

**Minutes of a Meeting
of the
Carleton University Senate
Held on Friday, 30 October 1998
at 2:15 p.m.
in the Senate Room, Robertson Hall**

R.J. Van Loon presiding

Attendance

G.S. Adam, K.S. Andonian, J.W. ApSimon, J.C. Armitage, J. Belfontaine, M. Bienefeld, R. Benner, C. Betts, B.C. Blockley, C.H. Chan (Clerk), J.W. Chinneck, J. Clarkson, T.B. Dawson, J. DeBardeleben, F. Dehne, M. de Leeuw, M. Foss, D. Foreman, L. Frankel, S. Godfrey, R.A. Goubran, G. Haider, R. Jeffreys, W.D. Jones, E. Kranakis, V. Kumar, M. Langer, L. Librande, C. Lundy, M. Mac Neil, S.A. Mahmoud, R. Marlin, A.M. Maslove, K. Matheson, M.J. McDill, L.T.R. McDonald, R.J. Mesley, S.E. Mills, B.C. Mortimer, G. Park, S. Robinson, P.N. Rose, M.W. Smith, T.M. Smy, C.L. Stanford, C.L. Tan, D.R. Thomas, D. Thomson, R.S. Ward, P.J.S. Watson, D.R. Watt.

Regrets

F. Abele, P. Attallah, G.R. Carmody, I. Craig, B.S. Elliott, B. Gillingham, A. Kroeger, G. Mutton, I.W.V. Pringle, D. Rosse.

Absent

R. Bird, A.S. Haydon, S. Lipsett-Rivera, T. Wilson.

1. Question Period:

1.1 1998-99 President's Report

The President announced that the above-noted report, excluding the summary of performance indicators, would be circulated to all faculty members the following week. Requests for copies of the indicators can be made to the Office of University Communications. He noted that Carleton is among the leaders in developing these indicators.

1.2 Overall Enrolment

The President announced that our tuition revenue is \$800,000. lower than the projection contained in the budget presented to the Board of Governors in April, adding that the overall revenues of the University are about \$2 M higher.

In explaining why the tuition revenues fell below the target, he stated that what we aimed at we hit, but we did not aim at everything. First-year high school entrants are up 4%, as well as their entry average. Our weaknesses came from visa and community college students, with student drops of 80 to 90 and 30, respectively, totalling lost revenues of \$750,000. The following represents areas to be targeted in the future: more students in Arts and Social Sciences; pay closer attention to retention, as it's cheaper to retain than to recruit students; put more support into international student recruitment, and more staff resources into recruiting students; and develop articulation agreements with community colleges.

Ms D. Foreman questioned how the University was going to gain more arts and social sciences students and how it will rehabilitate its image. The President responded that this Faculty received five new faculty appointments this year, adding that reductions in Arts and Social Sciences were not proportional and that expansion in the future will depend on students. He noted that arts and social sciences students are down across the Province.

Dean W.D. Jones noted that their enrolment is down 2.5% in this area compared with the provincial average of 5%. He added that there is a B.A. Marketing Strategy Committee charged with the responsibility of marketing the new B.A. as effectively as possible.

1.3 College of Public Affairs

The President reported that the Board of Governors, at its meeting the previous day, approved, upon motion from the Faculty of Public Affairs and Management, the name of the college which will deliver the Bachelor of Public Affairs and Policy Management degree. The naming of the college, Kroeger College, after our Chancellor, Mr. Arthur Kroeger, is both appropriate and timely because of his significant contributions to the University, and the fact that his term as Chancellor has been extended by three years to 30 June 2002.

1.4 Year 2003 and Grade 12/OAC University Entrants

Further to a question on this matter at the 25 September 1998 Senate meeting (see Senate minutes 4374 #3.6), Prof. V. Kumar asked if there was any more information available. Dr. G.S. Adam commented that Academic Vice-Presidents are becoming active in the area of high school relations. A Committee is being established with participants across the Province who will be charged with reviewing those courses that will replace the existing OAC's. In order to come to terms with the double cohort in the year 2003, the Ontario Academic Vice-Presidents will be meeting in November to consider this matter. He noted that there will be a funding envelope to support adjustments made by institutions.

