**University of Waterloo**
**SENATE GRADUATE & RESEARCH COUNCIL**
**Report to Senate**
**January 16, 2012**

Senate Graduate & Research Council met on November 14, 2011 and agreed to forward the following items to Senate for information and approval. These items are recommended for inclusion in the consent agenda.

Further details are available at: *www.adm.uwaterloo.ca/infosec/Committees/senate/sgrc.htm*

## FOR APPROVAL

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## CHANGES TO CENTRE/INSTITUTE GOVERNANCE

### Survey Research Centre

1. **Motion**: To approve revisions to the constitution of the Survey Research Centre as described in attachment 1, on the condition that the centre's governance provisions will be subject to Senate review within two years of the establishment of any new policies regarding governance of research centres and institutes at the University of Waterloo.

   **Rationale**: The centre wishes to create a requirement that the director be a regular faculty member given current accountability requirements. In addition, opportunity was taken to generally update the constitution.

## FOR INFORMATION

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## RENEWAL OF CENTRES AND INSTITUTES

### Centre for Theoretical Neuroscience (CTN)

Under the direction of Chris Eliasmith, CTN focuses on the quantitative study of neurobiological systems using information theory, signal processing, control theory, machine learning and dynamic systems theory. CTN was established in 2006 and has become a growing, world-class centre in the field. It offers the only graduate level designation in theoretical neuroscience in Canada and has played a key role in attracting three excellent faculty members.

CTN has successfully supported and encouraged collaboration among its members, including development of the Nengo neural simulation package used by top institutes worldwide. Centre members have attracted significant research funding and CTN has supported successful CFI/OIT grants of approximately $510,000, which were used to purchase space and computational infrastructure. Two major grant proposals are currently in preparation, including an NSERC CREATE proposal. The centre also runs monthly research seminars, and hosts annual Brain Day and Frontiers in Theoretical Neuroscience workshops.

Future plans include continuing to develop CTN's international reputation and local connections, taking a lead role in establishing an undergraduate degree in neuroscience and initiating an annual research retreat. The centre will also continue to develop unique training and research and has applied to become a Waterloo Centre of Excellence. Recognizing the immense potential impact of the field, council approved CTN's renewal for a five-year term (December 2011 – November 2016) on behalf of Senate.

## RESEARCH ADMINISTRATION

Council reviewed and approved revisions to the terms of reference for the Human Research Ethics Committee and Clinical Research Ethics Committee to ensure consistency with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (2nd edition) released in December, 2011.

**CURRICULAR MODIFICATIONS**

On behalf of Senate, council reviewed and approved curricular modifications for the Faculties of Applied Health Sciences (kinesiology) and Mathematics (combinatorics and optimization, and computer science).

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George Dixon
Vice-President, University Research

Sue Horton
Associate Provost, Graduate Studies

SGRC Report (consent)
Attachment 1

**Survey Research Centre revised Constitution, October 2011**
**Changes from 1998-1999**

1. It is required that the Director be a regular faculty member; originally, the Director could be a retired faculty member with an adjunct appointment.
   **Rationale**: The Director is accountable for management of the Centre and ethical conduct of research.
2. A possible Associate Director position has been added.
   **Rationale:** In the past, the duties of the Director were shared by Co-Directors John Goyder and Mary Thompson. Much of the work of the Director involves supervision of staff, reviewing of proposals and consulting; thus the position involves a substantial time commitment. It would be desirable at least in the near future to allow the Director to delegate day-to-day management to an Associate Director.
3. The description of current staff positions has been moved to an appendix.
   **Rationale:** This is in keeping with the fact that the Director and Board have the flexibility to alter the staffing structure.
4. The Advisory Committee envisaged in 1998 has been removed.
   **Rationale:** In recent years the mandate of this committee has been carried out through bi-weekly meetings of the Co-Directors, the Senior Manager and the Project Manager.
5. Details of the relationship between the Statistical Consulting Service and the Centre have been removed.
   **Rationale:** The relationship between these two units no longer needs clarification.
6. The Dean of the Director's Faculty, if the Director is not from Mathematics, no longer would be responsible for oversight.
   **Rationale:** The Centre occupies Faculty of Mathematics space, and staff are members of Statistics and Actuarial Science. Continuity of academic and financial oversight is desirable, and may be difficult to achieve if the responsibility for oversight rotates among Deans.
7. In the composition of the Director nominating committee, " four people with broad representation from the membership" is replaced by "four people from the Board and the regular membership".
   **Rationale:** The nominating committee should include regular members (see 11. below) and other stakeholders.
8. The possibility of appointing an Interim Director is added.
   **Rationale**: This deals with a contingency not mentioned in the original constitution.
9. A sentence on removal of the Director is added.
   **Rationale**: This deals with a contingency not mentioned in the original constitution.
10. There are changes in Board membership: just one Dean is named; two non-ex-officio regular members are required and need not be nominated by their Deans, or represent particular constituencies; representatives of "affiliates" are no longer mentioned.
    **Rationale:** Only the Dean of Math is responsible for oversight; the stipulation of two regular members and the associated conditions reflects practice since 1999; the originally envisaged "affiliate" category of membership has never been filled.
11. Regular membership is only for University of Waterloo faculty members, and not for staff, students, or people from other institutions. There is a fixed term of membership. Faculty members who satisfy the criteria will be invited to become regular members, and when their terms expire will be invited to renew if they still satisfy the criteria.
    **Rationale:** These changes are consistent with current UW understanding of "regular membership" of a Centre or Institute. In the previous document, staff, students, UW researchers not actively participating in Centre activities, and researchers from other institutions could be members; such people will be part of the Research Network, as described in the revised constitution.

