Carleton UNIVERSITY
Canada's Capital University

Minutes of the 579th Meeting of the Board of Governors

Tuesday, June 25th, 2013 at 4:00 p.m.
Room 2440R, River Building
Carleton University

PRESENT:	Mr. R. Jackson, Chair	Dr. R. O'Reilly Runte	Ms. D. Armstrong
	Mr. K. Black	Ms. S. Bharadia	Dr. C. Carruthers
	Mr. D. Craig	Ms. S. Cooper	Ms. L. A. Daly
	Mr. B. Dickie	Dr. C. Freedman	Mr. N. Falvo
	Ms. J. Gilbert	Mr. A. Golovko	Mr. E. Greenspon
	Mr. G. Hyder	Mr. O. Javanpour	Prof. T. Kunz
	Dr. P. Merchant	Prof. A. Mingarelli	Mr. J. Ruddy
	Ms. G. Samson-Verreault	Mr. A. Tattersfield	Ms. R. Thompson
	Mr. B. Wener	Mr. B. Wolfenden	
STAFF:	Ms. A. Bauer	Ms. S. Blanchard	Ms. J. Bray
	Mr. P. Chesser	Mr. D. Cumming	Dr. K. Graham
	Dr. K. Matheson	Mr. R. Moher	Dr. P. Ricketts
	Mr. D. Watt		
REGRETS:	Ms. M. J. Binks	Ms. P. Griffin-Hody	Mr. B. Hobin
	Prof. M. MacNeil	Ms. M. Porter	Mr. M. Robinson
	Mr. A. Vered	Mr. M. Wernick	Prof. C. Worswick

OPEN SESSION

1. CALL TO ORDER AND CHAIR'S REMARKS

The meeting was called to order at 4:04 p.m. The Chair welcomed the new members to the Board and introductions were made.

2. APPROVAL OF AGENDA

It was moved by Mr. Tattersfield and seconded by Ms. Daly that the agenda be approved, as presented. The motion carried.

3. CONSENT AGENDA

The Consent Agenda was circulated with the meeting documentation. It was moved by Mr. Javanpour and seconded by Prof. Kunz that the Consent Agenda be approved, as presented. The motion carried.

4. CHAIR'S REPORT

The Chair reported that he attended CCOU meeting on May 16, 2013. Highlights of the meeting included discussion on impacts of the provincial budget. He also provided an overview of the CUBA 2013 Conference held in Calgary, Alberta.

5. PRESIDENT'S REPORT

5.1 Reports

Governors received reports from the Department of Communications, Student Support Services and Advancement. Highlights include:

Department of Communications

- Handled all logistics of Spring Convocation and related dinners; achieved extensive media coverage, including CBC TV and Citizen.
- Developed an ad for the Globe and the Citizen regarding the Sprott School of Business earning international accreditation.
- Support development of new communications plans across faculties.
- Marketing support for student recruitment.
- Ongoing communication about library renovation and various other construction projects on campus.
- Held a news conference and developed communications products for Carleton's new strategic sustainability plan.
- Engaged in planning for an Aug. 29th announcement of the Carleton Ravens football brand and tour of new athletic facilities, as well as new Homecoming events in September.
- Conducted tour of Toronto media outlets to target education reporters and venues for our experts, such as TVO's Agenda.
- Developing roll-out for Strategic Integrated Plan.
- Continued planning on reputation campaign concepts.
- Organized media training for 50 staff, faculty and grad students.
- Partnered with DFAIT to bring UN Too Young to Wed exhibit to Carleton.

Student Support Services

Undergraduate Enrolment

The last day for Ontario high school students to confirm their offer of admission was June 4. Overall, there was an increase of 6 per cent in confirmations for the 2013-2014 academic year. This includes domestic and international students. In Ontario, the system increased by 2.5 per cent.

Student Success

The support services under the Office of the Associate Vice-President (Students and Enrolment) had a very successful year. Some highlights include:

- The Student Academic Success Centre (SASC) had 17,766 advising contacts (students who sought out advising support in person or via email – some students more than once) this year. SASC ran early warning programs and specific intrusive advising outreach to high risk students. This summer SASC has extended its hours to be open on Tuesday and Wednesday until 6pm as a pilot project.
- The Writing Tutorial Services and Learning Support Services had over 8,000 students visit for workshops, one-on-one study skills and writing tutoring sessions, study rooms, English conversation groups and more.
- New advisor training was a success with 58 staff or faculty advisors attending from all faculties.
- In Health and Counselling Services (HCS), doctors had over 27,000 visits, counsellors had over 9,850 visits, and nurses had over 2,300 visits for a total of 39,555 visits to HCS this year. This is an increase over 2012-2013.
- To ensure a successful registration, a new scheduling tool was launched this month to allow students to plan their course selection ahead of their registration time ticket.
- Nine Carleton students received Ontario Volunteer Service Awards for their volunteer work on campus with the Student Experience Office (SEO).
- Carleton students swept the COU IDeA Competition by taking home the top three prizes

Career Services and on-campus employment

Co-op and Career Services supported a huge group of students in their part-time, full-time, summer, and co-op job searches. The Career office had over 4,880 appointments, held 39 employer events (with 191 participants), and ran 66 career workshops (with 721 participants). The Co-op work term numbers for 2012-2013 are:

- Summer 2012: 667 (Summer 2011: 665)
- Fall 2012: 310 (Fall 2011: 282)
- Winter 2013: 359 (Winter 2011: 313)
- Total 2013: 1,336 (Total 2011: 1,260)

Additionally, Co-op and Career Services developed a new Faculty Co-op and Career toolkit with resources about Co-op and Career Services, the four phases of career development, FAQs (with answers) and how a faculty can support the career development of their students.