1.5 Student Card Validation Stickers

Mr. J. Clarkson enquired how students who are not on campus during the day obtain validation stickers for their student cards. Mr. D.R. Watt stated that he would provide him with an answer to this question.

1.6 Carleton Computer Science Certificate

Mr. C. Betts drew Senate's attention to an article in 8th October 1998 issue of *TWAC*, "Retraining for science and engineering grads". In particular, he asked why university resources are being put into a cost-recovery program. Dean P.J.S. Watson responded that some of the profits will go into scholarships.

1.7 Report on the Quality Improvement Plan

Mr. G. Park questioned the replacement of sessional lecturers with tenured and tenure-track faculty. Dr. Adam stated that the hiring of teachers is driven by budgets and collective agreement constraints. The budgets with respect to sessionals are discretionary and spent by the Dean. The policy concern is "what is required to deliver the academic programs--Deans, Directors and Chairs want the best people to teach. He then asked Mr. Park to submit to him specific written questions on his concerns. The President then stated that the students associations were all asked to hold some focus groups on how they would like the money spent if there were fee increases, and the number one response was more full-time faculty, and the quality improvement plans reflects this input from students.

1.8 Management of the Bookstore

Prof. C. Lundy asked for an update on the negotiations to privatize the Bookstore. Mr. Watt stated that the Bookstore is not being privatized, but a management firm has been contracted to manage it. It is still the Carleton University Bookstore, with the same staff, except for the management staff. Follett Canada will take over the management of the Bookstore on 9 November 1998.

The President noted that a Bookstore Advisory Committee will be established.

Ms Foreman asked about the duration of the contract, and commented that the University of Ottawa is dissatisfied with the contract management of their bookstore. Mr. Watt stated that it is a five-year contract, with a 90 day termination agreement by either party. He noted that senior

management at the University of Ottawa are very satisfied, adding that it has operated under contract for fifteen years.

2. Minutes

It was MOVED (Librande, Adam)

that Senate approve the Senate Minutes of 25 September and the Executive Minutes of 19 October 1998.

In connection with the Senate Minutes, item #12, Revised Template for the New B.A. Degree (pp. 4380-1), Mr. L. Stanford commented that the presentation of this matter needs to be simplified. The President stated that this is a matter of Calendar and description language.

In connection with item #9, the Report of the Senate Academic Planning Committee re Carleton Computer Science Certificate (pp. 4377-9), Prof. M. Bienefeld requested the following amendment to his statement on p. 4379, viz., "Prof. M. Bienefeld commented that this was 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 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's hard to apply normal academic standards to 'customers' who have paid such high fees. Dr. Adam indicated".

Also, in the same minutes, Ms Foreman noted that her name in the list of those in attendance should be "D. Foreman".

THE MOTION, with the above-noted amendments, WAS CARRIED.

3. Business Arising from the Minutes

The following matters, raised at the last Senate meeting (25 September 1998), were addressed:

3.1 Student Loans Linked to Bad Credit Ratings

See Senate minutes 4373 #3.5. Ms S. Gottheil reported that the Ontario government has been concerned about the rising student default rate, and the Ministry of Education and Training therefore introduced a new policy for OSAP. She noted that Canada loans are trying to harmonize with the OSAP system, adding that this is not a fait accompli as there could be some

input. When asked if the University would help these students, Ms Gottheil stated that we do not help students who default on their loans, adding that there is, however, an appeal process.

Mr. Clarkson noted that this new policy only affects students who are 22 years of age and older, therefore affecting more graduate than undergraduate students. He noted that HRDC did not push through these changes or endorse them, commenting that people at HRDC are open and "user friendly".

3.2 Carleton Computer Science Certificate--Revenue Profit Sharing

In connection with this matter (pp. 4377-9 #9), Dr. J.W. ApSimon, Vice-President (Research and External), stated that the total cost of the program is calculated on fixed and indirect costs; if there is a profit, then it is shared between the University, the Faculty, and the unit. He added that any direct costs are distributed according to the University's formula.

