SENATE STANDING COMMITTEE ON RESEARCH AND GRADUATE STUDIES

Regular Meeting
Tuesday, October 12, 2021
2:00 p.m. – 4:00 p.m.
MS Teams Online

AGENDA

1. Territorial Acknowledgement and Call to Order 2:00

2. Approval of Agenda

3. Approval of Minutes, September 14, 2021 .... Daniel Bernstein   2:05

4. Chair's Report .... Daniel Bernstein   2:10

    4.1. KPU Submission to Select Standing Committee on Finances and Government Services

5. AVPRIGS Report .... Deepak Gupta   2:25

    5.1. Student Research and Innovation Grant .... Amit Shukla   2:40

6. Chair, REB Report .... Tara Lyons   2:45

7. New Business

    7.1. Mandate and Membership Sharing .... Daniel Bernstein   3:00

    7.2. Notice of Election of Standing Committee Vice-Chair 3:15

    7.3. Research Presentation .... Deborah Henderson   3:20

8. Adjournment

SENATE STANDING COMMITTEE ON RESEARCH AND GRADUATE STUDIES

MINUTES OF REGULAR MEETING
Tuesday, September 14, 2021
2:00 p.m. – 4:00 p.m.
MS Teams Online

Voting Member Quorum 7 members		
Paul Adams	Lilach Marom	
Daniel Bernstein – Chair	Mandeep Pannu	
Deepak Gupta	Sundeep Varaich	**Non-voting**
Deborah Henderson	Diane Purvey	Amy Jeon
Karen Meijer-Kline	Mark Vardy	
Celine Li	Elizabeth Worobec	
Regrets	**Senate Office**	**Guests**
	Meredith Laird	Tara Lyons
		Sandy Vanderburgh
		Amit Shukla
		Victor Martinez

1. Call to Order

    The Chair opened the meeting with a Territorial Acknowledgement and called the meeting to order at 2:00 p.m.

2. Approval of Agenda

    The committee approved the agenda as presented by unanimous consent.

3. Update on Research and Scholarship

    Sandy Vanderburgh, Provost and Vice-President, Academic, shared with the committee that a great deal of progress has been made on advancing action items contained in the report: Educational Excellence: A White Paper on KPU's Research and Scholarship (White Paper). He noted the completion of the Applied Genomics Lab, that an endowment has been created, funding from which will be directed to research by faculty and students. He also described additional resources that have been directed to the Office of Research Services in the 2021 budget, and that his office and the Associate Vice-President, Research, Innovation and Graduate Studies have been working with Human Resources to address the request to create regular positions, and provide benefits to current employees who are working on contract in research groups. He also shared that data is being collected about graduate programming throughout the institution and that he has been engaging with Faculty Councils to solicit feedback about the types of research currently conducted and what research means in different Faculties.

Sandy Vanderburgh also shared that a committee has been formed within the Provincial Government to examine the University Act and other legislation that relates to teaching institutes with a view to updating the legislation.

Deepak Gupta shared that he has been participating in these discussions and that the Province is moving towards an enabling framework for teaching institutes, which might better support staffing needs within KPU. He also informed the committee that money available through the endowment is managed by the Foundation, and therefore can be allocated to multi-year initiatives.

Sandy Vanderburgh then answered questions of the committee concerning the monies that will be available through the endowment and other sources and the timeline expected for the Human Resources changes to the status of contract employees.

Sandy Vanderburgh agreed to attend this committee again to provide updates from his office on research and scholarship at KPU, and invited members to direct their concerns and questions to Deepak Gupta so they could be brought forward to him and addressed.

4. Approval of Minutes, June 24, 2021

The committee approved the minutes as circulated by unanimous consent.

5. Chair's Report

Daniel Bernstein provided a verbal report. He welcomed the new Vice-Chair of Senate, Amy Jeon and the new student member, Celine Li, as well as Marcelina Piotrowski, the Designate of the Associate Vice-President, Teaching and Learning. The Chair reminded members that meetings will be held via Teams and have moved to Tuesday afternoons for this Senate session, and that Senate will determine how meetings will be held after January.

