

**Minutes of a Meeting
of the
Carleton University Senate
Held on Friday, 25 September 1998
at 2:00 p.m.
in the Senate Room, Robertson Hall**

R.J. Van Loon presiding

Attendance

F. Abele, G.S. Adam, K.S. Andonian, J.C. Armitage, P. Attallah, M. Bienefeld, R. Benner, C. Betts, C.H. Chan (Clerk), J.W. Chinneck, J. Clarkson, I. Craig, J. DeBardeleben, F. Dehne, B.S. Elliott, D. Foreman, L. Frankel, B. Gillingham, R.A. Goubran, G. Haider, W.D. Jones, A.M. Khan (Acting Dean, Engineering and Design), E. Kranakis, M. Langer, L. Librande, S. Lisett-Rivera, C. Lundy, M. Mac Neil, R. Marlin, A.M. Maslove, K. Matheson, M.J. McDill, L.T.R. McDonald, R.J. Mesley, B.C. Mortimer, G. Mutton, G. Park, S. Robinson, D. Rosse, P.N. Rowe, T.J. Smy, C.L. Stanford, D.R. Thomas, D. Thomson, R.S. Ward, D.R. Watt.

Regrets

J.W. ApSimon, R. Bird, R.C. Blockley, G.R. Carmody, T.B. Dawson, M. de Leeuw, S. Godfrey, A.S. Haydon, A.K. Kroeger, V. Kumar, K.T. Law, S.E. Mills, I.W.V. Pringle, M.W. Smith.

Absent

J. Belfontaine, P.J.S. Watson.

For Action

1. Welcome to New Senators

The President, as Chair, introduced the new members of Senate, and welcomed everyone to the first meeting of the academic year.

2. Chair's Remarks

The President commented that there will be hard things to do, and hard and long debates over the course of this academic year, but no program closures are anticipated.

He noted some structural and furniture changes to the Senate Room itself, adding that more changes will be done in the future.

3. Question Period

3.1 Changes to the Method of Paying Tuition Fees

In response to questions on this matter from Mr. G. Park (Appendix A), Mr. D.R. Watt, Vice-President (Finance and Administration), stated that, in 1996, one of the process redesign teams looked into the matter of fee payments by students as the students did not like long line ups in the gymnasium, and this move towards telebanking was the solution. Adopting the date of 1 September was consistent with what most universities are doing. However, because the date published in the 1998-99 Calendar (11 September) was inconsistent there were no late payment fees until after 11 September. A committee, whose membership includes students from GSA, CUSA and RRRA, will be reporting on the effects of this change, and possibly other changes in the future.

3.2 Carleton University Press

Prof. L.T.R. McDonald asked if Senate had had any discussions on the above-noted matter. Dr. G.S. Adam stated that while Senate had discussed it, there were no resolutions or official Senate action to be taken as this does not fall within Senate's jurisdiction. He reminded members of Senate that they were still free to comment.

The President stated that decisions dealing with this particular operation are matters for the Board of Governors. The decision the Board had to deal with was a matter of whether or not to subsidize it for \$150,000, and their decision, to remove the subsidy, had serious consequences.

3.3 Bookstore

Prof. L.T.R. McDonald then asked about rumours he had heard that would change the operation of the Bookstore. He expressed concern about changes because to him, a humanist, the bookstore is the equivalent to a laboratory.

The President explained that as this facility was operating at almost \$600,000. loss, both senior management and the Board were not willing to allow this to continue. The Bookstore is to operate on a break-even situation. He went on to say that there had been problems in the management of the Bookstore and this has been delegated, by contract, to a private firm. The University will continue to own the Bookstore, and we will have input and direction. The hiring of the management will be susceptible to academic input.

Mr. Park questioned cuts to labour costs in the Bookstore, and asked if there was a body of Senate that this could be channelled through. Mr. D.R. Watt stated that the staff are members of CUPE 2424, and therefore no changes in wages. As for a Bookstore Committee, he did not know of one. The President suggested that there could easily be an advisory committee on the Bookstore.

Prof. R. Marlin noted that the Charlatan had reported that the seeking of outside managers was not done for financial concerns. He asked if this was correct, or was Mr. Watt misquoted. Mr. Watt confirmed that he was misquoted, as this move was for financial reasons.

Ms G. Mutton commented that we need to educate our directors to manage their managers, adding that the onus is on the director.

Prof. J.W. Chinneck, speaking as a member of the Senate Financial Review Committee, noted that the Committee drew this matter to the attention of Senate last year.

