

Choose an item.  
Choose a Committee

Briefing Note: Choose an item.

**SUBJECT: [Title of your proposal]**

**MOTION:** *(delete if this item is for Information or Discussion.)*

That the [Choose a Committee] [approve/recommend] the proposed [creation/suspension/Calendar revisions/etc.] for the [graduate/undergraduate] program(s) in the [Faculty of X], effective for the [term/Calendar/date], as recommended by the [Name of Recommending Body], and as set out in the documents provided.

*If the item is for approval or recommendation, please insert the motion above. The Secretariat will assist with wording and will edit for consistency with current practice.*

**PROPONENT(S)/PRESENTER(S)**

Name(s) and title(s) of the person(s) presenting this item

**OFFICE OF THE PROVOST PROPOSAL LIASION** *(remove if not applicable)*

Name of the Program Innovation Partner(s)

**PURPOSE**

The [Choose a Committee] is asked to review and approve/recommend/discuss the [content of your document package, e.g., “proposed Calendar revisions for the graduate programs in the Faculty of X”], effective for the [term/Calendar/date].

*Include responses to the following:*

* *What is the body being asked to do?*
* *Why is this item being proposed at this time?*
* *Does the proposal present a solution to an issue?*
* *What opportunity does the proposal present?*
* *What is the effective date for implementation?*

Discussion Focus

*Include areas of focus the body to discuss, and what feedback the proponents are seeking.*

* *Are there any areas, issues, or questions the body should focus on?*

**KEY CONSIDERATIONS**

*Provide a summary of why this proposal is being brought forward to help provide context for the Committee.*

*Highlight how this proposal advances the goals of Ahead of Tomorrow, the University’s institutional strategic plan.*

**BACKGROUND**

*Provide a brief background, including any historical information on the topic.*

**RISKS**

*Highlight any perceived or identified risks with proceeding or not proceeding with the proposal. If there are no perceived or identified risks, explain why.*

**ALTERNATIVES CONSIDERED**

*Explain what alternatives were considered, and why they were not taken. If there were no alternatives considered, explain why.*

**ROUTING AND PERSONS CONSULTED**

*Within the table, set out the* ***formal governance routing*** *for this item (in chronological order). The list should include Faculty Council and/or Faculty Council Executive Committee, the General Faculties Council and its committees, any corresponding Working Groups for these committees, and the Board of Governors and its committees only.*

*Please add a paragraph above the routing table listing all* ***additional*** *consultations that are* ***not part of the formal governance routing*** *(other committees, departments, programs, faculties, individuals, or groups).*

*Please mark an ‘X’ in each row to indicate the action taken by each body (Approval, Recommendation, Discussion, or Information). In the progress column, please place an ‘****X’ in the row for which meeting this briefing note is being prepared.***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Progress** | **Body** | **Date** | **Approval** | **Recommendation** | **Discussion** | **Information** |
| X | [Committee/Faculty/ Department] | YYYY-MM-DD |  | X |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**NEXT STEPS**

*Describe the next steps, such as the implementation process and/or date, next steps in routing, need for government approval (for program proposals), communication plans, etc.*

**SUPPORTING MATERIALS**

*Please ensure the titles and file names match the documentation.*

1. [List all documents and materials being provided. Ensure the title matches the title of the supporting attachments.]