The Chair reminded the committee of the two standing items from the White Paper that were sent to this group to consider:

1b) Request that all Departments develop a formalized plan for integrating opportunities for undergraduate research. Research must be regarded as integral to learning objectives and be included, for instance, as a required part of a major, and

1e) Recognize research as essential to the classroom and to the scholarship of teaching and learning. KPU faculty members need to be proactive in their disciplines to ensure the continued relevance and quality of educational programs

The Chair suggested that two possible actionable routes were through the institution's program review process and the Academic Plan. He also mentioned that this committee might request that research be added to all future program reviews. He informed the committee that he and the previous Vice-Chair of Senate, David Burns, had attended a meeting of all Faculty Council Chairs to discuss item 1a.

The Chair informed the committee that it will have the opportunity to review its mandate and membership composition at the October meeting, and asked members to consider the possibility of creating seats on the committee for people within the institution who are not currently supportive of developing an increased focus on research at KPU. He explained the idea behind adversarial collaboration, which is used in other scholarly pursuits, as a way of including disparate views in order to arrive at more sound conclusions.

He reminded members of the expectation to come to meetings having read the agenda packages and submitted materials and to volunteer to take on action items that arise from the committee's work.

6. Associate Vice-President, Research, Innovation and Graduate Studies Report

The committee received the written report. Deepak Gupta introduced Dr. Amit Shukla who joined the team in ORS in July. Amit Shukla shared that he is a biochemist by training, has worked on projects related to entrepreneurship and supported several Canadian Foundation for Innovation projects at the University of Saskatchewan. He is currently working on an application to NSERC with Deborah Henderson, as well as on the endowed chair initiative, and on items related to student research.

7. Chair, Research Ethics Board Report

The committee received the written report. Tara Lyons shared that the Course-Based Research Template is currently undergoing revision to reflect updated best practices her office gleaned at recent conferences and the new version will be available shortly.

She answered questions of the committee related to in-person research and privacy restrictions around confirming research assistants' vaccination status. Diane Purvey shared with the committee that Laurie Clancy, the Vice-President, Human Resources had advised that supervisors were not permitted to request an individual's vaccination status, but could certainly receive information that individuals choose to self-disclose. Diane Purvey also suggested committee members might ask for advice from Adam Jaffer, the Special Advisor on Strategic Initiatives in the Office of the President. Deepak Gupta shared he had spoken with Jennifer Duprey, Legal Counsel, and expects that an official statement from the University providing guidance to supervisors will be circulated within the next few weeks.

8. New Business

8.1. Pedagogical Merit Review Workflow

Deepak Gupta and Amy Jeon described suggested changes to the course outline template and curricular workflow as a result the approval of policy RS6 on June, 2021. A two-step process is recommended: a pedagogical merit review and Animal Care Committee approval. Amy Jeon described the automated workflow that could be included in the new CourseLeaf system, triggered by course developer selections on the course outline itself.

Elizabeth Worobec moved THAT the Senate Standing Committee on Research and Graduate Studies recommend that the Senate Standing Committee on Curriculum recommend that Senate approve the addition of the following fields to the Course Outline template:

Does this course require the use of vertebrate or cephalopod animals?
[] Yes [] No

If yes, please provide:

a) Date of the Pedagogical Merit review _____, and

b) Expiry date of the certification from the Animal Care Committee _____

The motion carried.

8.2. Research Presentation

Victor Martinez shared a presentation about his research in his education and employment prior to joining KPU. He described some of the frustrations he has experienced in advancing his research within KPU.

9. Adjournment

The meeting adjourned at 3:05 p.m.

Submission to the Select Standing Committee
on Finance and Government Services

Office of the President and Vice Chancellor
September 7th, 2021, 2021

The following is respectfully submitted to the Select Standing Committee for discussion and further exploration and was updated after our presentation to the committee on August 31st, 2021.

We recognize the tremendous support we have received from all sectors of government through its leadership and careful attention to both the health, safety, and the continuity of the post-secondary sector. KPU plans to come out of this as a better institution: more open, more flexible and more relevant.

As a polytechnic university, KPU is well-positioned to support the short and long-term economic recovery and prosperity of B.C. through both its applied research and by providing a talent pipeline that equips students with the knowledge and skills to transition effectively into the workforce of the future.

Our submission speaks to 3 areas of need at KPU, and we recognize that these are also top of mind with our Ministry of Advanced Education and Skills Training. Work is already underway to address them, so long as the necessary funding is available.