3.4 CUSA By-Elections

Mr. R. Ward commented that CUSA had eliminated its Fall by-election process, noting that there are currently four undergraduate student vacancies on Senate.

As he was interested in re-instituting this process, he questioned how much money the University provides to CUSA for them to run the by-elections. As this by-election process was used to fill student vacancies on both the Board of Governors and the Senate, the President agreed to seek an answer from the University Secretariat.

3.5 Student Loans Linked to Bad Credit Ratings

Ms D. Foreman commented on a recent development announced by the Canadian Government to stop offering student loans to students deemed to have a bad credit rating by the age of 22. She asked if the University would help these students. Dr. L. Librande, Dean of Students, stated that he would check to see if this is being considered by the Awards Office.

3.6 Year 2003 and Grade 12/OAC University Entrants

Mr. R. Benner commented that CUSA has established a Committee to look into the Year 2003, which will see a double-cohort of both grade 12 and OAC students eligible to apply to university. He asked if a similar University committee was also looking into this. Dr. Adam stated that this matter is on the agenda of the Vice-Presidents of Ontario, on behalf of COU, and they have heard that there will be an envelope set aside by the Ministry of Education and Training to support the transition.

4. Minutes

The following sets of minutes were approved, as circulated (Jones, Andonian):

Executive Minutes: 15 to 26 June, 16 July and 17 September 1998;

Senate Minutes: 26 June 1998.

5. Business Arising from the Minutes

There was none.

6. Report of the Senate Electoral Officer

The Clerk, as Senate Electoral Officer, reported on several electoral matters (see Executive minutes 2449-50 #1).

7. Committees

The Executive considered documentation on several Committee matters, with a covering memorandum from the Clerk, on behalf of the Executive, dated 17 September 1998 (Appendix B).

7.1 *Ex officio* Positions on the Senate Committee on Admission and Studies Policy and the Senate Committee on Medals and Prizes for the Dean of Students

It was MOVED (Chan, Stanford)

that the Dean of Students be added to the *ex officio* memberships of the Senate Committees on Admission and Studies Policy, and Medals and Prizes.

CARRIED.

7.2 Disbanding of the Advisory Committee to the Calendar General Editor

It was MOVED (Chan, Stanford)

that the Advisory Committee to the Calendar General Editor be disbanded.

CARRIED.

7.3 University Promotions Committee

The Clerk reported that the Executive, as part of its consideration of Committee memberships for 1998-99, had been informed that Prof. G. Skippen had tendered his resignation from the above-noted Committee. The Executive sought the advice of the Dean of Science and the Vice-President (Academic) for his replacement (see Executive minutes 2451-2 #2.2).

It was MOVED (Chan, Adam)

that, pursuant to Article 10.4 (a) (i) of the Collective Agreement between the University and CUASA, Senate

elect Prof. C.W.L. Garner for membership on the University Promotions Committee, effective immediately.

CARRIED.

7.4 Student Membership on the Integrative Review Committee

The Clerk reported that the Executive agreed to nominate a graduate student to the membership of the above-noted Committee, despite the fact that the position should have been open to undergraduate students only. As the student had obtained her undergraduate degree from Carleton last Spring, the Executive agreed to recommend to Senate approval of the nomination as part of the Committee Membership List for 1998-99 (see item #7.5 below; see also Executive minutes 2450 #2.1).

In response to a question concerning CUSA's agreement with this nomination, the President explained that the President of CUSA is an *ex officio* member of the Executive, and no objection had been raised at that time.

7.5 Committee Memberships for 1998-99

Senate considered this List (Appendix B, Attachment #1).

The Clerk reported the following amendments to the list: add Marc Favreau, undergraduate student member to the Senate Academic Planning Committee; remove John Dixon from the Senate Committee on Disabilities; add C.W.L. Garner to the University Promotions Committee (see item #7.3 above); and, add F. Abele as the Senate Representative on the Ombudsperson Advisory Committee.

It was MOVED (Chan, Librande)

that Senate approve the Committee Membership List for 1998-99, as amended above.

CARRIED.

8. Empowering Motion: Report of Executive Action Taken During the Summer

The Clerk reported that no action had been taken by the Executive pursuant to the empowering motion (see Senate minutes 4369 #11).

9. Report of the Senate Academic Planning Committee re Carleton Computer Science Certificate

Senate considered this Report, dated 10 September 1998 (Appendix C).

Prof. E. Kranakis, Director of the School of Computer Science, introduced this Report, noting that there is a lot of demand for this type of program. The O-Vitese program, which this proposal is modelled after, has 500 applications for 40 positions. This program will satisfy training and retraining needs in the area; it is based on six existing courses offered by the School, and will be taught in the mentoring style; and the program will operate on a full cost-recovery basis.