4. Report of the Senate Electoral Officer

The Clerk reported on several electoral matters (see Executive minutes 2455-6 #1).

In connection with the special appointment to Senate for the University Librarian, the Clerk reported that the Board of Governors, at its meeting the previous day, approved the appointment, effective immediately.

In connection with the matter of undergraduate student vacancies on Senate, it was noted that the University Government Committee will be recommending an amendment to the Board of Governors' Bylaws regarding the election of students to Senate. The President stated that this would, in effect, broaden the pool of eligible candidates.

5. Committees

See Executive minutes 2456 #2.

It was MOVED (Chan, Adam)

that Senate approve the additional nominations to Senate Committees, viz., Charles Welsh, student representative on the Animal Care Committee; Prof. L.E. May, Science faculty representative on the Disabilities Committee; and Peter Weylie and John McEwen, RRRA and varsity representatives, respectively, on the Athletics Board.

CARRIED.

6. Report of the Senate Committee on Admission and Studies Policy

Senate considered this Report, dated 9 October 1998 (Appendix A).

The President noted that senior management is not ready to make a recommendation on item #2, Grade-Specific Prerequisites, and stated that debate on this matter would therefore be deferred until a recommendation is forthcoming.

6.1 Timing of Deferred Examinations

It was MOVED (Mortimer, Stanford)

that Senate approve the following recommendation:

that, effective the summer of 2000 (i.e., beginning of the academic year 1999-2000), the deferred examinations of Winter and Fall/Winter courses be held in June and that this practice be reviewed by CORPP and SCASP in the Fall of 2001.

Pro. J.C. Armitage noted that Physics 75.104 is offered during the summer with approximately 150, and therefore having those students plus two or three writing deferred examinations gives a much more accurate assessment of the quality.

In response to a question from Mr. R. Ward as to when in June the deferred exams would be written, Prof. B. Mortimer, Chair of the Senate Committee on Admission and Studies, stated that it would be during the summer examination period. Ms Foreman commented that this would be problematic for out of Province or international students, and suggested the middle of August would be more advantageous for students coming back for the Fall term. Prof. Mortimer pointed out that this is just as problematic, noting that students do not have to travel to Carleton to write these exams.

In response to a question from Mr. Belfontaine about students who are not prepared to write in June, Prof. Mortimer noted that students can apply for a deferral on a deferred examination.

Dr. Adam commented that this recommendation reflects the interests of students.

Prof. D.R. Thomas stated that this also solves the problem of faculty going on sabbatical leave as of 1 July.

Ms Gottheil stated that this is important for enrolment and retention as sometimes students do not get their marks early enough.

THE MOTION WAS CARRIED, with three opposed.

The Clerk noted that this would require an amendment to the Calendar to change the terms applicable for Mathematics and Statistics, and Physics.

6.2 Inc/IP/Def Grade in an Extra to the Degree Course at Graduation

The Committee agreed that, notwithstanding the fact that there is a pending grade in an Extra to the Degree course, Senate may consider awarding the degree provided that the student has met all the prescribed program requirements and be recommended by the sponsoring Faculty Board.

7. Posting of Senate Minutes on the Web

The Clerk reported that the Executive, at its last meeting, agreed to recommend to Senate that its minutes be posted on the Web only after Senate has approved them as they would then contain any additions and/or amendments made by Senate.

Several senators spoke against the recommendation of the Executive, citing timeliness as their reason. Dr. Adam stated that the minutes are the record and this is more important--the intrinsic value. Prof. M.J. McDill expressed concern about being misquoted. Ms Gottheil noted that TWAC summarizes Senate's discussions, and suggested posting a summary of the issues raised.

It was MOVED (Jones, Maslove)

that Senate minutes should be posted on the Web only after they have been approved by Senate.

CARRIED.

8. Report on the Activities of the Board of Governors

Senate received, as an item for information, this Report (Appendix B).

9. Other Business

There was none.

The meeting was adjourned at 3:45 p.m.