➢   Annual funding
➢   Funding for research and scholarship
➢   Support for Indigenous students and their communities
➢

1. Annual Funding

I would like to thank the Ministry of Advanced Education, and Skills Training (AEST) for undertaking a funding review, which will consider whether the current total funding to institutions needs to be allocated differently, or whether increased funding to certain sectors is justified. It is hoped that both will occur.

As you may know, KPU is underfunded relative to our counterparts within and beyond B.C.

None of the undergraduate universities have adequate, stable, and predictable multi-year operating funding needed to fulfil its important mandates.

KPU's unique region south of the Fraser River is especially short-changed when it comes to investment in post-secondary education. While KPU endorses Simon Fraser University's request to expand its campus in Surrey, it also needs full funding for more FTEs in programs that are in high demand and in new areas that support the economy and well-being of the communities we serve, such as the health sector, digital technologies, early childhood education, and other human service areas.

To this end, KPU is working on a growth strategy to bring forward to AEST.

As we slowly emerge from the pandemic, there are several areas which require specific attention:

➢ The pandemic has sharpened our focus and caused us to increase the number of supports for **student mental health and well-being**. However, more is needed to address this crucial area in the wake of COVID-19.
➢ **Digital transformation** of programs and services was accelerated during the pandemic, which increased accessibility and opportunity for many students, and this needs to be leveraged and sustained.
➢ Likewise, key **infrastructure** projects need capital funding, such as the establishment of early learning centres on KPU's campuses, and re-conceived and re-furbished spaces that reflect KPU's digital transformation and move to the 'New KPU' – with flexible teaching and learning opportunities.
➢ The expectations for authentic and lasting **Justice**, **Equity, Diversity and Inclusion** (JEDI) initiatives are higher than ever and hard to achieve without new funding, especially to support marginalized groups within our institution and our communities. All this requires additional expert leadership, the time of our employees, and continuous training.

2. Funding Research and Scholarship

The research profile of the teaching universities in BC is exemplary, and yet, like other special purpose teaching universities, KPU does not currently receive provincial funding for research and scholarship. Thankfully, the BC government often matches federal funding for Canada Research Chairs and Tri-Council awards, and research infrastructure projects.

However, compared to institutions that have similar mandates across Canada (for example Thompson Rivers University, UNBC, MacEwan, Mount Royal University), teaching loads at BC teaching universities are too high and faculty are under-paid, making the university research endeavor unsustainable and limited.

Faculty cannot be expected to successfully instruct upper level degree and post graduate courses without being engaged in research and scholarship, and our communities are short changed on the many benefits that a full post-secondary research profile provides.

A long-term investment in research will provide many rich experiential opportunities for students, while helping businesses and industry to innovate and expand, thereby creating new jobs in our communities.

KPU's research is truly "applied" in many ways as it is focused on what is happening in our communities, socially, culturally, and economically. Novel research will also allow KPU to attract talented faculty and students to the area from around the world.

3. Support for Indigenous Students and their communities

While KPU has developed and self-funded many supports for Indigenous students, much more needs to be done to implement and achieve TRC and UNDRIP recommendations There is currently no equitable, targeted funding to support Indigenous activities at KPU and at some other institutions.

The current "Aboriginal Service Plan" funding, which has supported a few BC post-secondary institutions for many years, needs to be increased, adapted, and extended to all institutions.

We are thankful that AEST is undertaking a review of this, and the imbalance in targeted Indigenous support funding needs to be addressed promptly.

In particular, we believe every institution should be tasked and funded to deliver Indigenous language and cultural education in partnership with Indigenous communities in the KPU region.

In addition, Indigenous students themselves require and deserve more direct support.

Respectfully submitted

Alan Davis, PhD
President and Vice Chancellor

Highlights from Research, Innovation, and Graduate Studies Division
Report dated October 1, 2021

From the Office of the AVP, Research, Innovation, and Graduate Studies (AVPRIGS)

SHERMAN JEN RESEARCH CHAIRS – NOMINATION PROCESS UPDATE

In May 2021, KPU received a $3-million donation from the Dr. Sherman Jen Education Foundation endowed through the KPU Foundation. Thanks to this generous donation, KPU is creating two Sherman Jen Research Chairs in two key KPU research areas: Next-Generation Design and Applied Genomics.

The Office of the AVPRIGS has received applications for both chairs. The application deadline was June 27, 2021. The nomination process is underway, and we are using the CRC nomination process as a model. The anticipated start date of both chairs is January 2022.