**Survey Research Centre, University of Waterloo**
**Constitution**
October 2011

## Objectives of the Survey Research Centre

In brief, the objectives of the Centre include:

- contributing to research in survey methodology, and encouraging cross-disciplinary collaboration
- helping to communicate research findings and activity, and making survey methods resources and expertise visible and easily accessible, at the University of Waterloo and externally
- contributing to education and training
- providing advice and support to researchers and students in the application of survey methods
- assisting in carrying out studies for researchers and administration at the University of Waterloo
- providing survey research services to external (public and private sector) clients

## Organizational structure

The Centre has a Director who is a faculty member with a regular appointment. The Director is appointed for a determinate term, normally three or four years, renewable. He or she oversees the management and activities of the Centre, chairs meetings of the board, and is responsible for seeing that the academic objectives and constitutional requirements for the Centre are being met.

To share in the Director's responsibilities, an Associate Director may be appointed. The Associate Director is a faculty member, an adjunct faculty member or a staff member. The position is limited to a three or four year term, renewable.

The Centre also has several staff members. The staffing structure may be revised by the Director and the Board, in accordance with University policy, as circumstances require. The appendix outlines the current staffing structure of the Centre.

## Reporting

The Survey Research Centre is overseen by the Dean of the Faculty of Mathematics.

When a new Director is to be appointed, the Dean of the Faculty of Mathematics forms a nominating committee of four people with representation from the Board and the regular membership. The nominating committee is formed at least nine months before the expiry of the current Director's term. The committee consults with the membership and makes a recommendation to be acted upon by the appropriate University authorities. The term of the Director will run for three or four years.

In case the Directorship becomes vacant, it is possible for an Interim Director to be appointed by the Dean of the Faculty Mathematics, in consultation with the Interim Director's Department, to serve until a new Director has been named.

The procedure for removing a Director will be consistent with the University's recommended practice at the time, and in accordance with policy.

To share in the Director's responsibilities, an Associate Director may be appointed by the Dean of the Faculty of Mathematics, in consultation with the Director and with the Associate Director's Department.

## Reporting to Senate Graduate and Research Council

The Centre provides an annual report to Board members. Additionally, a report is presented in connection with the review by Senate Graduate and Research Council every five years, - documenting projects worked on, student involvement at the Centre and contribution to research at the University of Waterloo and farther afield.

**The Board**

The Board of the Survey Research Centre includes (ex officio) the Vice-President, University Research or delegate; the Dean of the Faculty of Mathematics or delegate; the Chairs of Statistics and Actuarial Science, Sociology and Legal Studies and the Director's department; the Director of the Survey Research Centre. The Board includes in addition two regular members of the Survey Research Centre from different Faculties, and two students nominated by the Director. It is desirable to have the Faculties of Applied Health Sciences and Environment represented on the Board. The Senior Manager of the Survey Research Centre serves as Secretary to the Board. The Board meets at least annually to review the management, the activities, the financial statement and the budget of the Survey Research Centre.

**Centre Membership**

The regular members of the Survey Research Centre are University of Waterloo faculty members who are current or recent clients, collaborators or otherwise active stakeholders. Regular membership is for a term of three years, renewable. The benefits of membership include eligibility to serve on the Board, and to provide input into scientific and strategic directions of the Survey Research Centre.

**Research Network**

The Survey Research Centre maintains a contact list of former and possible future research partners from within the University of Waterloo and other university communities. This network of researchers receives the annual Survey Research Centre newsletter, notification of seminars and workshops and invitations to participate in surveys when appropriate (e.g. the Waterloo Region Area Survey).

**Appendix: Staffing structure 2011**

The core staff of the Survey Research Centre consists of:

- A Senior Manager (staff position, graduate degree) who coordinates activities of the Centre, acts as a liaison with the community, develops contract opportunities, manages the finances of the Centre, and provides outreach opportunities to UW faculty, staff and students.
- A Project Manager (staff position, graduate degree) who manages all day-to-day aspects of research projects, assists with developing contract opportunities, and assists with outreach opportunities.
- A Call Centre Supervisor (staff position) who oversees call centre staff and systems to ensure efficient and effective operation of the telephone call centre. The Supervisor is responsible for the day-to-day project activity in the call centre, including supervision of fieldwork, computer trouble-shooting, sample management, training of telephone interviewers, call centre scheduling, and report generation. The Supervisor may also be called upon to supervise data entry projects, aid in programming and data extraction, and web survey monitoring.
- Administrative/Project Support person (contract position) who assists with the operation of the Survey Research Centre by performing all manner of administrative tasks. Some tasks are performed on a daily basis, while others are more intermittent. The secondary role of the Administrative/Project Support person is to manage all mail-out aspects of research projects, oversee data entry projects, and perform desktop publishing duties and other editorial or copy editor roles as needed.