Prof. P.N. Rowe questioned why it was not offered for profit. The President stated that taking in 15 students would be the break-even point and that the program would not be given if it did not break even.

Mr. C.L. Stanford commented that the mentorship should be stressed in the advertising of this program.

In response to questions from Prof. S. Lipsett-Rivera as to the number of students and where the profits will go, Prof. Kranakis stated that there will be 30 students maximum and 15 minimum, and that 40% of the revenues will go to the University and the remainder will go to the labs. He added that when the program is not running, the labs will be used by the School, and that these labs will be upgraded every three years. As Dr. J.W. ApSimon, Vice-President (Research and External), was absent from the present meeting, it was agreed to seek an explanation from him on the split of revenues and profits.

Prof. M. Marlin commented that this program will not be financed in the usual way, and asked if this would preclude dependents of faculty and staff from taking the program as a taxable benefit. The President confirmed that this was correct.

Ms Mutton questioned the payment to faculty over and above their salary. Mr. Watt stated that he would seek an answer to this question.

Mr. Betts asked if there were other cost-recovery program offered at the University, and what is the refund policy. The President stated that there are other cost-recovery programs, adding that if students backed out prior to the withdrawal date there would be some fees given back. Prof. Dehne stated that once the courses have started there is no refund.

Prof. M. Mac Neil noted the absence of a "Section 11", pertaining to resources, as referenced on p. 6, at the bottom. Dr. Adam commented that financing of this is not a matter that Senate supervises, adding that this is the division of labour between Senate and the Board. The President added that Senate is invited to vote on the program and its academic merit, not the financing of it.

Dr. Adam then spoke about the non-credit Management Development Program for Women, offered through the Centre for Research and Education on Women and Work. Graduates of this program do not receive University credits that are as well defined as these six courses. The Computer Science Certificate program creates a parallel structure to the Bachelor of Computer Science program. With these six courses, we can confidently say that these are Carleton University courses.

Dean Librande questioned the six courses for the certificate, asking if this equates to 3.0 credits. The Clerk stated that the maximum an applicant could apply to the certificate would be 1.5 credits.

Prof. M.J. McDill noted the grade of "F" was not included on p. 8. She also suggested adding the usual caveat on the term "software engineering".

Mr. Park asked if TA's are funded from the revenues of the course, to which the answer was "yes". He then noted that the TA's collective agreement might cause problems. He then asked if it was possible for a student to proceed in the regular way to take these six courses and meet the requirements for the certificate. Dr. Adam explained that a student cannot get the certificate just by passing the six required courses during a regular program; this is an intensive program with enhanced support and is meant to stand alone.

Prof. F. Abele noted that Bachelor of Public Administration students who don't succeed can then get the Certificate in Public Service Studies.

Dr. Adam noted that the six undergraduate certificates (CTESL, CELC, CLES, CPSS, CFLS and CFTS) are supported by the granting councils. There is a direct relation between what we are teaching in our degree programs and then related to our certificates.

Prof. S. Robinson observed that this will not be published in the undergraduate Calendar as it is not for credit. Dr. Adam stated that it is a Carleton Certificate, and the students will be given credit if they ask for it.

Prof. G. Haider asked if this is a route for professors of architecture in order to be proficient in this field, and if so, would they be exempt from fee payment. The President stated "no". Prof. Kranakis stated that this certificate is targeted at science and engineering students.

Ms Foreman questioned the publishing of the student's grades on the certificate, adding that the marks should be treated separately as is the case with a degree and transcript. Prof. Dehne concurred with this suggestion.

Prof. M. Bienefeld commented that this is an excellent proposal given the university's strained financial circumstances. However, he wanted to point out certain dangers in moving in this direction. It was unwise to use the term "full cost recovery", when we really mean "incremental cost recovery". Such an inaccuracy could one day be used against us. And it was risky to make such courses fully equivalent to courses taught over a full term because students need time to absorb material, and because it is hard to apply normal academic standards to "customers" who have paid such high fees. Dr. Adam indicated that the University imagines an income associated with it. We think we should move forward with these kinds of programs because of the revenues.

Prof. Thomas agreed with the comment of the grades on the certificate itself. He then asked if a student obtained six marks of D- being able to get the certificate. Dr. Adam stated that there is always the discrepancy between the expectations of the employer and the minimum average for a student to get a degree.