From the Office of Research Services

STUDENT RESEARCH AND INNOVATION GRANT PILOT PROGRAM

The Office of Research Services (ORS) is pleased to announce the new Student Research and Innovation Grant (SRIG) pilot program. This program is designed to provide KPU students an opportunity to gain research and innovation competencies by engaging in impactful projects under the guidance of a KPU Advisor. The SRIG grant will provide the successful student applicant with up to $5,000 to cover salary and project expenses, while working under the guidance of a Principal Investigator (e.g. a Faculty member who acts as the KPU Advisor). Applicants must connect their work to one of the UN Sustainable Development Goals.

Applications for the SRIG pilot program will be accepted under two streams:
1. Extra-curricular (Stream 1): For projects outside of the curriculum, student applicants may request up to a maximum of $5,000 ($3,500 towards assistantship wages and up to $1,500 for supplies or travel. Student must be eligible to work in Canada.
2. Curricular (Stream 2): For projects inside of the curriculum (e.g. theses, capstone projects); student applicants may request up to $1,500 towards supplies and/or travel. Assistantship wages are ineligible.

Pilot program highlights:
- Applications will be accepted on an ongoing basis until December 1st, 2021.
- Projects could start in Fall 2021 or Spring 2022 terms. Projects starting in Fall 2021 term may continue into Spring 2022 term.
- All project-related expenses must be incurred at the latest by March 31, 2022 unless otherwise authorized.
- Requests for no-cost extensions past March 31, 2022 may be considered on a case-by-case basis.
- Grants will be awarded until all funds in the program are committed.
- Students can access the application and links to supporting documents through the Romeo researcher portal. Students must use their KPU email address create an account in Romeo.
- Applicants are encouraged to consider other internal and external funds to leverage this grant.

Please promote this amongst your colleagues at KPU and visit https://www.kpu.ca/student-research-and-innovation-grant for more information. Please direct questions to Cathy Parlee at ors@kpu.ca.

RECENT FUNDING PROPOSALS SUBMITTED

Four grant applications, all from Faculty of Arts, were submitted to the SSHRC Insight Grants competition on October 1, 2021. The proposals represent two from Stream A ($7,000 to $100,000) and two from Stream B ($100,001 to $400,000) spanning 2 to 5 years. The results of the competition will be announced in April 2022.

One research proposal was submitted to the Canadian Cancer Society's Challenge Grants competition on September 22, 2021, with results to be revealed in January, 2022. This 3-year program funds up to $150K per year for direct costs of research.

NEW SURREY CAMPUS OFFICE SPACE

The Office of Research Services presence in Surrey campus moved from Arbutus 2400 to Fir 215 effective September 1, 2021. Cathy Parlee and Amit Shukla will occupy Fir 215 on alternate days during a gradual return to the Surrey campus over the coming months.

PROMOTING RESEARCH ASSISTANT POSITIONS

Let us help you find your next student research assistants! The Office of Research Services is here to help you advertise and promote your research assistant positions to KPU students. Send us your job description (or a link to a page where you have it posted) and we will post it on the Career Development Centre's job board and to our Instagram and Twitter. For any assistance, please email Kathy Leung, kathy.leung@kpu.ca.

From KPU's Research Laboratories, Centres, and Institutes

INSTITUTE FOR SUSTAINABLE FOOD SYSTEMS - PRESENTATIONS GIVEN

1. Redefining Progress: Food System policy innovation for societal wellbeing. Presentation to Advisory Group, September 14th, 2021. N. Robert.
2. In between a rock and a hard place: agriculture and climate change. ReGen BC Conference. Sept 27. BOC Ministry of Agriculture, Food and Fisheries. K. Mullinix

INSTITUTE FOR SUSTAINABLE FOOD SYSTEMS - FUNDING ADVANCEMENTS

1. BX Ranchlands Agriculture Education and Extension Development Plan. $60,895. Project funded by the Regional District of North Okanagan. ISFS has been contracted to prepare a proposal for a 5-year development plan to establish agriculture education and extension programs on the BX Lands. September 1, 2021. K. Tatebe, K. Mullinix
2. Indigenous Food Ways Outreach Facilitator. $30,000 annually for 3 consecutive years funded by Vancity Credit Union. This funding will support Charlene Seward who will lead existing and seek new Indigenous-focused community projects with ISFS.

