.3. When consensus is not possible, a simple majority vote of those voting members present shall carry any matter.
- 6.4. The Chair is a non-voting member.
- 6.5. Each voting member shall have one vote.
- 6.6. In the event of a tie vote, the Chair may vote to break a tie.

7. COMMUNICATION

- 7.1. Reports, reference materials, minutes and other relevant information shall be made available to Committee members.
- 7.2. All communications shall be considered open except in situations where the committee deems it necessary to maintain confidentiality.
- 7.3. The Committee will review and approve all communications and recommendations emanating from the Committee.