Prof. Thomas then stated that this proposal is a good idea and it is a reaction to what is reality as there's a huge amount of competition out there. The University needs these kinds of programs in order to stay current. He suggested that if a Minor in a degree program is four or five credits, that maybe the certificate should not be less than that as well. Prof. Kranakis noted that students taking this certificate will already have science or engineering degrees.

It was MOVED (Adam, Stanford)

that Senate approve the proposal for a Carleton Computer Science Certificate, effective Summer 1999.

CARRIED.

10. Senate Committee on Medals and Prizes: Recommendations re the Awarding of Medals

Senate considered a Report on these matters, dated 10 August 1998 (Appendix D).

It was MOVED (Chan, Librande)

that Senate approve the four recommendations pertaining to the awarding of medals as outlined in the Report (Appendix D).

CARRIED.

11. Report on the Activities of the Advisory Group on Academic Regulations

Senate considered this Report, dated 30 June 1998 (Appendix E).

It was MOVED (Adam, Chan)

that the deadline for the Committee to submit its final report to the Vice-President (Academic) be extended to June 1999.

CARRIED.

12. Revised Template for the New B.A. Degrees

Senate received, as an item for information and comment, this Report, dated 20 August, 1998 (Appendix F).

Prof. P.N. Rowe drew Senate's attention to items 12 and 19 in the Report, stating that this is a minefield for students who do too many credits in their major. Prof. Thomas agreed that it is not a good idea to limit the amount of material a student was to learn as part of their program. Dr. Adam reminded Senate that this document represents editorial revisions as a result of Senate having thoroughly debated the original template in January 1998 (see Senate minutes 4310-3 #5.3 and Appendix D to those minutes). In recalling the debate of Senate, he remembered that the support was put behind the belief that the B.A. was a general degree and not a specialization, adding that this matter is in the hands of the B.A. Council. Dean Jones commented that the B.A. is a general degree and this is the way the University is advertising it, and he does not want us to go back to the highly specialized degree of the past. Prof. B.S. Elliott commented that a lot of what is in the template is for the guidance of the registrarial offices, adding that there is some simplification going on.

Prof. J. DeBardleben commented on the terminology in section #7, dealing with Entry, Continuation and eligibility to graduate with a program option. Prof. Elliott concurred that the last phrase, viz., "and not based on enrolment in a particular degree program", should be eliminated.

Dr. Librande assured members of Senate that no matters will be overlooked in the application of the template.

13. Report of Executive Action re Late Program and Curricular Changes for 1998-99

The Clerk reported on several actions taken in this regard (see Executive minutes 2448 #1 and Appendix A to those minutes; 2451 #3, and 2452 #4.1 and Appendix B, Attachments #1 and 2).

14. Report on the Activities of the Board of Governors

Senate received this Report (Appendix G) as an item for information and comment.

In response to a query about the cogeneration project, Mr. Watt stated that the University has been approached by several companies to provide cogeneration to us. We need to have a use for the electricity and the waste heat generated and they have been asked to come up with proposals. We are now working with one company to work out a detailed proposal. Prof. McDill suggested inviting Prof. H.I.H. Saravanamuttoo to explore this project due to his expertise in gas turbines.

15. Revised Date for Spring 1999 Senate Graduation Meeting

The Clerk reported the need to change the date originally set for the above-noted meeting to 1 June 1998 (see Executive minutes 2453 #8, and 2438 #9 and Appendix F to those minutes).

16. New Graduate Scholarships and Awards

Senate received, as an item for information, documentation pertaining to these matters (Appendix H).

In connection with the second scholarship, Prof. McDill noted the need for an editorial change, viz, to remove the word "their" from the second line. She also noted that the title of the disciplines listed after the name of the late Prof. Kaye was inconsistent with the actual name of the department.

17. Announcements re Fall Convocation

The Clerk, as Marshal of Convocation, informed Senate that Fall Convocation would be held on Sunday, 15 November 1998. The honorary degree recipients will be R.D. (Dick) Richmond, D.Eng., morning ceremony, and Maxwell Yalden, LL.D., afternoon ceremony.

At this point in the meeting, Senate went into Closed Session to consider the following matters:

18. Report of Executive Action re Post-Graduation Changes to Academic Records

The Clerk reported on Executive action taken in this regard (see Executive minutes 2454 #11 and Confidential Appendix E to those minutes).

19. Candidate Presented Late for Spring 1998 Graduation

The Clerk reported on Executive action taken in this regard (see Executive minutes 2454 #12 and Confidential Appendix F to those minutes).

20. Other Confidential Matters

There was none.

The meeting was adjourned at 4:10 p.m.