Acknowledgement
The Office of the AVP, Research, Innovation, and Graduate Studies acknowledges funding from the federal Research Support Fund in support of its operations and services.

SENATE STANDING COMMITTEE ON RESEARCH AND GRADUATE STUDIES

Agenda Item: *5.1*
Meeting Date: *October 12, 2021*
Presenter(s): *Amit Shukla*

Agenda Item	Student Research and Innovation Grant (SRIG)

Action Requested	Information

Recommended Resolution	N/A

Committee Report	For Secretariat Use Only
Context & Background	The Student Research and Innovation Grant (SRIG) program will launch in Fall 2021, with a call for applications in the coming weeks. Two funding streams (Stream 1 - Curricular: $3,500 for wages and benefits plus $1,500 in operational costs, and Stream 2 - Extra Curricular: $1,500 for operational costs) are available and will support students to advance their research and innovation competencies. Students (Applicant) will complete applications through the Romeo portal and the project must be endorsed and submitted by an Advisor (e.g. faculty member) as Principal Investigator. The SRIG program embraces six guiding principles, and projects must advance at least one UN Sustainable Development Goals The SRIG program subsumes the Student Led Research Grant program effective immediately.
Key Messages	1. Innovative program to promote student research initiative 2. Promotes/supports KPU's strategic goals 3. Link to UN Sustainable Development Goals
Resource Requirements	The funding for this program will come from KPU and Tri-agency funds
Implications/Risks	No major downsides.
Submitted by	Deepak Gupta, Associate Vice President, Research, Innovation, and Graduate Studies
Date submitted	*October 1, 2021*

Highlights from the KPU Research Ethics Board

Report to the Senate Standing Committee on Research & Graduate Studies
Submitted by Dr. Tara Lyons, Chair of the KPU REB
Prepared September 27, 2021 for activities August 23 – September 22, 2021

_____

Review of Research Ethics Applications

KPU REB Ethics Applications

- Four applications were approved.
- Two files are awaiting PI revisions.
- Two applications are under review.
- One application was exempt from review.

KPU REB Post Approval Activities

- One amendment was reviewed and approved.
- One amendment is under review.
- Five completion reports were submitted.
- Four progress reports/annual renewals were approved.
- Forty-four completion reports are outstanding.

Multijurisdictional Reviews

KPU REB Board of Record

- Three multijurisdictional applications approved.
- One multijurisdictional application is awaiting PI revisions.
- One post approval activity was reviewed and approved.

KPU REB as Partner Board

- One post approval activity was reviewed and approved.

Professional Development

1. The REB Chair and Coordinator attended the Research Ethics Board Administrators (REBA) meetings organized by Research Ethics BC.
2. The REB Chair and Coordinator attended the REBA Community of Practice meeting.

Key Updates & Information Items

1. An updated version of the *Consent Form Template* is available on the REB website and SharePoint site.
2. A *Scholarship of Teaching and Learning Consent form Template* has been developed and is available on the REB website and SharePoint site.
3. The REB application questions in ROMEO have been revised to bring them up-to-date with current ethics policies and practices.

SENATE STANDING COMMITTEE ON RESEARCH AND GRADUATE STUDIES

Agenda Item: *7.1*
Meeting Date: *October 12, 2021*
Presenter: *Daniel Bernstein*

Agenda Item	Orientation: Mandate and Membership

Action Requested	Education

Recommended Resolution	N/A

Committee Report	For Secretariat Use Only
Context & Background	On September 19, 2021, the Senate Governance and Nominating Committee (SGNC) discussed the value of having each committee annually reacquaint itself with its mandate and membership. The intent is for new members to learn about the committee mandate and membership and for returning members to refresh their memories.
	SGNC has the mandate to:
	"*Review at least once every three years, the configuration of senate standing committees, their membership, terms of reference, their consultation and reporting relationships, and propose to Senate any recommendations for change.*"
	This year, the Vice-Chair of Senate will lead the comprehensive review which will include consultations with the Standing Committees in Spring 2022.
	During October and November 2021, the Standing Committees are expected to present its mandate and membership to the committee members. Any recommended changes will be forwarded to the Senate office to be included for consideration in the comprehensive review by SGNC.
Key Messages	1. On behalf of the SGNC, the Vice-Chair of Senate will be leading a comprehensive review of all Senate Standing Committee mandates and memberships.
	2. The Senate Standing Committees continue with the practice of providing an informational introduction of their mandates and

memberships during Fall 2021 and forward recommended changes to the Senate Office.

