

Choose an item.  
Choose a Committee

Briefing Note: Choose an item.

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

**MOTION:**

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

Example: That the [Body Name] [approve/recommend] the proposed [creation/suspension/revisions/etc.] for the [graduate/undergraduate] programs in the [Faculty of X], effective for [term/Calendar/date], as recommended by the [Name of Recommending Body], and as set out in the documents provided.

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

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

**OFFICE OF THE PROVOST PROPOSAL LIASION** *(if applicable)*

Name of the Program Innovation Partner(s)

**PURPOSE**

The [Committee name] is asked to [approve/recommend/discuss/review] the…

*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.*

*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.*

*Above the table, please include a paragraph listing all additional consultations with other committees (including department, program, or faculty committees), individuals, or groups that are not part of the formal governance routing.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Progress** | **Body** | **Date** | **Approval** | **Recommendation** | **Discussion** | **Information** |
|  | [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.]