University Advancement

- **Annual Giving Highlights**
  - $1,828,873 raised in 2012 - 2013 compared to $1,842,319 the previous year
  - 12,653 donations in 2012 - 2013 compared to 11,871 in 2011 - 2012
  - 7,504 donors in 2012 - 2013 compared to 6,726 last year

- **Advancement Communications Highlights**
  - Developed "Throwback" theme and concept for 2013 homecoming celebrations.
  - Close to $100K raised through www.Futurefunder.ca initiative, completely funded three Carleton projects, one in student aid and two in the library. Highlighted in Academica Top Ten and presented at CCAE national conference in June. Completed several media interviews about initiative.
  - Spring magazine highlights faculty work on Kitigan Zibi reserve.

- **Alumni and Donor Relations Highlights**
  - Alumni Association representatives delivered congratulatory remarks at each of the 8 Convocation ceremonies
  - Endowment reports will be distributed to donors this summer
  - A highlight of upcoming events include:
    - June 26 - Chancellor's Engineering Dinner, Palo Alto, California
    - June 29 - Carleton Night at the TD Ottawa Jazzfest, Confederation Park
    - July 12 - Pat O'Brien Golf Tournament, Highlands Golf Course
    - August 19 - President's Golf Tournament, Stonebridge Golf Course
    - September 19-22, Throwback Homecoming Celebration, Carleton

- **Campaign Progress**

	June 20, 2013	2013 - 2014 Goal	% of Goal
Dollars	$103,894,774	$140,000,000	74%
Donors	13,506	14,000	96%
Volunteers	832	850	98%

6. COMMITTEE REPORTS

Members received brief reports from the Building, Nominating, Community Relations & Advancement committees.

7. ITEMS FOR ACTION

7.1 Creation of a New Department of Health Sciences
Closure of the Institute for Health: Science, Technology, Policy

Governors were informed that at its meeting on May 31, 2013, Senate passed a motion recommending to the Board the creation of a new Department of Health Sciences in the Faculty of Science. The Department will replace the existing Institute for Health: Science, Technology, Policy which currently administers the new Masters of Science Program in Health: Science, Technology, Policy. Senate also passed a second motion regarding the closure of the Institute contingent upon the creation of the Department.

It was explained that the program is now before the Ontario Universities' Council on Quality Assurance, which has to give final authorization for the program to begin. The intention is to admit the first cohort of students in September 2014. Upon the necessary authorization being provided by the Quality Council, a Final Assessment Report/Executive Summary will be prepared for the Board which will provide an executive summary of the new program and an account of the program approval and quality assurance process.

It was moved by Dr. Carruthers and seconded by Mr. Hyder that the Board of Governors approve the creation of a Department of Health Sciences in the Faculty of Science to administer the proposed bachelor's program in health sciences and the Masters of Science in Health: Science, Technology and Policy, contingent upon the final approval of the proposed bachelor's program in health sciences by the Ontario Universities' Council on Quality Assurance and the Ontario Ministry of Training, Colleges and Universities. The motion passed with one abstention.

It was moved by Mr. Wener and seconded by Mr. Javanpour that the Board of Governors approve the closure of the Institute for Health: Science, Technology, Policy in the Faculty of Science, contingent upon the creation of the Department of Health Sciences. The motion passed with one abstention.

7.2 Sustainable Communities – Global Prosperity
Carleton University's Strategic Integrated Plan 2013-2018

Members of the Board received a draft copy of Carleton's Strategic Integrated Plan for 2013-2018. The Senior Advisor to the President and Provost made a presentation. She presented the mission statement, vision for Carleton @75m, the values and strengths of the University. She then explained the themes, goals, strategic actions and key performance measures. The next steps will be to ensure that academic planning processes, financial planning and resource allocation processes and professional services plan work together. The University will develop an Integrated Operational Plan, incorporating the academic, research and professional services areas in order to implement the Strategic Integrated Plan.

Members were informed that Senate has approved the Strategic Integrated Plan and the Board Chair indicated that Executive Committee has also recommended that the Board approve the plan.

It is expected that the final plan will be presented to the Board in October/November.

It was moved by Mr. Tattersfield and seconded by Ms. Daly that Carleton University's Strategic Integrated Plan 2013-2018 be approved, as presented. The motion carried with two abstentions.

8. OTHER BUSINESS

8.1 Question Period

The following question was submitted:

Calgary's Mayor recently suggested that the Manning Centre has been involved in "potential illegal activity," in connection with a leaked video of a meeting involving the head of one of Calgary's biggest home building companies. In light of Mr. Manning's relationship with Carleton's political management program, is there a potential risk to the University here? And going forward, are there steps we can take to reduce the University's risk related to such activity (alleged or real)?

The Chair indicated that this is an excellent question which applies to every student, staff member, speaker, alumnus and volunteer at the university. He thanked the member for drawing this to the attention of the Board and that he would take this under advisement.

9. ADJOURNMENT

There being no further business, the Open Session was adjourned at 5:43 p.m.