3. The Vice-Chair of Senate will collect and forward the recommendations to SGNC for consideration in the comprehensive review.

4. The Vice-Chair of Senate will meet with the Senate Standing Committees in Spring 2022 to discuss any changes.

Attachments   Current mandate and membership of Senate Standing Committee on Research and Graduate Studies

Submitted by   *Amy Jeon, Vice-Chair of Senate*

Date submitted   *October 1, 2021*

SENATE STANDING COMMITTEE ON RESEARCH AND GRADUATE STUDIES

MANDATE

1. Advise Senate on University research priorities

2. Advise Senate on allocation of university resources for research and scholarship including funding, services, and infrastructure

3. Lead the ongoing discussions regarding the nature of research at a polytechnic university

4. Celebrate exemplary research through public recognition and dissemination

5. Advise in the planning and operation of research events and initiatives

6. Identify the forms of support needed to maintain excellence in research and make recommendations to Senate and other bodies as needed

7. In consultation with the Senate Standing Committee on Academic Planning and Priorities, advise Senate on the establishment, revision or discontinuance of research centres and institutes.

8. Advise Senate on the academic governance and standards for graduate studies.

9. Advise Senate on curriculum standards for graduate programs and courses for use by the Senate Standing Committee on Curriculum, and other relevant Senate Committees.

10. Advise Senate on university-wide standards for graduate-level instruction and student supervision.

11. Establish such subcommittees as needed to fulfill the committee's responsibilities

12. Other duties as assigned by Senate.

MEMBERSHIP COMPOSITION

Voting Members

- Chancellor
- President
- Student representative*
- Eight faculty Senators or representatives**
- Two deans or associate deans
- Director of a Research Institute
- Associate Vice-President, Research or designate
- Associate Vice-President, Teaching and Learning or designate

* An upper-level undergraduate or graduate student

**The faculty Senators must represent no fewer than four Faculties. The membership is designed for representation of the KPU faculty research community, which is distributed unevenly across the Faculties.

Ex Officio Non-Voting Members

- Vice-Chair of Senate

SENATE STANDING COMMITTEE ON RESEARCH AND GRADUATE STUDIES

Agenda Item: *7.1*
Meeting Date: *October 12, 2021*
Presenter: *Daniel Bernstein*

Agenda Item	Notice of Election of Committee Vice-Chair

Action Requested	Information

Context & Background

Key Messages	1. All senators who are members of the committee and all voting members of the committee are eligible to be elected as committee vice-chair. If the elected chair is not a senator, then the committee should elect a senator into the committee vice-chair position.
	2. The vice-chairs of Senate standing committees are normally elected for a three-year term beginning in September. The term of office will be from December 1, 2021 to August 31, 2024, or to the end of the member's term on Senate, whichever is shorter.
	3. Nominations will be from the floor at the next meeting. If there is only one person nominated, then that person may be acclaimed. If more than one person is nominated, then there will be an election by ballot. If there are no nominations, the Vice-Chair of Senate will continue to support the chair.

Attachment	SSC Chair and Vice-Chair Responsibilities

Submitted by	*Meredith Laird, Administrative Assistant, University Senate*
Date submitted	*September 20, 2021*

Senate Standing Committee
Chair and Vice-Chair
Responsibilities

Workplan

- In consultation with the Vice-Chair of Senate, develops a draft annual workplan for the committee
- Finalizes the workplan with the committee
- Submits agenda items
- Ensures the committee receives necessary information in a timely fashion

Meeting Preparation

- Reviews documents submitted to Senate Office.
- Advises proponent and senate staff of any changes needed before the documents can proceed to committee
- Approves the draft agenda and supporting materials for distribution to the committee
- Cancels scheduled meetings as needed

Meeting

- Conducts the committee meetings.

After the meeting

- Reviews and edits draft minutes prepared by senate staff
- Advises on next steps for action items
- Emails members their action items
- Reviews attendance of committee members

Reports to Senate

- Prepares report for Senate to inform the Senate of current committee issues and activities
- Writes one-page report for the Senate Annual Report

Other duties as required by individual standing committees.